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# AIR FORCE CHAPLAIN CANDIDATE HANDBOOK

## September 2025

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**HQ AFRC/HCX**

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# AIR FORCE CHAPLAIN CANDIDATE PROGRAM HANDBOOK

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# ***PROGRAM INTRODUCTION***

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### **SECTION I – INTRODUCTION (Phases 0-4)**

#### **PURPOSE**

The purpose of this HANDBOOK is to familiarize chaplain candidates with training requirements, responsibilities, policies, and procedures.

#### **ORGANIZATION**

The Chaplain Candidate Program is a Special Professional Education Program of the Select Reserve (SelRes). The program is functionally managed by Headquarters, Air Force Reserve Command, Office of the Command Chaplain (HQ AFRC/HC), with administrative control (ADCON) at HQ Readiness and Integration Office (RIO) Detachment (Det) 5. HQ AFRC/HC enlists the cooperation of Chaplain Corps members and staff throughout the Air Force to provide quality field supervision and training for the candidates and maintains relationships with ecclesiastical endorsing agencies.

Chain of Supervision for Candidates (DAFI 52-101.2)

- I. Chief of Chaplains
  - a. Chief of Chaplains reports to the Chief of Staff of the Air Force as Chaplains do not have command but supervisory powers only.
- II. Deputy Chief of Chaplains
- III. Air Force Reserve Command Chaplain (AFRC/HC)
- IV. Air Force Reserve Deputy Command Chaplain
- V. Chief, Plans, Programs, and Training Division (AFRC/HCX)
- VI. Chaplain Candidate Program Manager
- VII. Chaplain Candidates
  - a. NOTE: Candidates during tours have adjusted chain of command. See Section X: Personal Behavior and Conduct: Chain of Command.

See a list of ranks for enlisted and officers at <https://www.defense.gov/Resources/Insignia/>.

#### **OBJECTIVES**

The objectives of the Chaplain Candidate Program are:

1. To provide a structured opportunity for exceptionally motivated and dedicated theological students to test their call and suitability for service as Air Force chaplains.
2. To introduce prospective Air Force chaplains to the significant ministry taking place within the Total Force Components – Reserve Air Force (Res AF), Regular Air Force (Reg AF), United States Space Force (USSF), and Air National Guard (ANG).
3. To introduce future religious leaders to the Total Force USAF mission, structure, community, and training.
4. To provide the Air Force with a resource pool of highly qualified and motivated chaplains for training at the Basic Chaplain Course, and service in the Active, Reserve, and National Guard components from



various ecclesiastical endorsing agencies registered with the Armed Forces Chaplains Board (AFCB) of the Department of Defense.

**DISCLAIMER:** The contents of the *Air Force CHAPLAIN CANDIDATE PROGRAM HANDBOOK* are subject to official Air Force, Department of Defense, and United States Government policy, laws, guidance, and instructions. Contents are subject to change without notice. Candidates should contact the Chaplain Candidate Program Manager for the most current guidance and with any questions they may have about their Reserve officer status and/or participation in the Chaplain Candidate Program.

The military functions under separate guidance and regulations than normal civilian life. There are documents that serve as binding references for policy, laws, guidance, and instructions. There are four that are relevant to the candidate: Department of Defense Instruction (DoDI), Department of the Air Force Instruction (DAFI), Air Force Manual (AFMAN), and Department of the Air Force Manual (DAFMAN).

## **CHAPLAIN CANDIDATE PROGRAM HANDBOOK**

This HANDBOOK will provide certain basic information about the Candidate Program in addition to what is found in the Individual Reservist (IR) Guide found here: <https://www.hqrio.afrc.af.mil/IR-Guide/>. The IR Guide is required reading.

Used as a reference tool for program participation, this HANDBOOK will clarify many of the expectations the Air Force has for candidates, as well as much of what candidates can expect from the Air Force. Answers for all questions and issues should be filtered through this HANDBOOK before raising them to the AFRC/HC staff. While the HANDBOOK is not exhaustive, it will answer most of your questions - use it well. Read it in its entirety.

Candidates transition through four phases in the program. Candidates are categorized by their phase and each phase has different requirements accordingly. The HANDBOOK is set up to use these phases (0-4) on each section and relevant information to indicate to whom the information applies.



## PHASE 0

- Accessions & Recruiting Process
- New Candidate who has not yet attended Officer Training School (OTS).
- Take Oath of Office and schedule first training tour including Officer Training School (OTS).
- Qualify for the Chaplain Candidate Program: USAF Requirements, Education Enrollment, Ministry
- Time: 4 months to a year to complete

## PHASE 1

- Initial Candidate Training (ICT)
- Candidate who has attended & graduated from OTS but has not yet completed the first internship tour.
- Attend OTS and ICT (Not Chaplain Candidate Internship Tour (SITT))
- Maintain Eligibility from Phase 0.
- 9 weeks in the summer.

## PHASE 2

- Candidate who has completed ONE internship tour.
- First SITT
- 28 Days in one Fiscal Year (October 1 to September 30)
- Maintain Eligibility from Phase 0.

## PHASE 3

- Candidate who has completed TWO OR MORE internship tours but has not met ALL OTHER requirements to graduate from the Candidate Program (seminary graduation, ordination, etc.) and reappoint as a Chaplain in the Air Force Reserves.
- Second SITT
- 28 Days in one Fiscal Year (October 1 to September 30)
- Maintain Eligibility from Phase 0.

## PHASE 4

- Graduation and Re-Appointment Process
- Candidate who has completed ALL PROGRAM REQUIREMENTS (OTS, minimum of 2 internship tours, seminary graduation, ordination, etc.) and is preparing for graduation from the Chaplain Candidate Program and reappointment as a Chaplain in Air Force Reserves.
- Maintain Eligibility from Phase 0.
- Time: 4 months to a year.



# ***THE CHAPLAIN CANDIDATE***

## **SECTION II - CHAPLAIN CANDIDATE STATUS (Phases 0-4)**

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### **STATUS AS A COMMISSIONED OFFICER**

Chaplain Candidates are commissioned as USAF Reserve officers, entitled to all the rights and privileges of their rank. They are expected to maintain the highest standards as commissioned officers - models of self-discipline, integrity, and leadership in keeping with the position of trust to which they have been appointed by the President under the laws of the United States. Candidates must maintain the personal and professional standards of an Air Force commissioned officer. As such:

1. They are subject to the Uniform Code of Military Justice (UCMJ) and all appropriate administrative, non-judicial, or judicial actions relating to misconduct, dereliction of duty, or actual or suspected criminal behavior.
2. They are required to comply with all Air Force and Department of Defense instructions and publications. For example, dress, grooming, personal appearance, and physical fitness standards as outlined in DAFI 36-2903, *Dress and Appearance*, and DAFI 36-2905 *Fitness Program*.
3. They act, at all times, in such a way as to reflect the highest standards, bringing no discredit on the USAF or the Chaplain Corps.

Chaplain candidates are addressed as **Lieutenant** and their **signature block** for all written/email correspondence is as follows (Please notice the **NAME** is typed in **all caps.**):

**JORDAN Y. DOE, 2d Lt, USAF**  
**Chaplain Candidate**  
**AFRC/HCXE**  
**Cell:**  
**Personal Email: jdog43@gmail.com**  
**USAF Email: jordan.doe@us.af.mil**

### **RESERVE STATUS**

Upon appointment as a chaplain candidate, individuals are assigned as commissioned officers in the Select Reserve as a Category-B Individual Mobilization Augmentee (IMA). They retain this status in the Reserve *component* of the Air Force for their time as a candidate.

### **ACTIVE-DUTY STATUS**

During Officer Training School (OTS) and Annual Tour, Chaplain Candidates are in an Active-Duty Status. They have the same responsibilities as any other person in the Active-Duty **component** (Reg AF) during these training periods. As a result:

1. They will have a local supervisor and chain of command in addition to that of the Chaplain Candidate Program.



2. They are subject to the requirements and restrictions of the base and/or Command they are sent to, in addition to those of the Chaplain Candidate Program.
3. They are not permitted to leave their place of training without authorization from their supervisor.

## **INACTIVE DUTY FOR TRAINING STATUS**

In addition to Annual Training, Chaplain Candidates perform 24 periods of Inactive Duty for Training. Each period must be four hours long and provide training for the candidate. During periods of Inactive Duty for Training, you are only in status during the hours which you are engaged in training. Once your training day ends, you are no longer in an official military status.

Each Chaplain Candidate Internship Tour (SITT) consists of 12-14 days of Annual Training (AT) and 24 periods of Inactive Duty for Training (IDT). SITT is used in this HANDBOOK to refer to Candidate training involving AT and IDT.

**NOTE:** Unless a candidate has prior military service, a DD Form 214 will *not* be generated during their time as a chaplain candidate.

## **SECTION III – ASSIGNMENT (PHASES 0-4)**

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### **ARPC FORM 92, APPOINTMENT ORDER**

When Air Reserve Personnel Center (ARPC) receives a properly executed AF Form 133, Oath of Office, the candidate is issued an **ARPC Form 92, Appointment Order**, and is assigned to RIO Det 5 and AFRC. Candidates should carefully review their appointment order to make sure all information is correct.

### **AIR FORCE SPECIALTY CODE (AFSC)**

Chaplain candidates are assigned the **AFSC 92R0**. This indicates their "career field" is that of a chaplain candidate. By DAFI, previous AFSCs held by those with prior military service are retained as a secondary AFSC for as long as the appropriate regulations allow. 92R0 is a training AFSC. **Chaplain candidates can be mobilized but not deployed, called to Reg AF, or promoted in rank.**

**NOTE:** Since candidates are not chaplains and do not carry the 52R AFSC, they are **NOT** permitted to wear the **chaplain insignia** (e.g. Cross, Tablets, Crescent, or Wheel of Dharma). Candidates will ensure they are NOT referred to or identified as 'chaplain' in military *or civilian* circles.

### **ADMINISTRATIVE CONTROL (ADCON)**

The Air Force identifies three types of control for its members and operations: Administrative Control (ADCON), Tactical Control (TACON), and Operational Control (OPCON). The Office of the Command Chaplain (HQ AFRC/HC) serves as the "central manager" of this program and maintains OPCON and TACON. Although candidates train at various active-duty units/bases (where TACON is delegated), their **permanent unit of assignment always remains HQ AFRC/HC, Robins AFB, Georgia** (RIO Det 5 maintains ADCON). For candidates, most actions or documents requiring the approval of the unit commander must be coordinated/approved by the HQ AFRC/HCX Candidate Program Manager and routed to HQ RIO Det 5. Our unit address is:



HQ AFRC/HC  
555 Robins Parkway, Ste 248  
Robins AFB, GA 31098-1637



# GENERAL REQUIREMENTS

## SECTION IV – CHAPLAIN CANDIDATE PROGRAM REQUIREMENTS (PHASES 0-4)

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### THE CHAPLAIN CANDIDATE STATEMENT OF UNDERSTANDING (SOU)

This agreement, together with the extended SOU, signed as part of the commissioning application packet, commits each candidate to fulfill obligations in the following areas:

1. **THEOLOGICAL EDUCATION** To retain a commission as a chaplain candidate, seminarians must remain **full-time students** in good standing at an accredited theological seminary or school of religion. By **1 November** annually, each candidate must **submit a verification of seminary enrollment** issued by the school registrar to the HQ AFRC/HCX Chaplain Candidate Program Manager. This certificate must include a projected graduation date (see also Continuation, Leave of Absence, and Half-time Status, pg. 18).
2. **ECCLESIASTICAL ENDORSEMENT** All chaplains and chaplain candidates require a valid DD Form 2088, *Statement of Ecclesiastical Endorsement*, from an endorsing body recognized by the Department of Defense and Armed Forces Chaplains Board.
3. **PROFESSIONAL MINISTRY** All candidates must commit to pursuing professional ministry after graduation and endorsement from an accredited ecclesiastical endorsing agency.
4. **REAPPOINTMENT TO THE RESERVE** Upon successful completion of the Chaplain Candidate Program, and endorsement by an approved ecclesiastical endorser, candidates are guaranteed reappointment as a chaplain. On reappointment, the officer actively participates in the Selected Reserve for a minimum of three (3) years unless selected for a Reg AF appointment in coordination with AFRC/HC or NGB/HC, as appropriate (AFMAN 36-2032 *Recruiting and Accessions*, para 5.6.4.1.5.1).

Chaplain candidates do not incur a service commitment (unless accepting Tuition Assistance (TA)) and may elect to resign their commission and be administrative discharged from the Air Force instead of reappointing. On the other hand, candidates must reappoint as chaplains within eight years from the time of their original chaplain candidate appointment. AFRC/HC will initiate the discharge process for all chaplain candidates who do not reappoint within that time frame. (DAFI 52-101, para 3.2.4.2)

### TRAINING

HQ AFRC/HCX schedules and coordinates chaplain candidate training. Candidates train annually to remain in the program (or obtain a waiver) but may **not** engage in any activities or training other than those described in this HANDBOOK or authorized in writing by HQ AFRC/HCX.

#### **1. INITIAL OFFICER TRAINING - OFFICER TRAINING SCHOOL (OTS)**

All chaplain candidates, except prior service Air Force officers, are required to graduate Air Force OTS for their initial military training. OTS will introduce candidates to the customs and courtesies, traditions, and structure of the Air Force, as well as basic training in Air Force officership. Candidates are afforded **one**



chance to complete OTS. **Failure to complete OTS on your first attempt, may result in discontinuation from the program.**

## **2. INITIAL CANDIDATE TRAINING (ICT)**

All chaplain candidates will participate in ICT during their first year in the program, usually consecutive with Officer Training School (OTS). ICT is conducted in the summer only and is an immersive introduction to the Chaplain Candidate Program where candidates will be introduced to the Chaplain Corps and Air Force culture.

## **3. SUPERVISED INTERNSHIP TRAINING TOURS (SITT)**

Supervised Internship Training Tours will follow the successful completion of OTS. Per DAFI 52-101, 6.3.6.1.2, candidates must complete SITTs as determined by AFRC/HC. Current AFRC policy requires a minimum of two (2) SITTs.

**PLEASE NOTE:** While the Chaplain Candidate Program is for those currently attending seminary, it may extend beyond graduation due to different denominational requirements. A candidate is not automatically “dis-enrolled” from the Chaplain Candidate Program when they graduate from seminary. **A candidate is still a part of the program until he/she reappoints as a chaplain or is officially discharged.** See related information under *Continuation*.

## **BOARDS**

There are two major boards applicable to candidates, the Vector Board and the Selection Board. Both boards are located at HQ AFRC/HC. All boards and interviews are conducted virtually, there is no travel involved for the Candidates.

### **1. VECTOR BOARD**

All chaplain candidate packages are put before the vector board yearly in the spring. The board ranks all candidates to peers according to experience creating a top 1/3, middle 1/3, and bottom 1/3 of candidates. The training records of the candidates are used to assign candidates to the best developmental tours.

### **2. FUNCTIONAL REVIEW PANEL FOR REAPPOINTMENT (PHASE 3)**

Candidates in phase 3 who have met all of the requirements for reappointment meet the Functional Review Panel (FRP) The FRP determines if the candidate has successfully completed the program or requires further training. The board requires 12 documents to move a phase 3 to phase 4. The requirements may change so reach out to the program manager for the most recent checklist. The current checklist:

1. DD 2088 Form- Ecclesiastical Endorsement. Be sure to have the updated form submitted and on file which includes the Reserve and Chaplain boxes checked (the 2088 that is currently on file for candidates has the candidate box checked instead of Chaplain).
2. Original conferred degree transcripts on file as evidence of education requirement fulfillment.
3. Current Periodic Health Assessment (PHA) on file.
4. Current Physical Fitness Assessment (PFA) on file.
5. AF 1288 Form- Application for Ready Reserve Assignment and should be on file with the program from initial entrance into the program.
6. Privileged Communications Statement of Understanding Form.
7. Pluralistic Environment Statement of Understanding Form.
8. Evaluations from tours.
9. Chaplain Candidate Competencies Training Guide
10. Civilian Ministry Resume.



11. Chaplain Candidate Resume.
12. Reappointment Interview with Tour and Program Leadership.
13. Three Letters of Reference

## **CONTINUATION**

Following the completion of OTS, ICT, and the required SITTs, candidates will be “continued” in the program if they are not yet ready for reappointment due to denominational, seminary, or training requirements. All Internship Tours after the first two are Continuation Tours, as training is ‘continuing’ beyond the minimum program requirements. The transition into Continuation Status will be automatic and require no additional paperwork. All processes for continuation tours are the same.

If you have an educational opportunity that would benefit the Air Force and develop ministry skills (for example: CPE, a degree in counseling, etc.), contact the Chaplain Candidate Program Manager for approval to prolong your eligibility in the program.

The Chaplain Candidate Program must be completed within eight years. Furthermore, endorsement must be confirmed before 3 years after graduation from seminary (DAFMAN 36-2032 PARA 5.6.4.1.4).

Candidates will be held in Phase 3 for continuation.

## **SECTION V – SYSTEMS ACCESS (PHASES 0-4)**

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### **2875 SYSTEM AUTHORIZATION ACCESS REQUEST FORM**

DD 2875 is used by the Department of Defense to determine access qualification. This form is required to gain access to the systems that are NECESSARY TO A CANDIDATE’S SUCCESS. Make sure that this form is submitted and correct.

### **MILITARY IDENTIFICATION CARD**

After receiving the ARPC FM92, *Appointment Order*, a chaplain candidate is eligible to obtain a military identification card known as a CAC (Common Access Card).

To do so:

1. Contact the Pass and ID Registration Office at any military installation to get the office hours, directions, and to make sure you are “in the system.”
  - a. Make an appointment in the Real-time Automated Personnel Identification System (RAPIDS). You will receive email confirmation with your DD Form 1172-2, *Application for Uniformed Services Identification and DEERS Enrollment*.
  - b. Contact Military Personnel Flight (MPF) to ensure that you are in the DEERS system before proceeding to the installation.
2. Take ARPC Form 92 and a completed DD Form 1172-2, *Application for Uniformed Services Identification and DEERS Enrollment* to that office to obtain a CAC.
  - a. It is not necessary to be in uniform when the Pass and ID office takes your picture; however, facial and hair grooming should conform to AF Standards. If a CAC is not obtained before ITC, one will be issued to the new candidate there.
3. If possible, obtain your ID before reporting to training.



This ID card should be carried on the candidate's person whenever on duty or entering a military installation for any purpose. Do not permit the photocopying of your CAC unless permitted by AFI 36-3026 PARA 1.8.1.1.

When using the CAC to log on to AF systems, always use the "Authentication" certificate (except for email in Outlook, Microsoft 365 (<https://webmail.apps.mil/mail/>)).

For information on eligibility and instructions on obtaining a military dependent ID card, refer to the Individual Reservist (IR) Guide at: <https://www.hqrio.afrc.af.mil/IR-Guide/>

Note: For security purposes do not allow anyone to make a copy of your CAC per **Title 18, U.S. Code Part I, Chapter 33, Section 701**

## **DESKTOP ANYWHERE**

AFRC's Desktop as a Service (aka Desktop Anywhere (DA)) utilizes a user's personal computer (Mac/Windows) and valid AF CAC. Once launched on the computer, the DA session is a separate, containerized session completely isolated from the user's data, settings, hard drive, browser history or information of all kinds. There is no intermingling of anything between the secure, DA government session and the personal side of the computer, essentially the DA session is a 'dumb' terminal that displays and accepts input---nothing is actually downloaded or uploaded to the user's computer.

Desktop Anywhere is essential to accessing websites needed when not using a military computer system. It is vital that candidates have access to their information when not on base. This requires accessing government systems with a CAC. At the least, you should have access to a personal computer and a CAC reader, which is a device that allows the computer to read the CAC and gain access to systems. Once a candidate has a valid and active CAC, personal computer, and CAC reader, then the candidate can proceed with the instructions of how to install Desktop Anywhere. See Appendix E: Desktop Anywhere Instructions.

## **ORDERS SYSTEMS**

Orders are official military directives from a superior officer in the chain of command to a subordinate to execute a lawful mission requirement. Candidates request orders through a formal process including paperwork. There are necessary systems candidates must have access to in order to process that paperwork. There are three systems that candidates need access to manage their orders.

All travel orders (AF Form 938, *Request and Authorization for Active-Duty Training/Active Duty Tour*) are officially authorized and directed by HQ RIO Det 5 Commander. Travel orders specify the location and dates of training, verify AT status, secure commercial transportation through government channels, and establish entitlements. **Don't leave home without them!** Keep at least one copy on your person. NEVER give away your last copy of orders. A signed copy of AF Form 938 is required for military pay and travel reimbursement.

### **1. AIR FORCE RESERVE ORDERS WRITING SYSTEM (AROWS-R)**

The automated system by which IMAs can check the status for orders from any computer. To find step by step instructions see Appendix F: AROWS-R Instructions.

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

OTS and Annual Training (AT) orders are tracked in AROWS-R, a User's Guide is found here:

<https://www.arpc.afrc.af.mil/Portals/4/DRIO/RPO/RIO-AROWS-R-user-guide.pdf?ver=2015-03-04-115500-867>



## **DEFENSE TRAVEL SYSTEM (DTS)**

You must use DTS to schedule your travel for all Active and Inactive Duty Travel/Lodging.

Candidates should use DTS to the maximum extent possible to arrange all enroute transportation, rental cars, commercial lodging, and Government quarters.

If directed to use, candidates may make travel arrangements directly with a Contract Travel Office (CTO) like CI Travel. Use the “Find Office” feature for current CI travel contact information. Click Find Office. Select DoD. From the drop down, select United States Air Force. From the drop down, select Robins.

Travelers will need to provide the approved orders or a VOCO to the CI Travel 72 hours prior to the start of the trip, or the reservations will be canceled.

## **2. UNIT TRAINING ASSEMBLY PROCESSING SYSTEM (UTAPS)**

UTAPS is used to schedule, verify, and manage pay and/or points for current Fiscal Year (FY) attendance for Inactive Duty Training (IDT) or Points Only IDTs. To find step-by-step instructions see Appendix K: UTAPS Instructions.

UTAPS account: <https://utapsweb.afrc.af.mil/utapsweb/>

Inactive Duty Training (IDT) is generated in UTAPS, a User’s Guide can be found here:

<https://www.arpc.afrc.af.mil/Portals/4/DRIO/Training/IRO-augustSlides/RIO-IRO-UTAPS.pdf?ver=2018-09-13-115258-093>

With the removal of Internet Explorer (IE) (which UTAPS was created to operate in) you must run IE compatibility mode to use all functions of the UTAPS System. Below are instructions on how to enter IE compatibility model:

### **Compatibility mode for UTAPS:**

1. While UTAPS is configured to work only in IE, it DOES HAVE FULL FUNCTIONALITY in Chrome and Edge using extensions that mimic IE. On personal computers, Edge has the IE mode in it already; Chrome has it as an available free download.
2. To access UTAPS from a personal computer, remember you MUST go through AROWS-R. This is called the “AROWS pass-through.” Once in AROWS-R, use the drop down to select UTAPS, and log in from there.
3. Many government computers, including Desktop Anywhere, have the IE mode enabled in Edge and will allow full functionality and access to UTAPS. To use the IE mode in Edge, you must first go to a website, and then select the “Reload in Internet Explorer mode” from the “...” menu on the upper right-hand corner.
4. From a government computer, you can access UTAPS from the direct URL: <https://utapsweb.afrc.af.mil/utapsweb/>. The biggest issue with the sunset of IE is that the IE mode in Edge is disabled in some organizations (only known to impact non-af.mil access at this time), making it impossible for some of our IMA supervisors and URCs to access UTAPS.



### 3. MYFSS (AIR FORCE PERSONNEL CENTER)

The Air Force official online source for personnel policies, day to day transactions, and career management. Step by step instructions are in Appendix G: MyFSS Instructions.

MyFSS account: <https://www.myfss.us.af.mil>

Annual Training (AT) orders are requested in MyFSS, a User's Guide can be found here:  
<https://www.hqrio.afrc.af.mil/orders/mypers-orders-request>.

## **PAY SYSTEMS**

Candidates must have access to pay systems to handle explicit money transfers such as direct deposits, paying for travel, and the like.

### 1. GOVERNMENT TRAVEL CARD (GTC)

Military members apply for and are issued a GTC for use when conducting **official military travel**. Chaplain candidates will use the GTC in association with AT travel; and in some instances, when conducting IDT where lodging expenses are ***authorized in advance***. The use of the travel card is mandated by the Travel and Transportation Reform Act of 1998. The card is ***not*** for use with personal expenses when not on official travel orders.

The GTC is issued after completion of the Statement of Understanding (SOU) and the online training TraX "Program & Policies - Travel Card 101." Cardholders will ensure a copy of their certificate of completion is retained by the Agency Program Coordinator (APC), not the program manager.

Individual cardholders are responsible for payment in full of the undisputed amounts due in the monthly billing statement from the card contractor. **All military members are responsible for paying their GTC card bills on time, regardless of the status of their travel reimbursements.** Payment delays at ARPC happen but ARE NOT a valid reason for not paying the GTC - this makes filing the required documents for reimbursement EARLY imperative, as is REGULAR FOLLOW UP if payment has not been received. Contact the CCPM if you get stuck. In the event of a circumstance that is beyond the candidate's control, the candidate may request Mission Critical Status for GTC which delays the payment due date.

Prior Service members or DOD Civilians who already have a GTC must contact the APC to have their card gained by HQ AFRC/HC.

For step-by-step instructions for how to set up a GTC contact the program manager as the process is multistep and changes.

### 2. MYPAY (DFAS-THE DEFENSE FINANCE AND ACCOUNTING SERVICE)

Military pay is processed by the Reserve Pay Office (RPO) at ARPC. Pay information can be viewed through MyPay at: <https://mypay.dfas.mil/mypay.aspx>. However, a MyPay account cannot be established until after receiving the first direct deposit. You must have a MyPay account to view your LES and obtain your W-2 at the end of the year. For instruction on how to set up MyPay see Appendix H: MyPay Instructions.

### 3. Defense Travel System (DTS)

DTS is an online system that automates temporary duty (TDY) travel. It allows active-duty Air Force, Air Force Reserve and Air National Guard members to create authorizations, book reservations, receive



approval, generate payment vouchers, and direct payments to their bank accounts and Government Travel Charge Card (GTCC).

## **READINESS SYSTEMS**

Candidates utilize three main systems while on tour and off to maintain their readiness status. Readiness status is required for all military personnel to remain prepared for mobilization. The requirements for readiness are addressed in Section VI IMA Requirements.

### **1. MYFSS**

#### **a. MYFITNESS**

MyFitness is where PFAs are scheduled and recorded. Access to this site is primarily needed while on base, but there are situations that require access off base. Especially when a candidate needs to print off documents or schedule a PFA when off base throughout the year. myFitness can be accessed at <https://myfss.us.af.mil>.

#### **b. MYEVAL**

myEval is a system that is found on myFSS that brings automation and digital capability to the feedback and evaluation experience for Total Force Airmen and Guardians. All Raters and Ratees of Airman and Guardians can access feedback and evaluations through the myEval dashboard. Feedback and evaluations are automated into myEval based on a member's (Ratee) reporting period (the period of supervision culminating in an evaluation). Raters and Ratees will be able to draft, route, and sign both feedback and evaluations utilizing digital content, automation, and user-friendly interaction.

#### **c. MYDECS**

**myDecs** is a system that is found on myFSS that allows Air Force members to view their current decorations.

### **2. AF PORTAL**

The AF Portal allows members to find data and information, applications, and collaboration tools that are relevant to Air Force life. For example, myFitness can be found via the AF Portal. The portal is a helpful first place to look for access to other systems. It can be accessed with a CAC at <https://www.my.af.mil>. For instructions on how to set up AF Portal see Appendix I: AF Portal.

### **3. VIRTUAL MILITARY PERSONNEL FLIGHT (vMPF)**

VMPF allows members to update their records, print out important records and other personnel actions. It will be needed for special situations among candidates. It can be accessed on the AF Portal under “Career and Training” drop down menu.

### **4. MY INDIVIDUAL MEDICAL READINESS (myIMR)**

MyIMR is where medical readiness (see Section VI IMA Requirements-Medical Readiness) is recorded and tracked. This is a vital system to have access to for candidates. It requires a CAC to access and can be found directly at <https://asimsimr.health.mil/imr/MyIMR.aspx> or via AF Portal (Sometimes the search bar is utilized to locate it).

### **5. AUTONOMY RESEARCH COLLABORATION NETWORK (ARCNet)**

ARCNet is another location where records are kept and updated. ARCNet is specifically for Reserve and National Guard members. It includes records such as medical readiness, which are vital to the candidate's status. To access ARCNet: <https://arcnet.sso.cce.af.mil/>. For instructions on how to gain access to ARCNet



see Appendix J: ARCNet Instructions. Note: Frequently ARCNet is not current due to the lag in system interface.

## **6. MYLEARNING**

myLearning serves as the system where most of TFAT is accomplished. It is best accessed through AF Portal. Also, it can be found at <https://www.mylearning.org/>.

## **7. MYVECTOR**

myVector is a career development and mentoring tool that allows service members to take an active role in their career progression and future.



## SECTION VI – CORRESPONDENCE (PHASES 0-4)

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### **GOVERNMENT EMAIL**

With a CAC comes a government email address through Microsoft 365 (<https://webmail.apps.mil/mail/>) or Desktop Anywhere. Webmail can be accessed from the AF Portal ([www.my.af.mil](http://www.my.af.mil)). The AF Portal is also where you find instruction on how to download and access Desktop Anywhere. Desktop Anywhere is much easier and more consistent for accessing your government email than simply using Microsoft 365 (<https://webmail.apps.mil/mail/>). It is not required to use Desktop Anywhere, Outlook for routine correspondence; however, it needs to be checked regularly for government system notifications. All government emails are encrypted.

### **Electronic Correspondence**

Most correspondence with chaplain candidates will be through email. Make certain spam/junk filters do not block or filter it out. Also, add both [afrc.hce2@us.af.mil](mailto:afrc.hce2@us.af.mil), as well as the current Chaplain Candidate Program Manager's government email address to your **contacts** list and **favorites** to ensure you receive all communications.

Chaplain candidates are addressed as **Lieutenant** and their **signature block** for all written/email correspondence is as follows (Please notice the **NAME** is typed in **all caps.**):

**JORDAN Y. DOE, 2d Lt, USAF**  
**Chaplain Candidate**

**NOTE - EMAIL ETIQUETTE:** It is imperative that candidates **reply promptly to all correspondence** received from any military individual. This includes a simple acknowledgment that you received an email, whether you are working on a more complete response that will follow later, or where no further action is required. For example:

Yes sir/ma'am,  
Let me \_\_\_ and I'll get that information for you...

Thank you sir,  
Let me see what I can find out...

Understood ma'am,  
I'll \_\_\_\_\_ and let you know...

This simple acknowledgment lets the sender know that action is pending and that it didn't get lost in cyberspace (which does indeed happen!). An acknowledgement is polite, **and it is expected.**

### **Personally Identifiable Information**

The DoD has mandated protection of PII - information about an individual that identifies, links, relates, describes, or is unique to him or her (e.g., a social security number; age; military rank; civilian grade; marital status; race; salary; home or office phone numbers; other demographic, biometric, personnel, medical, and financial information, etc.). **Social security numbers are of high concern by themselves and should always**



**be encrypted in correspondence - even a partial number.** Other information becomes of high concern as it gets grouped (e.g. personal cell number with age, address, and other demographics).

When HQ AFRC/HC sends any information containing PII, or when candidates send documents with PII to HQ AFRC/HC, they will utilize their government Outlook account or DoD SAFE site, both of which allow for *encrypted* transfer of documents. DoD SAFE can be accessed here: <https://safe.apps.mil/>

The website contains instructions for using DoD SAFE. If you do not have a CAC yet, please notify the recipient that you need a Drop-off Request (a CAC is required to initiate DoD SAFE transfers). See also Appendix A.

Use the password “Candidate1” for all DOD Safe transfers.

## **Address and Telephone Number Changes**

Candidates are required to update contact information at ARPC by ‘creating a ticket’ and submitting an AF Form 1745 through MyFSS <https://myfss.us.af.mil/USAFCommunity/s/> Then send the updated information to the Chaplain Candidate Program Manager at [afrc.hce2@us.af.mil](mailto:afrc.hce2@us.af.mil) and the Program Manager’s email.

We must have a current address and phone number as well as an exact record of your status anytime is changes, both before, during, and after seminary graduation.

## **SECTION VII – IMA REQUIREMENTS (PHASES 0-4)**

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Upon appointment as a chaplain candidate, individuals are assigned as commissioned officers in the Select Reserve as a Category-B Individual Mobilization Augmentee (IMA). They retain this status in the Reserve *component* of the Air Force until they exit the program. There are requirements that IMAs must fulfill in order to remain in good standing with the military, referred to as readiness. These requirements are candidate responsibilities and utilize the systems discussed thus far.

Per the Defense Health Agency (DHA) all AFR members on duty during AT/IDT tours are eligible to receive care from Military Training Facilities for:

- (1) Medical readiness assessments to determine Service member Individual Medical Readiness (IMR) status. The six IMR elements, described in Reference (g), are the Periodic Health Assessment (PHA), Deployment-limiting medical and dental conditions, Dental assessment, Immunization status, Medical readiness laboratory studies, and Individual medical equipment assessment.
- (2) Mental health, and dental treatment necessary to ensure that a Service member meets applicable standards of medical and dental readiness, per section 1074a of Reference (h).
- (3) Initiation of recommendation for indicated referral(s) to receive additional evaluations necessary to complete a medical readiness assessment.
- (4) Initiation of recommendation for referral(s) for medical treatment as per procedures in this publication. Initiation and receipt of a referral for medical, mental health, or dental treatment does not grant the recipient authorization to receive the referred treatment at the expense of the government, either at an MTF/DTF or at another location if the recipient is not otherwise entitled to receive the referred treatment at government expense.



## **Medical readiness and Medical care while in status**

Includes: Physical Health Assessment (PHA); **Dental**; **Labs**; and **Immunizations**.

Candidates must complete the web PHA every year and must be seen at a base Medical Treatment Facility (MTF) once every 3 years. It is a requirement to be on orders / 'in statuses to attend an appointment at an MTF. During a SITT is the best time to have this arranged. However, points-only IDTs can be used for medical appointments not occurring on tour. Flu shots can be obtained off base, make sure to have it DOCUMENTED with the lot number! ***"If it isn't documented, it didn't happen."*** There are more details in the IR Guide (<https://www.arpc.afrc.af.mil/HQ-RIO/IRGuide/>).

There is an annual requirement to be seen by a dentist every year. Again, during SITT is one way to maintain currency. Candidates may be seen by a civilian dentist; use DD Form 2813, *Department of Defense Active Duty/Reserve/Guard/Civilian Forces Dental Examination* for documentation. Candidates must see a military dentist every three year.

**PREGNANCY** – Per AFMAN 36-2136, para 1.7.4, Pregnant reservists (other than those on active duty for operational support (ADOS) or active guard/reserve (AGR) orders) may not participate in any status during the 34th week of pregnancy to term and 12 weeks immediately after delivery unless the following criteria are met:

- The reservist volunteers and her decision are supported by the unit commander, obstetric care provider, and, if different, military medical authorities.
- Pregnant reservists may be approved to telework in accordance with Chapter 11 or be approved to participate at an alternate duty location (that can provide adequate training) in order to comply with the obstetric care provider's travel recommendations. Regardless, pregnant reservists must be able to commute home safely every day or have access to birthing facilities approved by the obstetric care provider if lodged at the duty location. (T-2) Note: Chapter 6 includes Active Duty for Operational Support policies for pregnant reservists.
- Additional rules regarding pregnant reservists can be found in DAFI 36-2110 and DAFI 36-2905.

Candidates must maintain their individual medical readiness. Per AFMAN 36-2136, para 2.5.1.5, Candidates must be in military status at the time the medical readiness examinations are completed at a military Medical Treatment Facility (MTF). Military status is considered to be IDTs for pay and/or points, Annual Tour, or man-days (MPA or RPA). Candidates do not need to be in military status to schedule a medical appointment but must be in military status at the time of the medical appointment (IAW DAFI 44-176 chapter 13). Members will be medically "ready" or "green" when current in all IMR sections. IMR is broken down into 5 sections: PHA, Dental, Immunizations, Labs, and duty limiting conditions (DLC), also known as profiles. Candidates that live more than 40 miles away from their servicing MTF (Robins AFB, GA) may elect to go to a closer MTF to complete IMR items.

### **1. PERIODIC HEALTH ASSESSMENT (PHA)**

Candidate are required to complete an annual PHA, which consists of the candidate completing the PHAQ questionnaire online and a Mental Health Assessment (MHA) annually. The in-person PHA visit with a military provider is required every 3 years. The webHA is accessed through the MyIMR website (CAC enabled) at <https://imr.afms.mil/imr/AppDir.aspx>. Upon completing the webHA, the candidate will contact the PHA cell at their servicing MTF to schedule their mental health assessment, which is completed over the telephone. Candidates will turn due for their PHA/webHA 12 months after completing the webHA questionnaire and will show "yellow" or "due" for 90 days before showing "red" or "not ready/overdue".



Once the candidate has gone into the overdue status they have gone 15 months past their due date, it is not the intent for Candidates to establish a 15-month PHA requirement.

## 2. IMMUNIZATIONS

Candidates are generally not required to schedule an appointment to receive immunizations at the MTF, however a candidate must be in military status at the time immunizations are received at an MTF (Candidates electing to get immunizations from a civilian provider must provide that documentation to the servicing MTF (Robins AFB for Candidates)). After the “due” period has passed, the requirement will show “red” or “not ready/overdue”.

Immunizations (Not exhaustive for special situations): Hepatitis A, Hepatitis B, Twinrix (Hepatitis A and Hepatitis B combined; only used when Hepatitis A & Hepatitis B are both required), Influenza (annual requirement starting September 1), MMR, Polio, PPD, Td/Tdap, and Varicella.

## 3. LABS

Candidates are required to submit a request to the MTF for a lab and schedule an appointment to have a lab drawn at the MTF. This can be done through contacting the closest MTF. Some MTFs require the lab request to be submitted by the 78 MDG via MHS Genesis (<https://my.mhsgenesis.health.mil/>). The POC with 78 MDG fluctuates. Contact the CCPM for POC if required. MHS Genesis can be accessed with a DS Logon (must create an account) or CAC. Additionally, **you must be in military status at the time of the lab** draw. There are two types of labs required for all military personnel, one-time labs, and biennial HIV screening. One-time labs are drawn once and include blood type and Rh factor, G6PD, Sickle Cell, and DNA sample. One-time labs do not have a due period and will show “red” or “not ready/overdue”. The biennial HIV screening is due every 24 months and will show “yellow” or “due” for 90 days before showing “red” or “not ready/overdue”.

## DENTAL READINESS

Candidates must have a current dental exam and be either dental class 1 or 2 to be classified as “medically ready.” A military dental exam is required once every third year. If a candidate is due for a military dental exam and is not near an MTF they may utilize the Reserve Health Readiness Program (RHRP) to see a civilian contracted dentist in their area which will count as a military exam (refer to HQ RIO Website). If a civilian dental exam is accomplished when a military exam is not required, it must be documented on a *DD Form 2813, Department of Defense Active Duty/Reserve Forces Dental Examination* and submitted to the servicing dental clinic for updating the dental records. Candidates will show “yellow” or “due” for 90 days before showing “red” or “not ready/overdue”. The dental portion of IMR will show “red” or “not medically ready”, for two reasons; the candidate is placed in a dental classification 3 status, or the candidate is overdue for their annual dental exam which reflects as a dental classification 4. If the candidate is in dental class 3, there is a dental condition that must be resolved or corrected within 12 months. The candidate must be in military status at the time of the military dental exam appointment at the military dental clinic.

Access your My IMR profile to initiate the Dental Readiness process. Use these steps to begin:

On the “Medical Readiness” tab in My IMR, select “Dental”.

- i. **Disregard Requirement Waiver - This was provided due to COVID issues which no longer prohibits dental care.**
- ii. Read this page thoroughly.
- iii. Download & print the “DD Form 2813” from the link at the bottom of the section. You will take this form to your civilian dentist to have him/her complete.
- iv. **CIVILIAN DENTIST-**



1. Go to your dentist for your annual exam and cleaning.
2. Have the dentist complete the 2813.
3. **CLASS- Your dentist will be asked to classify you as 1, 2, 3, or 4 as defined on the form.**
  - a. **YOU ARE READY IF IN CLASS 1 OR 2.**
  - b. **IF YOU ARE CLASS 3 OR 4, HAVE THE ISSUES RESOLVED AND THEN HAVE THE DENTIST RE-ACCOMPLISH THE FORM, INDICATING CLASS 1 OR 2.**
- v. **UPLOAD YOUR RECORDS:** On the “Dental” page of the HQ RIO site, there are instructions to upload your records through myFSS. Select the link and complete all selections as appropriate.
  1. Select “RIO Dental” then “Next.”
  2. Type in requested information. Some you may not know:
    - a. Assigned Unit: AFRC/HCX
    - b. RIO Detachment: RIO Det 5
    - c. Det CC: Ask Program Manager
    - d. Det CC email: [Ask](#) Program Manager
  3. Upload your 2813 and select, “NEXT” to submit your request.
  4. You can see the status of your ticket under “Claims” on the home page of myFSS

## **ANNUAL TRAINING REQUIREMENTS**

IMAs have two mandatory participation requirements: Fiscal Year (FY) and Retention/Retirement (R/R) year. There are two types of training that IMAs must meet in coordination with FY and R/R, Annual Training (AT) and Inactive Duty Training (IDT).

Each Chaplain Candidate in the Air Force completes one 14-day Annual Training (AT), and 24 Inactive Duty Training (IDT) periods. By DAFI, an IDT period is a minimum of 4 hours and a maximum of 6 hours. Two IDT periods may be combined into one day, resulting in an eight-hour workday, separated by a one-hour lunch break. More information can be found in the IR Guide <https://www.arpc.afrc.af.mil/HQ-RIO/IRGuide/>

### **1. ANNUAL TRAINING (AT)**

Provides individual and/or unit readiness training. AT will be coordinated by the Chaplain Candidate Program Manager, the Candidate Tour Supervisor, and the Chaplain Candidate. Base pay, allowances, travel, and per diem all included in AT. AT cannot cross fiscal years and resets every fiscal year.

Annual Training (AT) is the minimal period of active-duty training IMA members must perform each FY to satisfy the training requirements associated with their assignment. The primary purpose of AT is to provide individual and/or unit readiness training but may support select AC missions and requirements. Chaplain Candidates are authorized to perform 14 days of AT. You will need to include the 14 Day authorization memo with your orders request.

AT days are requested through orders writing in myFSS.

### **2. INACTIVE DUTY TRAINING (IDT)**

Candidates have 24 periods of IDT each fiscal year. Lodging and DFAC are authorized during IDT. Orders are authorized through Chaplain Candidate Program Manager. The 24 IDT periods are coordinated by the Chaplain Candidate Program Manager, Candidate Tour Supervisor, and the Chaplain Candidate. IDTs will be executed as two periods per day, Monday through Friday, and one period per day on Saturday and Sunday.

IMAs can only earn IDT points for activities preparing them for full-time utilization or mobilization. An IDT is a minimum of a 4-hour period of training, duty, or instruction. A candidate may work up to 2 blocks of IDTs in one day for an 8-hour minimum workday. However, a candidate may be required by their duty



location to work up to 12 hours shift in one workday and will only be credited with the 2 points per day maximum.

Candidates must submit a schedule of IDTs and obtain approval from their supervisor in UTAPS-Web. IDTs must be submitted (built, submitted, and approved by Program Manager) each year by August 15 as place holders for budgetary purposes.

### **3. POINTS-ONLY, INACTIVE DUTY FOR TRAINING (IDT) GUIDANCE**

Points-only IDT tours are unpaid training days. Candidates receive no military pay for the period of training. These periods of duty are training specific and/or approved denominational training where a member is in uniform. An IDT period is a minimum of 4 hours (maximum of 6 hours), and there can be up to two IDT periods in one duty day. Chaplain Candidates can participate for “Points Only” or “Non-Pay” throughout the year when they are not on AT or IDT days. According to *Air Force Manual 36-2136 – Reserve Personnel Participation*, Paragraph 2.5.1.5 and Table 2.1, the appropriate times one may request “points only” orders are as follows:

- **Public Information** – Activities that bring favorable publicity to the Air Force (i.e. presentation about the Air Force to a civic group or taking part in an Armed Forces Day activity)
- **Reserve Recruiting** – Activities supporting the AFRC Recruiting Service (AFRCRS) - results of recruiting effort sent to applicable AFR Commander
- **Routine Periodic Medical Examinations (per DAFI 48-123)** – Appointments must be at a military medical facility (i.e. PHA’s)
- **Professional and Trade Meetings** – That which increases the reservist’s professional development or mobilization readiness.
- **Chaplain Specific Duties** – Invocations, Ceremonies, Retirements, Preaching/Supporting on Base Chapel, Leading/Support Chapel Events (i.e. Marriage Retreats)
- **Civil Air Patrol** – Support local chapters of a Civil Air Patrol in the capacity of a Chaplain Candidate
- **Annual/Bi-Annual PFA**
- **Readiness Items/TFAT**

All “points only” orders require written authorization from the Chaplain Candidate Program Manager and are requested through the UTAPS system. A brief description of the event and areas of involvement should be sent to Chaplain Candidate Manager upon requesting orders. Candidates requesting points-only IDTs must first contact the Chaplain Candidate Program Manager (PM) with their request NLT 21 days prior to the requested dates of training. **Candidates will not coordinate with Active-Duty bases for IDT opportunities until after contacting the Chaplain Candidate Program Manager.** Once permission is granted, the candidate may contact the approved AD Chapel to schedule dates/time to participate. **It is important to remember that candidates must be under the supervision/direction of a chaplain while performing points only work.**

#### **Points are not rewarded for:**

- Social function (e.g., dining-in, military ball)
- Attending sports events
- Attending a meeting of a non-federal organization (e.g., Air Force Association, Reserve Officers Association)
- Purchasing Air Force uniform items or getting an official photograph or identification card
- Taking part in non-federal (e.g., Boy Scouts of America) activities
- Air Force Reserve health service officers in an Extended Active Duty (EAD) status cannot be appointed to the Medical School Liaison Officer program.
- **Travel to and from Inactive Duty Training**



### Points Accrual:

1. Annual Training = member earns 1 point per day during Annual Tour
2. Inactive Duty for Training (IDT) = member earns 1 point for each period
3. Points-Only IDTs (no-pay)
  - a. Candidate may earn **non-paid points** for R/R purposes in authorized activities.
  - b. Coordinate non-paid IDTs through **CCPM**, and then on UTAPs.
  - c. Maximum 130 points per year (paid/non-paid IDTs)

### 4. FISCAL YEAR (FY)

One-year period that the Department of Defense uses for financial reporting and budgeting. It runs from October 1<sup>st</sup> to September 30<sup>th</sup> every year. As IMAs, the candidates have 12 AT days and 24 IDT periods each FY. Fiscal Year (FY) participation requirements are mandatory for Candidates (Candidates fall under as IMAs) to remain active in the billet occupied, the candidate position for Chaplain Candidates. Candidates who do not meet FY participation must complete a participation waiver template to waive or substitute their requirements.

### 5. RETENTION/RETIREMENT (R/R)

A 12 consecutive month calendar year (regardless of FY) that begins on the day of the member's oath date. A R/R year begins on one day of one year and ends on the preceding day of the next year. For example, for a member with an R/R of 1 July (The day that the member took the oath for the USAF): if the first day began on 1 July 2021, then the R/R year would conclude on 30 June 2022.

### 6. GOOD YEARS / BAD YEARS

Except for some prior-service members, a candidate's Retirement/Retention (R/R) date is established as the day he/she takes the Oath of Office. Each candidate's "year" begins annually on that date and ends on the preceding day one year later. A candidate needs to earn **50 points each R/R year** to have a 'Good Year.' Points are gained by the following:

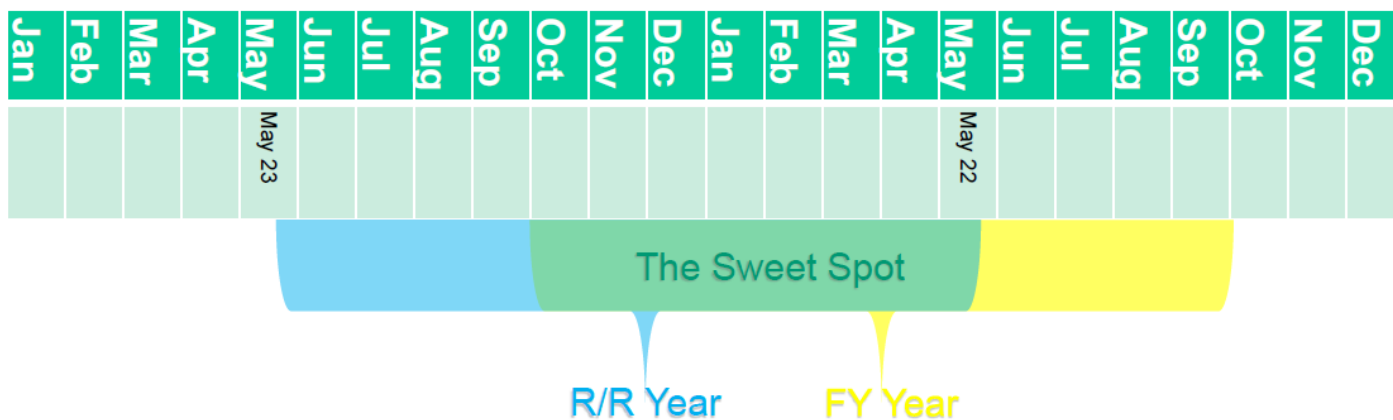
- Membership (15 Points),
- AT (1 point per day: 14 days = 14 points) and
- IDTs (1 point per period: 24 periods = 24 points).

More information is available in the IR Guide: <https://www.arpc.afrc.af.mil/HQ-RIO/IRGuide/>

Additionally, there is a Sweet Spot Calculator at:

[https://www.hqrio.afrc.af.mil/Portals/149/Documents/SWEET%20SPOT%20Calculator.html?ver=AXJe6XBk3\\_aKPJx8kPpelw%3D%3D](https://www.hqrio.afrc.af.mil/Portals/149/Documents/SWEET%20SPOT%20Calculator.html?ver=AXJe6XBk3_aKPJx8kPpelw%3D%3D)





R/R – May 23 to May 22

FY – Oct 1 to Sept 30

The Sweet Spot – 1 Oct to May 22

or

May 23 to Sept 30

Points:

Membership: 15

24 IDT periods: 24

12 AT days: +12

TOTAL: 51

## **PHYSICAL FITNESS ASSESSMENT (PFA)**

PFA's are required: every 6-months for scores of 75-89.9; annually for scores of 90-100.

Establishing a fitness routine early in your career helps ensure you are ready to serve at all times. Candidates will test for physical fitness upon arrival at OTS. They should prepare to pass Air Force physical fitness standards before they begin their initial training and throughout their military career. The test at OTS will not be recorded as an official test. To ensure your PFA at OTS is counted – retain a copy of PFA Scorecard and submit to MyPers for upload to ARCNet. However, failure of the unofficial test at OTS can result in termination. The standards have recently changed for fitness and candidates should be familiar with the different methods of assessments now available. AF Fitness Charts are available under tabs on this website:

<https://www.afpc.af.mil/Career-Management/Fitness-Program/>. Charts are divided by age and sex. If you have any questions, contact your Chaplain Candidate Program Manager.

Reference DAFI 36-2905 *Fitness Program*, DoDI 1308.1, *DoD Physical **Fitness** and Body Fat Program*, DoDI 1308.3, *DoD Physical **Fitness** and Body Fat Programs Procedures*. **Candidates are responsible to meet these requirements and standards.**

**Completing your PFA:** Candidates are assigned to Robins AFB, GA. This assignment remains even when Candidates are performing tours at other bases. MyFitness is directly connected to the base assigned to the member. However, Candidates may walk-in to their current SITT base Fitness Assessment Cell (FAC) and schedule/take a PFA. Upon Completion of the test, candidates must obtain a paper copy of the PFA Score Sheet (**DO NOT LEAVE TEST WITHOUT A SIGNED COPY OF YOUR PFA SCORE SHEET**) that has been signed by the base FAC. The SITT FAC where the test was completed can load candidate scores into myFitness by using the following information found on myFitness:

- Candidate Organization: HQ AF RESERVE COMMAND HC
- Candidate PAS Code: RX0MFHY7
- Candidates Office Symbol: HCXE



If the FAC is unable to properly input your scores, candidates are to submit their signed PFA Scoresheet to HCXE.

## **SECURITY CLEARANCE**

A SECRET clearance is required for candidates. Moral, legal, and financial problems can negatively impact eligibility for a security clearance.

## **Total Force Awareness Training (TFAT)**

Most TFAT is accomplished on myLearning which is accessed via AF Portal or at <https://www.mylearning.org/>. Requirements include (Not Exhaustive):

- Cyber Awareness Challenge
- Force Protection
- Combating Trafficking In-Person
- Religious Freedom
- No Fear Act
- Controlled Unclassified Information (CUI)
- Tactical Combat Casualty Care (TCCC)
- Operational Security (OPSEC)
- Sexual Assault Prevention and Response
- Suicide Prevention

A complete list of required training can be found on ARCNet under the ATMT tab by clicking “Training Details.”

Forward certificates of completion to the Chaplain Candidate Program org box: [afrc.hce2@us.af.mil](mailto:afrc.hce2@us.af.mil)

## **Civilian Employer Verification**

Candidates must update their civilian employer annually. Go to vMPF and under “Helpful Links” click “Civilian Employer Update.” \*\*\*It is known that this system is intermittent but as it is a requirement you are expected to attempt to update your employment annually\*\*\*

## **SECTION VIII – POLICIES & FORMS (PHASES 0-4)**

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## **LEAVE OF ABSENCE, HALF-TIME ENROLLMENT STATUS**

On rare occasions, candidates may find that illness, injury or other life circumstances require a temporary leave of absence from full-time seminary enrollment. In these situations, a candidate must obtain approval from HQ AFRC/HC in advance to transfer to Leave of Absence or Half-time Enrollment status by submitting the request to the Chaplain Candidate Program Manager for AFRC/HCX approval. These are approved on a case-by-case basis, are not guaranteed, and are only for a temporary departure from full-time seminary enrollment. Leave of absence and half-time status **will not extend under any circumstance for more than two consecutive regular term semesters** (Fall & Spring or Spring & Fall). Candidates must have their seminary admissions office submit a valid enrollment verification letter indicating full-time enrollment to return to active status.

## **SEMINARY ENROLLMENT VERIFICATION PLAN**

Every semester candidates must have their seminary admissions office submit a valid enrollment verification letter indicating full-time enrollment for the Fall and Spring semester.



## **FIELD EDUCATION TRAINING CREDIT FOR SITT**

Candidates receiving field education credit or evaluation from their schools will provide their tour supervisor with the required evaluation form before the training begins. Responsibility and coordination are solely between the candidate and the local tour supervisor.

## **CANIDATE MENTORSHIP PROGRAM**

During ICT, each candidate will be assigned to a mentor. This mentor will guide the candidate through ICT and may also help direct them throughout their time in the chaplain candidate program. During ICT candidates will regularly participate in group and individual mentoring sessions. These mentoring sessions are opportunities to speak frankly with, and hear from, an experienced Air Force chaplain (Major or higher) who is outside the Command Chaplain's offices.

## **TRAINING FEEDBACK**

Candidates annually will receive a 475 Training Report. They will also receive a Chaplain Candidate Competencies Training Guide(C3TG) to facilitate feedback and log the candidate's progress through the program. CCTGs will be completed each SITT and be used to evaluate the candidate for suitability to reappointment as a chaplain.

## **PERSONAL FOREIGN TRAVEL**

If you are planning to travel outside the United States, contact the program manager for the required Foreign Travel Reporting Worksheet and Foreign Travel Training brief. The worksheet is a two-part form. The first part is to be filled out prior to travel, and the second part within 5 days of your return.

## **ANNUAL Training Plan (ATP)**

The Annual Training Plan is used to update personal information such as changes in residence, contact information, etc., and to project and track candidate training. All applicants initially complete a Training Plan during appointment processing, and then again at the start of each fiscal year (FY) until they complete the candidate program and reappoint. Unless otherwise indicated, candidates must send an updated Training Plan (and enrollment verification) to AFRC/HCX by NLT 1 Nov annually.

## **RECORD KEEPING**

KEEP ALL RECORDS. Never trust ANYONE in the military to keep track of your records. Keep ALL your military records in a safe/secure location. For electronic records, ensure you have backups. You may want to keep paper copies as well. Following is a bare-minimum list:

### **1. EMAILS**

Never delete emails. Build an email filing system that categorizes what you receive and from who. Ensure that you can access past emails.

### **2. FORMS**

Acquire forms for everything possible. Keep all forms that you fill out and make copies for records. Keep this information in a safe and accessible location.

### **3. TRAINING RECORDS**

Completion of online training and tour documents should be kept for future reference.



# ***MILITARY STANDARDS***

## **SECTION IX – DRESS & PERSONAL APPEARANCE (PHASES 0-4)**

### [Top of the Document](#)

While participating in **any** type of Air Force training, candidates **must** conform to the standards described in DAFI 36-2903, *Dress and Appearance*, DAFI 36-2905 *Fitness Program*, and weight standards as described in DoDI 1308.3, *DoD Physical Fitness and Body Fat Programs Procedures*. Failure to meet these standards can result in termination of training, withholding of pay and allowances, and possible initiation of disciplinary or administrative separation actions.

### **UNIFORMS**

All candidates must travel to and from OTS and AT tours in civilian clothing. New candidates may delay the purchase of uniforms until their arrival at OTS, although it is strongly recommended that they report for training with uniforms ready to wear. **For a list of required uniform items for OTS, visit the Air University OTS website and locate the Inbound Trainees Welcome Guide** (<https://www.airuniversity.af.edu/Holm-Center/OTS/>)

DO NOT wear the uniform if you do not know how to wear it. Pay close attention to DAFI 36-2903 for instructions, pictures, and diagrams on proper wear of the uniform. **Ultimately**, it is the candidate's responsibility to have the correct uniform.

### **UNIFORM ALLOWANCE**

All non-prior service candidates can apply for a \$400 initial uniform allowance upon completion of 14 days of AT to help with the cost of purchasing uniforms. The AF Form 1969 can be submitted through myFSS (<https://myfss.us.af.mil/USAFCommunity/s/login/>) to apply for this allowance (see Appendix B for a template).

The average cost for uniforms will be approximately **\$1500**. This includes the Mess Dress Uniform, Service Dress Uniform, and Operational Camouflage Pattern (OCP) uniform. The Mess Dress Uniform is expensive and not frequently worn. It can be rented from an off-base vendor as required for OTS functions if the candidate prefers to delay this purchase. Mess Dress may not be required for your OTS class. Check the most current reporting instructions and orientation guide.

### **UNIFORM PURCHASE**

Uniforms may be purchased at any Base Exchange or military clothing sales store. Acquisition of your uniforms should be done as soon as possible. Military clothing sales are located on all active-duty Air Force bases and most Reserve and Air National Guard facilities. Presentation of your ID card and Appointment Orders may be required to verify eligibility to purchase uniforms. Exchange and store personnel will assist you in selecting and fitting items. Normally these stores have available both government-issued and commercially procured stocks of most uniform items. The commercially procured items meet AF standards but are generally better made and more expensive than the government-issued items. Candidates may elect to purchase either or a combination of both.

Alterations, including sewing on name tapes and rank insignia, are normally available on site at, or near, the clothing sales facility.



**If new candidates delay purchasing uniforms until they report to OTS, they must be prepared to pay for uniforms upon arrival. They will not receive the uniform allowance until 4 to 6 weeks after their training begins.**

Candidates may also wish to purchase one or more of the following **optional items** –cardigan blue uniform sweater, lightweight blue uniform jacket with or without the liner, all-weather blue uniform coat with liner, and a black umbrella -- especially if they anticipate a winter training tour or a summer tour in an unusually cold, damp, or rainy climate. The Air Force Service Cap, or “Wheel Cap,” is more of a “nice-to-have” item for special occasions and memorial services but is rarely required (Honor Guard will wear the wheel cap for funerals and memorials, many chaplains will prefer to match during such ceremonies).

## **UNIFORM INSIGNIA, NAMETAGS, NAME TAPES**

Chaplain candidates are **not** eligible to wear the chaplain insignia but **are** authorized to wear badges, devices, and ribbons obtained as a result of any military service. Nametapes and rank can be either sewn on or use hook and eye, but they must be *all* be hook and eye or *all* sew-on (no mix-n-match, exception is patrol cap, the rank can be sewn) - sleeve patches will all be hook and eye.

**NAMETAGS**: nametags are required on the Blues uniform and Service Dress. See DAFI 36-290, *Dress and Appearance*, for wear instructions.

**NAMETAPES**: Nametapes are required for all OCPs (Operational Camouflage Pattern) - including the OCP hat - and can be ordered at the Military Clothing Store.

**OCP PATCHES**: Candidates will wear the Air Force Reserve Command patch on the left shoulder, and the Chaplain Candidate patch will be worn on the right shoulder beneath the American flag. **NO OTHER PATCHES** are authorized. OTS may require the removal of shoulder patches.

## **BLUES UNIFORM DETAILS**

The short-sleeve blue shirt or blouse may be worn with or without the necktie or tie tab. The long-sleeve blue shirt or blouse **must** be worn with a necktie or tie tab. The black shoes and socks do not have to be purchased through Air Force clothing channels, but they must conform to the standards specified in DAFI 36-2903. While required on the Service Dress coat, it is customary for officers to forego ribbons and medals on the blue shirt or blouse.

## **INTERNSHIP TOURS**

Candidates are expected to report for duty in the proper and complete uniform the first day of their Supervised Internship Tour.

**PLEASE NOTE:** In order to fully participate in your internship, **you need to take your complete Service Dress Uniform with you.** This will enable you to take part in or observe: Invocations, Funerals, Official AF functions, etc.



## SECTION X - PERSONAL BEHAVIOR AND CONDUCT (PHASES 0-4)

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### **CHAIN OF COMMAND AND SUPERVISION**

In the military, resolution of problems or grievances is best achieved through following what is known as the "**chain of command**." This means that a service member gives his/her supervisor the opportunity to resolve a matter before taking it to a higher level. The Flight Commander in OTS would be the beginning of a candidate's chain of command. During Internship Tours, the chain of command begins with their on-site supervisor, followed by the Wing Chaplain, then the Chaplain Candidate Program Manager, then the Command Chaplain, RIO Det 5/CC, and then HQ AFRC/CC. For candidates not in an AT status, or who have a problem not directly related to AT training experience, the chain begins with the Chaplain Candidate Program Manager and moves up through the individuals as indicated above.

If you have a problem that is not being addressed by your supervisor (CCP Manager, or your AT on-site supervisor), or believe that person is doing something contrary to the DAFI, UCMJ, law, or that is prejudicial to good order and discipline, the military allows you / wants you to contact the next person in the chain of command. You have that as a course of action; but for most things, they will (should) send you back to your supervisor if you have not talked with them about it first. Always try to solve issues at the lowest level before going up.

### **NON-FRATERNIZATION**

Officers should not associate with enlisted personnel or other officers in the same chain of command in **intimate, off duty, social / personal relationships, and activities**. This policy, known as non-fraternization, protects against the perception or implication of favoritism, *however unwarranted*. Chaplains and candidates, of necessity, relate more closely with enlisted personnel than most line officers in accomplishing their mission and ministry. However, certain bounds of professional propriety must still be maintained to avoid compromise (real or perceived) of the candidate's or chaplain's position within the Air Force (UCMJ, Article 134).

### **UNPROFESSIONAL RELATIONSHIPS AND SEXUAL HARRASSMENT**

Chaplain candidates, like Reserve, Guard, and Active-Duty chaplains, are expected to hold to the highest standards of conduct with each other and with military members and their families who have been entrusted to their care. The Air Force has ZERO-TOLERANCE for unprofessional relationships and conduct, to include sexual harassment. It is a mistake to believe that anyone, or any group, by virtue of their position alone (to include Chaplain Corps personnel) are above such negative behaviors. As a chaplain candidate and trusted spiritual caregiver, you must be the standard-bearer for the character qualities of trustworthiness, dignity, and respect for your fellow Airmen, their families, and all other human beings you will encounter in your career. Failure in this area will not be tolerated and can result in serious disciplinary action and potential discharge from the Air Force.

### **SAFETY**

**SEAT BELTS** - Military personnel are **required** to wear seat belts on and off base. **NO EXCEPTIONS!**

**HELMETS AND MOTORCYCLES** - Military personnel are **required** to wear helmets, eye protection, foot protection, and protective clothing if driving or riding on a motorcycle, on or off base. Department of Defense Instruction (DoDI) 6055.04 *DoD traffic Safety Program* dictates all REQUIRED Personal Protective Equipment (PPE). See Enclosure 3, Section 6, Paragraph e, subparagraph 4 (pgs. 18-19). **You will adhere to these**



**requirements at all times** - not just when in uniform or on base, whether driver or passenger - *at all times*. **NO EXCEPTIONS!**

**SMOKING** - The Air Force actively discourages smoking, and smoking is prohibited at Officer Training School. AF buildings are now designated as "No Smoking" areas.

**ALCOHOL - DRINKING AND DRIVING IS PROHIBITED.** Arrest for Driving under the Influence (DUI) is treated even more seriously in the military community than in the civilian community and will most likely terminate your chaplain candidacy.

**ILLEGAL DRUG USE - THE USE OF ANY ILLEGAL DRUG IS PROHIBITED.** For military members, this includes marijuana and substances containing hemp, cannabis, or cannabinal (CBD) derivatives - **IT DOES NOT MATTER IF IT IS LEGAL IN YOUR STATE OF RESIDENCE.**

Personnel are subject to random, mandatory urinalysis tests to verify that they are drug-free. Be sure to read the labels, accidental consumption will still show up in drug testing, and you will face disciplinary action. Misuse or abuse of prescription medication is similarly prohibited.

## **SECTION XI - UNIFORM CODE OF MILITARY JUSTICE (PHASES 0-4)**

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While in status, candidates are governed by the **Uniform Code of Military Justice (UCMJ)** which is the law, passed by Congress, under which members of the military services are governed. The UCMJ includes offenses common in the civilian world, such as murder, rape, robbery, etc., as well as offenses unique to military status, such as Absent Without Leave (AWOL), insubordination, dereliction of duty, adultery, and conduct unbecoming an officer. In addition to defining offenses, the UCMJ prescribes procedures for investigation, arrest, trial, punishment, and protection of the accused in matters which may come to action under the UCMJ.

When military members are involved in a UCMJ matter, they face one of the following three levels of action:

### **ADMINISTRATIVE ACTION**

As indicated in the name, this is an administrative action, rather than disciplinary action. The purpose is to bring the offending member's attention to the offense committed in an official reprimand for the action. Reprimands can be either verbal or written and are grounds for future, more serious, consequences. Any written reprimand received by candidates will be forwarded to HQ AFRC/HC and the CCPM immediately. All documentation, MFRs, LOC, etc. will be made part of their official record.

### **NON-JUDICIAL PUNISHMENT (ARTICLE-15)**

This is an official disciplinary action under the UCMJ and can involve forfeitures and other punishment as well as an official reprimand.

### **TRIAL BY COURT-MARTIAL**

A court-martial is the equivalent of a federal criminal trial court. The most serious offenses under the UCMJ are handled by courts-martial where the punishments may include confinement at hard labor, dishonorable discharge, and even execution in extreme circumstances. Courts-martial are convened, when needed, by the senior ranking officer on each base. They are presided over by certified military judges and include juries of officers higher in grade than the accused.



Any adverse action taken against candidates under the provisions of the UCMJ will raise serious questions about their suitability for further service as either a candidate or a chaplain. Any such action could become the basis for the HQ AFRC/HC or ARPC initiating administrative separation action against a candidate.

## ***PAY AND BENEFITS***

### **SECTION XII – PAY (PHASES 0-4)**

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#### **MYPAY**

Military pay is processed by the Reserve Pay Office (RPO) at ARPC. Pay information can be viewed through **MyPay** at: <https://mypay.dfas.mil/mypay.aspx>. However, a MyPay account cannot be established until after receiving the first direct deposit. You must have a MyPay account to view your LES and obtain your W-2 at the end of the year.

#### **DFAS FORM 702, LEAVE AND EARNINGS STATEMENT (LES)**

Available on the 15<sup>th</sup> and last day of each month, this form shows the direct deposit amount and itemizes all earnings and deductions. It also shows any leave accrued and used, as well as taxes withheld. The early form (15<sup>th</sup>) is abbreviated while the entire form is available toward the 31<sup>st</sup> (usually the week before). These forms are available through the MyPay website.

#### **MILITARY PAY AND ALLOWANCES**

Candidates are authorized full pay and allowances for each day of AT performed. **Up-to-date information on Active Duty and Reserve pay and allowances is available at:** <http://militarypay.defense.gov/pay/>

#### **BASE PAY**

This is the amount paid based on the member's grade (candidates are O-1, second lieutenants), with allowable longevity, before the addition of Allowances. It is computed on a monthly basis and paid at the rate of 1/30th of the month's pay for each day on orders to include travel days. **However**, the IDT portion of summer AT tours earns 1/30<sup>th</sup> of the month's pay **for each PERIOD or POINT** - usually, 2 periods/points per day. The days for which candidates receive base pay is determined by their official AT orders.

#### **AT PAY**

Candidates will receive full base pay and Basic Housing Allowance (BAH) while on AT orders.

#### **IDT PAY**

Candidates will be paid one day's base pay for each IDT point not to exceed two points per day and 130 points per year.

#### **ALLOWANCES**

Allowances are paid for the duration of OTS and the AT portion of summer AT tours. Allowances **do NOT accrue** during the IDT portion of summer AT tours (so you get double pay, and no allowances for each 2-period day of IDT).



**1. BAS (Basic Allowance for Subsistence).** This is a food allowance for each day of AT to *partially* reimburse military members for the expense of meals and is paid automatically from AF Form 938.

**NOTE:** During OTS you will receive BAS, **not** travel subsistence per diem (meals and incidental expenses - although you will receive travel per diem on "travel days"). During the AT portion of most ATs, candidates will typically be entitled to receive **both**.

**2. BAH (Basic Allowance for Housing).** This allowance is to help pay for permanent housing not provided by the government while on orders. BAH is paid at a "with" or "without" dependent rate as established by the submitted AF Form 594, *Authorization to Start, Stop, or Change Basic Allowance for Housing or Dependency Redetermination*. Other documents (i.e., marriage certificate, birth certificates, divorce decrees, certified court adoption papers, etc.) are required to establish a "with" dependent rate when submitting the AF Form 594. BAH will automatically start and stop when orders are submitted to start and stop pay. **Base pay is taxable, BAS and BAH are not.**

Again, BAH is NOT paid for the IDT portion of Internship Tours, only the AT portion (14-days).

**3. Initial Clothing Allowance.** This \$400 allowance partially offsets the cost of uniforms and is payable upon completion of 14 days of AT by submitting an **AF Form 1969, Officer Uniform Allowance Certification** through myFSS. This is a one-time allowance; prior commissioned service members may not be eligible. (see also Appendix B for a template)

**4. FSA (Family Separation Allowance).** This is partial compensation paid for expenses incurred by continuous family separation for 31 days or more because of AT (ex. OTS). It is only authorized for candidates with dependents. A **DD Form 1561, Statement to Substantiate Payment of Family Separation Allowance**, along with certified orders (AF Form 938), is submitted each time a member is on orders for more than 30 days. FSA starts the day after the candidate departs for duty and ends the last day of the tour.

## SECTION XIII – BENEFITS (PHASES 0-4)

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Benefits are non-cash entitlements and privileges. Some are usable only while on AT, but some are usable throughout the year.

### **MEDICAL, PHARMACEUTICAL, AND DENTAL SERVICES**

Candidates are entitled to medical, pharmaceutical, and dental benefits, as available, **ONLY while participating for more than 30 days**. These are provided by a military Medical Treatment Facility (MTF) on or near the base on which the candidate trains. In some unusual circumstances, candidates may be referred to a civilian contract medical facility for needed services.

Candidate medical records are kept at 78 MDG. However, to ensure future access to the record of your care, ask for a copy for your personal files.

### **TRICARE RESERVE SELECT**

Candidates and their families are eligible for Tricare Reserve Select health plan. More information about cost and coverage is available at: <https://tricare.mil/TRS> \*When you are on orders of more than 30 days, you will automatically lose your Tricare Reserve Select coverage (on day one of your orders) and be switched to Tricare



**Prime** UNLESS you call Tricare and elect the coverages you need for your unique situation. You will be billed for anything that is not covered under Tricare **Prime** if you do not update your insurance coverages.

## **SERVICEMEMBER'S GROUP LIFE INSURANCE (SGLI)**

Candidates are also eligible for SGLI - this life insurance can be written for up to \$500,000 and does NOT have a combat exclusion clause. More information can be found at:

<https://milconnect.dmdc.osd.mil/milconnect/>

\*You are covered even if you are not in status. Additionally, you will accrue debt for the unpaid premiums on a monthly basis. The debt balance will be taken out of your first LES once you are in status again.

## **INJURY OR MEDICAL REQUIREMENT WHILE ON ORDERS**

**NOTE: If you are injured while on your internship tour, go to the MTF for evaluation and contact the Chaplain Candidate Program Manager as soon as possible.**

When a member incurs or aggravates an injury, illness or disease while serving in a duty status, a line of duty determination is required. IRs who are injured or become ill while performing military duty must have the MTF physician complete an AF Form 348 Line of Duty Determination promptly, preferably within 30 days of occurrence. NOTE: The injury or illness should have occurred while the member was performing duty on the most recent set of orders or AF IMT 40A.

The LOD package requires:

- [AF Form 348](#) (must be legible, complete with Part II and III signed)
- Briefings
  - [Personnel Brief](#)
  - [Entitlements Brief](#)
  - [Medical Brief](#)
- [Member LOD Initiate Form](#)
- [LOD Provider Form](#)
- Medical Treatment Documents (all medical documents for LOD condition(s) since initial treatment)
- Copy of the official order(s) or Inactive Duty for Training (Form 40A or NGB Form 633) placing the member in a status during the time of the injury/illness (must be legible and no draft copies accepted).
- Copy of official CED orders, if member was deployed during the time of injury/illness.
- Point Credit Annual Summary (PCARS; Must be GRBOTH.)
- Member Statement - if applicable (if failure to report in 24 hrs. if on orders or 72 hrs. if not on orders)
- [Mishap Report - if applicable \(required for any injury, make sure it's signed\)](#)

As an IMA, Chaplain Candidates will submit their LOD package to ARPC/IMR through MyFSS. You can find more information at [www.hqrio.afrc.af.mil/benefits-entitlements/medical-entitlements](http://www.hqrio.afrc.af.mil/benefits-entitlements/medical-entitlements). Medical care is not authorized at the expense of the Air Force beyond the training period for injuries or disease incurred NOT in the Line of Duty. Surgical correction for conditions existing prior to military service may be performed only where it is immediately necessary to save life, limb, or sight, to prevent undue suffering, or loss of body tissue. Entitlement, as in line of duty determination, must be established prior to any surgery.

**Any injury or severe illness while on AT or IDT requires a Line of Duty (LOD) determination.**

If you are injured or need medical care while you are at OTS or during you AT:

- 1) **Go to the Medical Treatment Facility (MTF)**



## 2) **Notify HQ/RIO/IRM for instructions** on possible LOD (ALWAYS). 1-800-525-0102

An Active Duty MTF will tend to treat you as if you are Active Duty, but as a member of the Reserve there are additional steps and paperwork required. In many cases the AD MTF is unaware of the different requirements. BEST PRACTICE: notify RIO/IRM first, then go to the MTF - but that is not always possible or practical.

**Tell the MTF personnel that you are a Reservist and MUST have an “LOD” initiated. Many RegAF Medical Clinics do not understand this requirement. Please explain to them that without an in the Line of Duty Determination, reservists are not eligible for future medical coverage of an injury. Request a copy of your medical records from the MTF that treated you before your tour ends and check for any discrepancies. You will need accurate records to build your LOD package.**

3) Provide RIO/IRM with information from the care provider for a Line of Duty determination (LOD) - AF Form 348

4) RIO/IRM will send you an email with detailed instructions. Follow the instructions!

5) Send your completed and signed AF348 and required support documents to RIO/IRM.

From that point, plan on the process to take 3-6 weeks for LOD Determination. In the meantime, your AF Form 348 signed by a military provider and Active Duty Commander will allow the continuation of care for 55 days. RIO/IRM will discuss with you any need for MEDCON orders.

The LOD Determination is set up to determine your eligibility for entitlements (care and benefits).

- In the Line of Duty: you are eligible, and the government will pay for the cost of treatment for up to 12 months from date of injury. Notify your MED POC if your treatment will extend beyond 12 months.

- Not in the Line of Duty: you are required to pay for your own care and may be required to repay the government for benefits and care you have already received. This might be the case if you were injured while AWOL or acting in violation of an order or directive.

Not reporting an injury or need for care can also result in denial of future care. Remember, if it isn't documented it didn't happen.

Bottom line: go to the MTF, report it to RIO/IRM

## **MEDICAL PROFILE**

A medical profile, AF 469, is a document one receives from the MTF Provider after an injury or surgery. The profile lists duty limitations that the member must adhere to while healing from injury or surgery. The profile should be kept on file at the MTF and in the candidate's personal records. Candidate will need to provide their profile before performing their PFA. A digital copy can be found in your IMR:

<https://asimsimr.health.mil/imr/MyImr.aspx>

## **LEGAL ASSISTANCE**

Legal assistance is available to candidates and dependents through the installation legal office, or Staff Judge Advocate (SJA, or JA), for assistance in the preparation of wills, powers of attorney, notary public service, and legal advice. JA is **prohibited** from entering a formal appearance in a litigated matter on behalf of military



members. Also, JA cannot represent military members in matters pertaining to prosecution under the UCMJ. Every active-duty installation provides an **Area Defense Counsel (ADC)** that provides services to military members experiencing UCMJ actions.

## **EXCHANGE SERVICES**

Base Exchange (BX) services are located on military bases. They usually include a small department store, as well as a variety of other concessions and services such as cleaners, tailor shop, television/video rental and repair, photography studio, barber and beauty shops, florist, fast food services, convenience stores, Movie Theater, and service station. Prices of many items and services are less than comparable goods and services in the civilian community. State sales tax is charged only on concession purchases and the profits made by the BX are reinvested in support of the Morale, Welfare, and Recreation (MWR) services of the base.

## **COMMISSARY**

Commissaries are the armed services equivalents to supermarkets and grocery stores in civilian communities. They are located on most military installations.

## **MILITARY & FAMILY READINESS CENTER (M&FRC)**

M&FRC aids military members and their dependents. Some of the services available are Personal Financial Management (PFM), the Air Force Aid Society (AFAS), Career Focus Program (CFP), Volunteer Resource Program (VRP), relocation assistance, and Family Life Education. Candidates and family members may also receive counseling, attend seminars, receive assistance on career planning, deployment and family separation counseling, or attend parenting training.

## **FORCE SUPPORT**

Morale, Welfare, and Recreation (MWR) activities on each base provides a large variety of support and leisure time services: Officer and Enlisted Club, library, child-care center, bowling alley, golf course, hobby shops, gym, swimming pool, ticket and tour sales office, recreation equipment rental (i.e., bicycles), and youth center. These services are provided free or at a much lower cost than in comparable civilian facilities. Subject to some restriction at the installation level, the use of MWR facilities is available to Reservists and their family members year-round, regardless of their AT status.

## **TUITION ASSISTANCE**

Candidates may receive tuition assistance. The Air Force Reserve Tuition Assistance (TA) program is designed to help Air Force Reserve personnel pursue voluntary, off-duty educational opportunities. Currently, the program pays 100 percent (up to \$250 per semester hour or equivalent) of the cost of college tuition with a limit of \$4,500 per fiscal year. Courses and degree programs may be academic or technical and can be taken from two- or four-year institutions on base, off base, or by correspondence.

All TA Funding Requests must be approved by supervisors, via the [Air Force Virtual Education Center \(AFVEC\)](#), and fall within the TA application window of 45 calendar days prior to, and no later than 7 calendar days before, the term start date.

## **THRIFT SAVINGS PLAN (TSP)**

The Thrift Savings Plan (TSP) is a tax-deferred retirement savings and investment plan that offers Federal employees the same type of savings and tax benefits that many private corporations offer their employees under



401(k) plans. By participating in the TSP, candidates can save part of their income for retirement, receive matching agency contributions, and reduce their current taxes.

## **BLENDING RETIREMENT SYSTEM (BRS)**

The BRS has three parts: a Thrift Savings Plan, which is like a civilian 401(k) retirement savings plan; a “continuation pay” bonus after 12 years of service if you choose to reenlist and an annuity payment. Service members who joined the service before 2006 will remain in the legacy retirement system, but those who joined after 2006 but before Jan. 1, 2018, had the choice to stay with the legacy system or opt into the BRS. Those who joined on or after Jan. 1, 2018, are automatically enrolled into the BRS.

## ***TRAINING***

### **SECTION XIV – OFFICER TRAINING SCHOOL (OTS) (PHASE 0-1)**

[Top of the Document](#)

HQ AFRC/HCX schedules and coordinates chaplain candidate training. Candidates train annually to remain in the program (or obtain a waiver) but may **not** engage in any activities or training other than those described in this HANDBOOK or authorized in writing by HQ AFRC/HCX.

## **OTS DESCRIPTION**

All chaplain candidates, except prior service Air Force officers, are required to graduate Air Force OTS for their initial military training. OTS will introduce candidates to the customs and courtesies, traditions, and structure of the Air Force, as well as basic training in USAF officership. Chaplain candidates train alongside Line Officers from every career field in the Air Force and begin becoming familiar with the duties and responsibilities of all officers. **The Air Force Training Ribbon** is authorized and awarded upon completion of OTS. You will find more information about OTS on the Air University OTS website:

<https://www.airuniversity.af.edu/Holm-Center/OTS/>

Pay particular attention to the Welcome Guide for inbound trainees.

**NOTE:** Dependents may **not** accompany the military member to OTS but are encouraged to attend graduation (at the member’s expense).

Chaplain candidates are **NOT** authorized to serve **as**, or **in place of**, chaplains (DoDI 1304.28, *Guidance for the Appointment of Chaplain*, para 6.7); therefore, **candidates should not counsel individuals**. Candidates may be invited to observe counseling sessions with the permission of a chaplain counselor and the counselee. Questions about the permissibility of candidate functions and activities should be referred to the Chaplain Candidate Program Manager.

## **ITINERARY**

Candidates will partake in two sections of training in their first year.

1. **OTS-** Candidates train for 5 weeks at Maxwell AFB. Upon completion, candidates report to Robins AFB from Maxwell AFB for post training (ICT).



2. **ICT TRAINING-** Candidates report to Robins AFB after OTS to do candidate introductory training. After completion of training at Robins AFB, the candidates will travel home.

## **PRE-OTS PROCEDURES**

This list is the bare essentials. For more information see <http://www.airuniversity.af.mil/Holm-Center/OTS/>

1. **UNIFORMS-** If you have a CAC, you should either go on base to purchase uniforms at a local base or order them online <https://www.shopmyexchange.com>. If you do not purchase uniforms prior to arrival, then you will purchase them at OTS. OTS requires nametags, rank, and branch tapes ONLY. No other patches are worn at OTS, candidates will wear their AFRC, HC, and Candidate Patch after OTS.
  - a. **COST-** Uniforms are expensive (Anywhere from five hundred to two thousand dollars). One time reimbursement of \$400 is allotted. Plan accordingly.
  - b. **OCCUPATIONAL CAMOFLAUGE PATTERN (OCP)-** Candidates will need at least two sets of these uniforms. For instructions about appearance see DAFI 36-2903. Also, see section IX Dress and Personal Appearance.
  - c. **SERVICE DRESS UNIFORM-** Candidates will use their service dress uniforms for the rest of their careers in the USAF. There is guidance on their wear in DAFI 36-2903.
  - d. **PHYSICAL TRAINING-** Physical training gear is mandatory at OTS.
2. **FITNESS-** Be fit upon arrival. Maxwell AFB in the summer is high temperature and very humid.
3. **PRE-COURSE MATERIAL-** A few weeks prior to OTS emails are sent out to students about completing pre-course material. Accomplish the course work before arriving at OTS.
4. **PACKING LIST-** Bring your laptop, change of clothes, and other essentials that are easily packed into no more than a backpack and checked bag.
5. **ACCESS-** Even though part of the initial training is gaining the candidate access to systems, candidates will need access to certain systems prior to ensure that they are able to put in for orders and are paid.
  - a. **COMMON ACCESS CARD (CAC)**
  - b. **DESKTOP ANYWHERE**
  - c. **MYPAY**
  - d. **MYFSS**
  - e. **GOVERNMENT TRAVEL CARD (GTC)**
  - f. **UNIT TRAINING ASSEMBLY PROCESSING SYSTEM (UTAPS)**
6. **SAVINGS/CASH-** If you arrive to OTS without a uniform and other supplies, then you will purchase them on base; oftentimes only cash is accepted at OTS. Also, though you may be paid bi-weekly for tours lasting more than 30 days (such as OTS), candidates should be prepared to pay for the expenses of training upfront and then be reimbursed at a later date. Candidates should try to have three thousand dollars in savings and at least five hundred in cash in small bills.

## **ORDERS**

### **Annual Training**

All Chaplain Candidates must use myFSS for Annual Tour and School Tour orders requests. To submit your orders request, follow the instructions provided in the Order Request Quick Guide, available on HQ RIO's website.

The summer of the Chaplain Candidate Program involves three different types of orders: Annual Training (AT), Officer Training School (OTS), and Inactive Duty Training (IDT). This is a unique situation and requires a Split Tour Request. Please follow the progression that follows (AT-IDT-OTS) to put in for orders IN DETAIL.



Step by Step Instructions for AT Orders. **You will need all the dates provided by the program for your tour,** functioning CAC, Desktop Anywhere, MyFSS access, updated home of record in MyFSS, updated email to receive notifications in MyFSS, and supervisor approval (Candidate Program Manager).

Candidates can access MyFSS without a CAC and Desktop Anywhere by creating an account with login information. Instructions for creating an account without a CAC are in appendix.

To create AT orders, go to the MyFSS website. You may or may not need a CAC to login, depending on how the account was set up. All travel orders (**AF Form 938, *Request and Authorization for Active-Duty Training/Active Duty Tour***) are officially authorized and directed by AFRC. Travel orders specify the location and dates of training, verify AT status, secure commercial transportation through government channels, and establish entitlements. **Don't leave home without them!** Keep at least three copies on your person. NEVER give away your last copy of orders. A signed copy of AF Form 938 is required for military pay and travel reimbursement.

If **any changes** in orders are required after publication, an amendment (MOD) will be accomplished by **HQ RIO Det 5 after** HQ AFRC/HCX validates a need for the revision. A copy of each MOD to a specific travel order must be submitted any time a copy of the original travel order is required for any purpose.

While on tour at OTS, the candidate must pre-certify their 938 orders form for OTS (because the ADT is longer than 30 days for OTS).

## **TRAVEL**

Once orders have been submitted, then the candidate must begin organizing travel. Candidates will travel from their home of record to Maxwell, AL for OTS. Then, from Maxwell AFB, AL to Robins AFB, GA. Finally, candidates will return home from Robins AFB, GA.

**Chaplain Candidates must use Defense Travel System (DTS) for all travel arrangements. For up-to-date instructions, visit the HQ RIO Portal (<https://www.hqrio.afrc.af.mil/>)**

Contact Maxwell Lodging (334-953-2055) to book a room using your Government Travel Card (GTC) for the night before training starts. (The school will issue you a room for you during training.)

- If they do not have a room, have them email you a Non-Availability letter showing they could not give you a room for that night. You cannot get reimbursed without this letter.
- If they do not have a room, they will give you the names of hotels that offer government rates where you will book a room. Remember you must use your GTC to pay for this room. Additionally, you will need to coordinate transportation from your hotel to the base. Make sure they have base access!

Candidates can be authorized to drive their Personally Owned Vehicle (POV) to and from training. **However,** reimbursement for POV travel is limited to no more than the amount it would have cost the government to obtain a commercial airline ticket for the candidate.

Candidates traveling by POV should remember that they are in an **official government travel status only on the days indicated.** Again, **no extra travel days are authorized** beyond what is stated in the travel orders. Travel undertaken before or after dates on the orders is done on the candidate's personal time. The candidate is



therefore liable for any costs related to accident or repair, and no requests for time extensions to reporting dates will be granted. However, medical costs due to illness or injury are covered **on the day(s) authorized for travel**. Additionally, if a candidate drives their POV to training, they cannot expect to be paid for mileage driven while there. The Air Force will only pay mileage for a **single** trip from lodging to the base.

Travel to and from training is accomplished on “travel days” authorized on official orders. The day preceding the OTS or Internship Tour start date is the **authorized travel day**. The official **reporting date** is the day following.

Candidates are released in the afternoon on the **final day of OTS and AT Tours** and are expected to **arrive home** by midnight of that **same day** if using commercial means. Overseas travelers are typically authorized one additional travel day, either at the front end or back depending on the direction of travel. No additional travel time is authorized beyond what is expressly stated in the official travel orders. Travel expenses incurred outside of the official travel days **will not** be reimbursed (with the exception of mileage when driving).

## **TRAVEL VOUCHER PREP**

The following helps prepare the DD Form 1351-2 (for use when AF 938 directs RTS):

- 1. Itinerary.** The itinerary starts at one's home address or place of departure (not the first airport). In notification letters of AT tour, HQ AFRC/HC requests candidates to return a confirmation copy listing the address from which they would depart and the address to which they would return. They are expected to depart from and return to these addresses. If circumstances arise necessitating a change in plans, candidates must **notify HQ AFRC/HCX at once** and request their orders be amended. These orders, and any amendments, must be consistent for reimbursement of authorized travel expenses to be made. If AT travel orders are amended, copies of the initial order and all amendments must accompany the DD Form 1351-2 when filed. If all itinerary entries will not fit on DD Form 1351-2, continue on DD Form 1351-2C.
- 2. Mode of Travel & Reason for Stop.** In the itinerary, a TWO-LETTER entry is added for every Itinerary entry line. On the back of the DD Form 1351-2 are sections titled SYMBOLS, only these two-letter entries will be used to complete the sections marked Mode of Travel and Reason for Stop.
- 3. Government Transportation Request (GTR).** The member's copy of an airline ticket should accompany DD Form 1351-2. Fees charged for ticketing **must** be listed separately from the airfare in expenses.
- 4. Receipts.** Receipts must accompany the DD Form 1351-2 for any "out-of-pocket" travel expenses (i.e., taxi fares) that are individually **\$75 or more**. Obtain a full receipt for a rental car as these often get rejected by IR Travel.
- 5. Lodging Receipts.** Lodging receipts must accompany DD Form 1351-2, regardless of amount. If applicable, a statement of non-availability of base lodging must also accompany DD Form 1351-2.
- 6. Meals and Fuel.** Do not list meals on the DD Form 1351-2, these are covered at a flat rate in your 'travel per diem.' Do not list fuel unless you were authorized a rental car. Fuel for POV travel is covered in the flat rate paid for mileage.
- 7. A completed and Certified AF Form 938** must be submitted with the DD Form 1351-2.



**8. Amendments to Orders.** At least one copy should accompany DD Form 1351-2 if amendments have been made to original orders.

**9. Box #9.** If payment is received via Travel Advance or from an Accrual Voucher, enter the total amount received in Box #9. Failure to do so will result in overpayment. The government will always come for their money, just not at a convenient time.

**10. LEAVE.** Notate any Leave days taken in **Box #29 on page 2** of the DD Form 1351-2.

**11. Method of Payment.** When the voucher is uploaded to ARPC, candidates receive payment by **electronic funds transfer**. All payments are sent to the member's account. It is **IMPORTANT to ensure the correct information is on your pay documents. REVIEW THEM ANNUALLY.**

(See also Appendix D for a template)

**NOTE:** Errors in completing and submitting DD Form 1351-2 is the number TWO cause of candidate pay problems. Please pay attention to details. The candidate and a Reviewer (CCP Manager) must BOTH sign the DD Form 1351-2 before it is submitted to IR Travel through MyFSS:

<https://myfss.us.af.mil/USAFCommunity/s/>

## **TOUR PROCEDURES**

During their tour, Candidates must accomplish IMA requirements and Chaplain Candidate Program requirements.

### **1. READINESS**

Immunizations, Labs, Dental, Physical Test, Computer Based Trainings, & CAC.

### **2. PROGRAM EVALUATION FORMS**

Candidates will have an LOE that is transcribed by the Program into an Officer Performance Report (OPR). Additionally, OTS will have its own evaluation form created by the school.

## **TOUR CURTAILMENTS**

Candidates who are sent home from OTS will have their tour curtailed. Should an unusual or emergency situation arise during an AT, HQ AFRC/HC may grant a curtailment (conclusion) of AT. Candidates should coordinate with their supervisor and then **request approval** of a curtailment from HQ AFRC/HCX. Keep in mind:

- Modifications to travel orders are issued to reflect the new end date.
- Filing of the end of tour AF Form 938 and DD Form 1351-2 **must be delayed** until receipt of the finalized modifications by the candidate.
- As a result, receipt of final military and travel pay will likely be delayed beyond the normal time frame.

## **PAY WHILE TRAINING (PRECERTIFICATION OF ORDERS)**

ONLY APPLICABLE WHEN OTS IS LONGER THAN 30 DAYS: For candidates going to OTS who want to get paid bi-weekly, **PRE-CERTIFIED orders (AF 938) must be submitted at the beginning of OTS through MyFSS:** <https://myfss.us.af.mil/USAFCommunity/s/> (see Appendix C for a template) ...and a



**CLOSE-OUT order within 5 days after completing the tour to the same site.** By **not** submitting pre-certified orders, your pay could be delayed until you have returned home, and your close-out orders are submitted.

For all tours over 30 days, pre-certified orders do not always get processed before the deadline to be paid by the 15<sup>th</sup> - so that can be hit or miss.

## **POST-TOUR PROCEDURES**

Candidates have three primary tasks to accomplish after finishing the tour.

### **1. PAY GTC**

Candidates must pay off their GTC. If they are unable to do so or have issues reach out to the Program Manager.

### **2. ORDERS**

Candidates submit an Electronic Tour of Duty Certification in AROWS to receive pay for Annual Tour and School Tour. Additionally, a printed copy of their 938 Forms must accompany their travel voucher submission to MyFSS (for RTS vouchers) or their DTS voucher. The Candidate should have one 938 Form for their AT days and one 938 Form for their OTS time. Additionally, IDT days must be submitted in UTAPS. Instructions for how to fill these forms out are attached at the end of the HANDBOOK.

### **3. TRAVEL VOUCHER**

If your AF 938 directs the use of DTS (most likely), you must complete your travel voucher in DTS. If your AF 938 requires the use of RTS for settling your travel voucher, you must submit your AF 938, signed 1351-2, lodging and airfare receipts to IR Travel via myFSS.

## **PROCEDURE FOR OTS FAILURES**

In the unlikely event a candidate does not successfully complete OTS due to PFA standards, medical, or other extenuating circumstances the Chaplain Candidate Program Manager and HCX Division Chief will make the determination of whether the individual can re-accomplish training. In the event the candidate can re-accomplish training they will be placed in the next applicable OTS training session. Failure to complete OTS may result in removal from the Chaplain Candidate Program.

## **SECTION XV – SUPERVISED INTERNSHIP TOURS (PHASES 0-4)**

### [Top of the Document](#)

Supervised Internship Tours will follow the successful completion of OTS. Per DAFI 52-101, Chaplain Candidates perform internship tours IAW AFRC/HC guidance. Currently, AFRC/HC requires candidates to complete at least two SITTs.

FOR GRADUATING CANDIDATES, in some circumstances, two AT tours can be accomplished in the same calendar year - one before, and one after October 1<sup>st</sup>. Candidates must be prepared to participate in both a first and second Supervised Internship Training Tour (SITT).



## **DESCRIPTION**

These ATs occur at various AD bases across the Air Force, even overseas for a select few. On these tours, each candidate will be under the supervision of an AD chaplain or chapel team for training, familiarization with the role of Chaplains and Religious Affairs Airmen, and immersion in the pluralistic context of military ministry. They furnish a background of practical knowledge for potential service in the National Guard, Reserve, and Active-Duty chaplaincy.

**PLEASE NOTE:** While the Chaplain Candidate Program is for those currently attending seminary, it may extend beyond graduation due to different denominational requirements. A candidate is not automatically “dis-enrolled” from the Chaplain Candidate Program when they graduate from seminary. **A candidate is still a part of the program until he/she reappoints as a chaplain or is officially discharged.** See related information under *Continuation* (pg. 18).

The maximum benefit occurs when candidates make extensive **pre-tour preparations**, establish careful advance training plans and objectives, and meet at least once a week for a review of training progress during the AT. It is also essential that **candidates take personal initiative** for accomplishing the training objectives (see Chaplain Candidate Competencies Training Guide in the Appendix).

**Candidates may** perform pastoral and liturgical functions to the extent that they are:

- **Allowed** by the candidate's ecclesiastical body.
- **Permitted** by Air Force instructions, policies, and guidelines.
- **Authorized** by a designated chaplain candidate training supervisor / Chaplain Candidate Program Manager

Chaplain candidates are **NOT** authorized to serve **as**, or **in place of**, chaplains (DoDI 1304.28, *Guidance for the Appointment of Chaplain*, para 6.7); therefore, **candidates should not counsel individuals**. Candidates may be invited to observe counseling sessions with the permission of a chaplain counselor and the counselee. Questions about the permissibility of candidate functions and activities should be referred to the Chaplain Candidate Program Manager.

For the 12-day AT portion of their tour, they are available for training and tasking 24/7. However, for the 12-day IDT portion of their tour, 16 hours is the maximum allowable for tasking and training - just like any assigned IMA. With the compressed training, CTOs are not authorized on IDT Status and should not be expected while on AT but are a local decision for the host Wing Chaplain. Plan to work all 24 days!

## **ASSIGNMENTS FOR SUPERVISED INTERNSHIP TOURS**

HQ AFRC/HCX is the **Office of Primary Responsibility (OPR)** for placing candidates at active-duty bases for AT tours. These training placements are made with consideration of the following factors:

- 1. Feedback on Previous Training Experiences:** During Feedback Week, candidates are encouraged to provide feedback on the quality of the training and supervision they experience at their AT base. This information assists us in selecting locations where the highest quality training experiences are available.
- 2. Availability of Locations:** Active-duty wing chaplains volunteer each year to provide supervised training for a specified number of candidates. The assignment of candidates for AT tours is always made with consideration of the wing chapel's assessment of its needs and suitability as a training location.



**3. Faith Group Affiliation:** To ensure the most beneficial supervision possible, and to provide broad ecumenical exposure, the faith group of the candidate is carefully considered when training locations are selected.

**4. Travel Funding Limitations:** Restrictions on travel funding for reserve training may require us to prioritize training resources toward:

- candidates with the least amount of training,
- needing the most training,
- or to limit U.S. students to active-duty bases in the continental U.S. (CONUS).

Similarly, students attending seminary in Europe may be limited to Air Force installations in Europe for training. Funding limits for training have been rare but can occur.

Individual candidates and training bases will receive formal notice at the same time confirming training placements.

## **OVERSEAS AT TOURS**

On training tours, you are Ambassadors of the Air Force Chaplain Candidate Program. This is even more true during overseas tours. These tours demand your attention to mission, flight plan, and the unique ministry you will witness and participate in. Therefore:

1. NO SPOUSES OR DEPENDENTS will be allowed to accompany candidates on an overseas tour.
2. Ensure you have a passport. Some countries require a passport in addition to your orders and ID card. If you need to acquire a passport, this will **not** be an item you can claim on your voucher.
3. Do NOT ASSUME you can bend policy and change procedures stipulated in this HANDBOOK. The HANDBOOK has been reviewed by ARPC Leadership, Det 5 leadership, and HQ AFRC/HC leadership. At this time, there are NO exceptions to this policy. Your willingness to submit to lawful orders and published guidance is a part of your evaluation.
4. If you cannot accept your overseas assignment, please notify the CCPM immediately. We cannot express how important these overseas training opportunities are for you and the future of the CCP, should you be selected. You are paving the way for more opportunities for the candidates entering the program in the years to come.

## **FAMILY MEMBERS AND TOURS**

It is AFRC/HC policy that family members **may NOT** accompany the military member **to an overseas AT**.

Family members are not prohibited from joining a chaplain candidate during a stateside Internship Tour to assist in making family decisions and projections. **HOWEVER**, the government is **only obligated** to provide travel expenses and on-base billeting for the **candidate**. Because of the cost factor and the possible distractions involved, **HQ AFRC/HCX strongly recommends that candidates at OTS, ICT, and SITT NOT have family members accompany them.**



Candidates ARE encouraged to invite their family, friends, and endorser to attend **OTS** graduation events. Remember, all costs associated with family members' attendance at these events are the responsibility of the individual member and will **NOT** be reimbursed by the US Government.

## **PRE-TOUR PROCEDURES**

Candidates should prepare ahead of time for their tours so that they are able to accomplish all tasks while on duty.

### **1. UNIFORM**

Candidates must have their uniform ready on the first day of the tour.

### **2. SYSTEMS ACCESS**

Candidates must have access to systems: MyFSS, AROWS-R, Desktop Anywhere, UTAPS, MyPay, myIMR, AF Portal, myLearning, and ARCNet.

### **3. READINESS, CAC, & GTC**

Candidates must be in shape first day of the tour, have a working CAC, have a working GTC, and be up to date on readiness items (dental, immunizations, and labs).

### **4. PROGRAM INFORMATION**

Before starting orders, Candidates must know their dates (provided in a Date Table by Program Manager) and tour location (Provided by Program Manager). Also, they must have supervisor approval before starting the orders process.

## **ORDERS REQUEST**

Step by Step Instructions for AT Orders. **You will need all the dates provided by the program for your tour**, functioning CAC, Desktop Anywhere, MyFSS access, updated home of record in MyFSS, updated email to receive notifications in MyFSS, and supervisor approval (Candidate Program Manager).

Candidates can access MyFSS without a CAC and Desktop Anywhere by creating an account with login information.

To create AT orders, go to the MyFSS website. You may or may not need a CAC to login, depending on how the account was set up. The highlighted sections are the choices that need to be made at each step.

1. In the search bar, type: **IMA Management**
2. Click: **Submit Orders Request/Question**
3. Select: **New Orders Request**
4. Ensure that your address is up to date in the MyFSS system, then continue.
  - a. Click **Yes** if up to date.
  - b. If not, you must change your address in MilPDS and contact the Program Manager.
5. Status: **IMA**
6. Readiness: **Yes** (Even if not, you will become ready while on tour)
7. Acknowledge IAW AFMAN 36-2136; **Check** the box.
8. I have been approved to telecommute for this tour. **No**
9. Order Type: **Annual Training (AT)**



10. Certify that you have requested and received approval from your Active-Duty Supervisor (Chaplain Candidate Program Manager). **Check** the box.
11. Does your AT Request require an Annual Training Special Request Form (ATSRF): **No**
12. Supervisor/Rank: **Ch, Maj, MATTHEW C. BRYANT** (or current Chaplain Candidate Program Manager)
13. Supervisor email: **[matthew.bryant.7@us.af.mil](mailto:matthew.bryant.7@us.af.mil)**
14. Ensure that SSN and Name are correct.
  - a. **NOTE:** If these are not correct, then notify the Program Manager and create a MyFSS ticket to have your information changed ASAP. This will have to be changed in MilPDS.
15. Detachment: **DET 5**
16. Report to: **Other**
17. OCONUS: **No**
  - a. **NOTE:** Unless you are doing an overseas tour. Then choose Yes.
18. Unit Name: **Refer** to the information provided by the Program Manager. This will be the tour location information not your home station (Robins).
19. Address: Refer to the information provided by the Program Manager. This will be the tour location address and NOT the home station address (Robins).
20. Home Station: **Robins AFB**
21. Assigned Unit: **OL HC00 HQ RESERVE CM FFHY70**
22. Passcode: **RX0MFHY7**
23. Departing from: **Type** home address based on your address in the record (4) or Select: **Home** (If it auto populates)
  - a. **NOTE:** Your reimbursement will be based on the travel from this location to the tour location.
24. Trip Duration: **Multiday** (Select)
25. Travel Start Date: **Refer** to the Date Table provided by Program Manager
26. Initial report: **Refer** to the Date Table provided by Program Manager
27. Release date: **Refer** to the Date Table provided by Program Manager
28. End date: **Refer** to the Date Table provided by Program Manager
29. Mode of transportation: **Choose** Accordingly.
  - a. If you are flying: Depart: **Airport closest to address of home on file**; Arrive: **Airport closest to tour location**.
  - b. **NOTE:** Most Candidates will choose a personal vehicle or airplane. If you are more than 400 miles from your tour location, then you will choose airplane.
  - c. **NOTE:** Depart from the airport closest to your home location and arrival airport is closest to the tour location. DO NOT handle your own travel, use CI Travel (see Travel Section).
30. IDT in conjunction: **Yes. Insert** the dates from the Date Table provided by Program Manager.
  - a. **NOTE:** Travel day to return is added to the end of the IDT portion. You only receive two AT travel days so they must be used to travel to and from the tour as a whole including the IDT in conjunction. So, one AT travel day to arrive to Robins and one AT travel day to return to home from Robins at the end.
31. Rental Car: **Yes**
  - a. **NOTE:** Only the AT days qualify for rental cars.
32. GTCC: **Yes**
33. Rental Car Request Form:
  - a. Type of tour: **AT**



- b. Do you reside within commuting distance of your duty station (Warner Robins): **Answer accordingly.**
  - i. **NOTE:** Most are “no.”
- c. Justification: **Official travel during AT**
- d. Government transportation available from airport: **No**
- e. On base lodging: **Yes**
- f. Base taxi: **No**
- g. U-drive available: **No**
- h. Estimated cost: **look up online in your tour area.**
  - i. **NOTE:** The zip code for Robins is 31098
- i. Request less than 30 days: **Yes**
- j. Justification: **Directed by Supervisor**

34. Is your request less than 30 days prior to the tour: **no**

35. Select: **Submit**

You will see a new case open under your MyFSS account. Make sure you check any communication sent by the Order Writers under your case file to avoid delays submitting your orders. Once orders have been submitted you can track their progress in AROWS-R under pending orders option.

Step by step instructions for IDT days. Access to UTAPS is required on top of everything that was required for AT orders. UTAPS can only be accessed via Desktop anywhere or a military computer.

Before starting the UTAPS process, ensure that the correct supervisor has been selected. Also ensure that place holder dates that had been created prior to these orders have been deleted. Click on the “eraser” icon, then click on the date you want to erase. Ensure that pop-ups are allowed on the computer.

1. **Login** to UTAPS
  - a. **NOTE:** UTAPSWeb can be accessed directly at <https://utapsweb.afrc.af.mil/utapsweb/> from any .MIL location.
  - b. **NOTE:** Access from other locations (.COM/.NET/.EDU) require logging into AROWS and using ‘Continue to UTAPSWEB’ links in the AROWS menus.
2. Select: **I Accept: Continue to UTAPSWeb for IMAs**
3. Select: **IMA/PIRR Schedule**
  - a. **NOTE:** At the top of the page (The black marker at the top)
4. **Navigate** to the desired month and year by selecting the left and right arrows at the top center of the page.
5. Select: **IDT icon**
  - a. **NOTE:** At the top center of the page.
6. Select the desired date you wish to perform training. **Refer** to the Date Table provided by the Program Manager.
7. The Start Date: **Refer** to the Date Table provided by the Program Manager.
8. Enter **24 consecutive periods.**
  - a. **NOTE:** For this tour there are 24 consecutive periods (2 a day) for 12 days in a row following the last AT day).
  - b. **NOTE:** 1 day=2 periods (1st period=0000-1200; 2nd period=1300-1700)



- c. **NOTE:** Start on PERIOD 1
9. Select: **Search by city/base** option
  10. Enter: Refer to information provided by Program Manager. This is the location of your tour NOT home station (Robins).
    - a. **NOTE:** If multiple names for the same base pop up, then choose the top option.
  11. Comment: **none**
  12. Subsistence: **Yes**
  13. Lodging: **Yes**
  14. Validator: Make sure that the correct supervisor is listed (the orders are sent this person, and they must sign off on them)
  15. **Save and Close**
  16. Additional Step for some: Once the days have been saved and closed the days that have been built should show as yellow on the calendar. If they do not show as yellow (pending), then they will show as white (built). You must submit the days by clicking **submit schedule**, which sends the request to the supervisor on file and changes the days from white to yellow.

## **TRAVEL ARRANGEMENTS**

Once orders have been submitted, then the candidate must begin organizing travel.

Chaplain Candidates must use DTS for all lodging, airfare, and rental cars.

Candidates who fly to their Internship Tour will be authorized a rental car for the AT portion of the tour (only). If a group of candidates are assigned to the same location at the same time, they may be limited to a single rental car.

**NOTE:** The Force Support Squadron (FSS) at *many* installations have vehicles that can be checked out by military personnel for official business requirements (UDI, you-drive-it).

Candidates can be authorized to drive their Personally Owned Vehicle (POV) to and from training. **However**, reimbursement for POV travel is limited to no more than the amount it would have cost the government to obtain a commercial airline ticket for the candidate.

Candidates traveling by POV should remember that they are in an **official government travel status only on the days indicated**. Again, **no extra travel days are authorized** beyond what is stated in the travel orders. Travel undertaken before or after dates on the orders is done on the candidate's personal time. The candidate is therefore liable for any costs related to accident or repair, and no requests for time extensions to reporting dates will be granted. However, medical costs due to illness or injury are covered **on the day(s) authorized for travel**. Additionally, if a candidate drives their POV to training, they cannot expect to be paid for mileage driven while there. The Air Force will only pay mileage for a **single** trip from lodging to the base.

Travel to and from training is accomplished on “travel days” authorized on official orders. The day preceding the Internship Tour start date is the **authorized travel day**. The official **reporting date** is the day following.

Overseas travelers are typically authorized one additional travel day, either at the front end or back depending on the direction of travel. No additional travel time is authorized beyond what is expressly stated in the official



travel orders. Travel expenses incurred outside of the official travel days **will not** be reimbursed (with the exception of mileage when driving).

For reserving travel for SITT, consult the DTS quick guide available here: <https://www.hqrio.afrc.af.mil/Quick-Guides/>.

## **TRAVEL VOUCHER PREP**

If your AF 938 requires the use of DTS, you will settle your travel voucher in DTS. In the unlikely event, your AF 938 directs the use of RTS, you will file a DD Form 1315-2. The following helps prepare the DD Form 1351-2:

- 1. Itinerary.** The itinerary starts at one's home address or place of departure (not the first airport). In notification letters of AT, HQ AFRC/HC requests candidates to return a confirmation copy listing the address from which they would depart and the address to which they would return. They are expected to depart from and return to these addresses. If circumstances arise necessitating a change in plans, candidates must **notify HQ AFRC/HCX at once** and request their orders be amended. These orders, and any amendments, must be consistent for reimbursement of authorized travel expenses to be made. If AT travel orders are amended, copies of the initial order and all amendments must accompany the DD Form 1351-2 when filed. If all itinerary entries will not fit on DD Form 1351-2, continue on DD Form 1351-2C.
- 2. Mode of Travel & Reason for Stop.** In the itinerary, a TWO-LETTER entry is added for every Itinerary entry line. On the back of the DD Form 1351-2 are sections titled SYMBOLS, only these two-letter entries will be used to complete the sections marked Mode of Travel and Reason for Stop.
- 3. Government Transportation Request (GTR).** The member's copy of an airline ticket should accompany DD Form 1351-2. Fees charged for ticketing **must** be listed separately from the airfare in expenses.
- 4. Receipts.** Receipts must accompany the DD Form 1351-2 for any "out-of-pocket" travel expenses (i.e., taxi fares) that are individually **\$75 or more**. Obtain a full receipt for a rental car as these often get rejected by IR Travel.
- 5. Lodging Receipts.** Lodging receipts must accompany DD Form 1351-2, regardless of the amount. If applicable, a statement of non-availability of base lodging must also accompany DD Form 1351-2.
- 6. Meals and Fuel.** Do not list meals on the DD Form 1351-2, these are covered at a flat rate in your 'travel per diem.' Do not list fuel unless you were authorized a rental car. Fuel for POV travel is covered in the flat rate paid for mileage.
- 7. A completed, and Certified AF Form 938** must be submitted with the DD Form 1351-2.
- 8. Amendments to Orders.** At least one copy should accompany DD Form 1351-2 if amendments have been made to original orders.
- 9. Box #9.** If payment is received via Travel Advance or from an Accrual Voucher, enter the total amount received in Box #9. Failure to do so will result in overpayment. The government will always come for their money, just not at a convenient time.



**10. LEAVE.** Notate any Leave days taken in **Box #29 on page 2** of the DD Form 1351-2.

**11. Method of Payment.** When the voucher is uploaded to ARPC, candidates receive payment by **electronic funds transfer**. All payments are sent to the member's account. It is **IMPORTANT to ensure the correct information is on your pay documents. REVIEW THEM ANNUALLY.**

(See also Appendix D for a template)

**NOTE:** Errors in completing and submitting DD Form 1351-2 is the number TWO cause of candidate pay problems. Please pay attention to details. The candidate and a Reviewer (CCP Manager) must BOTH sign the DD Form 1351-2 before it is submitted to IR Travel through MyFSS:

<https://myfss.us.af.mil/USAFCommunity/s/>

## **TOUR PROCEDURES**

During their tour, Candidates must accomplish IMA requirements and Chaplain Candidate Program requirements.

### **1. READINESS**

Immunizations, Labs, Dental, Physical Test, Computer Based Trainings, & CAC.

### **2. PROGRAM EVALUATION FORMS**

Candidates will have an LOE that is transcribed by the Program into an Officer Performance Report (OPR).

## **POST-TOUR PROCEDURES**

Candidates have three primary tasks to accomplish after finishing the tour.

### **1. PAY GTC**

Candidates must pay off their GTC. If they are unable to do so or have issues reach out to the Program Manager.

### **2. ORDERS**

To receive pay for annual training, candidates submit an electronic tour of duty certification via AROWS. To receive pay for IDTs, candidates use UTAPS. Instructions for how to fill these forms out are attached at the end of the HANDBOOK.

### **3. TRAVEL VOUCHER**

Candidates must either submit a DTS travel voucher or DD 1351-2. Instructions to fill out travel forms are attached to the end of the HANDBOOK.



## ***SUPPORT***

### **SECTION XVI - SUPPORT OFFICES (PHASES 0-4)**

[Top of the Document](#)

#### **AIR FORCE PUBLICATIONS & FORMS**

Throughout your military career, you will need to refer to Air Force Instructions (DAFIs) in order to understand the AF requirements and guidance. In addition, you will need access to the most up-to-date administrative forms necessary for you to operate in the candidate program. To access any current DAFI or Air Force Form, visit the AF e-publications website at: <http://www.e-publishing.af.mil/>

#### **ARPC CUSTOMER SUPPORT BRANCH**

For most Air Force members, there is a Military Personnel Flight (MPF) located on their base of assignment that handles personnel issues and actions. For chaplain candidates, their personnel office is the Customer Support Branch at ARPC, Buckley AFB, CO. Personnel records for candidates are maintained there and various personnel actions are accomplished through that office. Candidates needing assistance on **personnel matters** should **begin at HQ AFRC/HCX**. If necessary, we may refer the candidate to:

ARPC Customer Support  
6760 E. Irvine Pl #3800  
Denver, CO 80280-3800  
1-800-525-0102, option 3

**DD Form 93, Record of Emergency Data:** This information is used to notify those a military member has designated if the member becomes a casualty. It also indicates beneficiaries designated to receive casualty payments. It is the candidate's responsibility to keep this data up to date. If change does occur, contact **ARPC** for a new DD Form 93.

#### **RESERVE PAY OFFICE**

ALL **military pay transactions** relating to candidates are handled by the HQ IR RIO Reserve Pay Office (RPO) at ARPC. All a candidate's military pay and leave documents (certified orders, Leave, DEERS, etc.) should be submitted to RPO through MyFSS. Follow the instructions on "Establishing a Pay File," HQ RIO: <https://www.hqrio.afrc.af.mil/Pay/Establishing-a-Pay-File/>.

#### **IMA TRAVEL REIMBURSEMENT OFFICE**

ALL **travel reimbursement transactions** relating to candidates are handled by the Individual Reservist (IR) Travel office at ARPC. All of a candidate's travel documents (travel voucher, receipts, etc.) should be submitted according to instructions on "Travel," HQ RIO: <https://www.hqrio.afrc.af.mil/Travel/>.

#### **DENTAL AND MEDICAL RECORDS**

Upon appointment as a candidate, an official medical record file is established at **the HQ RIO**. If due for an in-person medical or dental appointment at a MTF, candidates are authorized medical and dental care **while on AT only**. When candidates **receive any medical care** at a base during AT, they should notify the medical facility that **all records of such treatment should be forwarded to the HQ RIO** for inclusion in the candidate's official medical record files. **Candidates also should obtain a personal copy of any treatment received.**



**Caution:** At the time of treatment, the medical facility providing treatment must initiate a Line of Duty Determination or LOD. You must obtain a **LOD letter (AF Form 348)** and provide a copy of your orders to avoid being billed for medical or dental procedures you receive when you're on duty. Please consult with HQ RIO Det 5 before proceeding to seek medical attention or as soon as possible after an emergency.

### **HQ Readiness integration organization (HQ RIO DET 5)**

As referenced throughout the Guide, RIO addresses many personnel actions not handled by ARPC.

**HQ RIO Det 5**

**255 Richard Ray Blvd.**

**Robins AFB, GA 31098-1637**

**(478) 327-1637**

<https://www.arpc.afrc.af.mil/HQRIO/Detachments/Detachment-5/>



## APPENDIX A: Acronyms and Abbreviations

[Top of the Document](#)

**A&FRC** - Airman & Family Readiness Center  
**AAFES** - Army - Air Force Exchange Service  
**ABU** - Airman Battle Uniform  
**AD** - Active Duty  
**ADC** - Area Defense Counsel  
**ADT** - Active-Duty Training  
**AF** - Air Force  
**AF Form** - Air Force Form  
**AF/HC** - Air Force Chaplain Corps, or Office of the Air force Chief of Chaplains  
**AFCB** - Armed Forces Chaplains Board  
**DAFI** - Air Force Instruction  
**AFMAN** - Air Force Manual  
**AFPC** - Air Force Personnel Center  
**AFRC** - Air Force Reserve Command  
**AFRC/HC** - Air Force Reserve Command, Command Chaplain  
**AFRC/HCX** - Air Force Reserve Command, Chapel Plans and Programs  
**AFSC** - Air Force Specialty Code  
**ARCNet** - Autonomy Research Collaboration Network  
**AROWS-R** - Air Force Reserve Order Writing System  
**ARPC** - Air Reserve Personnel Center  
**AWOL** - Absence Without Leave  
**BAH** - Basic Allowance for Housing  
**BAS** - Basic Allowance for Subsistence  
**BX** - Base Exchange  
**CAC** - Common Access Card  
**CBD** – Cannabinol  
**SITT** – Chaplain Candidate Internship Tour  
**CCP** - Chaplain Candidate Program  
**CCPM** - Chaplain Candidate Program Manager  
**CCSIP** - Chaplain Candidate Supervised Internship Plan  
**CONUS** - Continental United States  
**DD Form** - Department of Defense Form  
**DEERS** - Defense Eligibility and Enrollment Reporting System  
**Det.** – Detachment  
**DHA** – Defense Health Agency  
**DoD** - Department of Defense  
**DoDI** - Department of Defense Instruction  
**DTS** – Defense Travel System  
**FMR** - Financial Management Regulation  
**FRP** - Functional Review Panel  
**FSA** - Family Separation Allowance  
**FY** - Fiscal Year  
**GTC** - Government Travel Card



**HQ** – Headquarters  
**ICT** – Initial Candidate Tour  
**IDT** - Inactive Duty Training  
**IMA** – Individual Mobilization Augmentee  
**IRR** - Individual Ready Reserve  
**JA** - Judge Advocate (also SJA)  
**JTR** - Joint Travel Regulation  
**LES** - Leave and Earnings Statement  
**LOA/C/R** - Letter of Admonishment/ Counseling/ Reprimand  
**LOD** - Line of Duty (Determination)  
**MFR** - Memorandum for Record  
**MilPDS** - Military Personnel Data System  
**MOD** - Modification (to orders)  
**MPF** - Military Personnel Flight  
**MTF** - Medical Treatment Facility  
**MWR** - Morale, Welfare, & Recreation  
**NCO** - Non-Commissioned Officer  
**NGB** - National Guard Bureau  
**NGB/HC** - National Guard Bureau, Command Chaplain  
**OCP** - Operational Camouflage Pattern  
**OPR** - Office of Primary Responsibility  
**OPR** - Officer Performance Report  
**OTS** - Officer Training School  
**PFA** – Physical Fitness Assessment  
**PII** - Personally Identifiable information  
**POV** - Personally Owned Vehicle  
**PPE** - Personal Protective Equipment  
**R/R (date)** - Retention/Retirement (date)  
**RAA** - Religious Affairs Airman (enlisted Chaplain Corps personnel)  
**Reg AF** - Regular Air Force (commonly referred to as Active Duty)  
**RIO** - Readiness Integration Organization  
**ROTC** - Reserve Officer Training Corps  
**RPO** - Reserve Pay Office  
**RST** - Religious Support Team  
**SGLI** - Servicemen's Group life Insurance  
**SJA** - Staff Judge Advocate (also JA)  
**TDY** - Temporary Duty  
**UCMJ** - Uniform Code of Military Justice  
**USAF** - United States Air Force  
**UTAPS** - Unit Training Assembly Processing System



## **APPENDIX B: References and Forms**

### **Top of the Document**

#### ***INSTRUCTIONS, MANUALS, AND REGULATIONS***

**DAFI 36-2406**, *Officer and Enlisted Evaluations Systems*

**DAFI 36-2903**, *Dress and Appearance*,

**DAFMAN 36-2905**, *Department of the Air Force Physical Fitness Program*

**DAFI 36-2910**, *Line of Duty (LOD) Determination, Medical Continuation (MEDCON), and Incapacitation (INCAP) Pay*

**DAFI 36-3211**, *Military Separations*

**DAFI 52-101**, *Chaplain, Planning and Organizing*

**AFMAN 36-2032**, *Recruiting and Accessions*

**AFMAN 36-2100**, *Military Utilization and Classification*

**AFMAN 36-2136**, *Reserve Personnel Participation*

**AFPD 52-1**, *Chaplain Corps*

**DoDI 1304.28**, *Guidance for the Appointment of Chaplain*

**DoDI 1308.1**, *DoD Physical **Fitness** and Body Fat Program*,

**DoDI 1308.3**, *DoD Physical **Fitness** and Body Fat. Procedures*

**DoDI 6055.04**, *DoD traffic Safety Program*

**USAFAI 36-2005**, *Readmission of Former USAF Academy Cadets*

**Joint Travel Regulation (JTR)**

#### ***FORMS***

**AF Form 348**, *Line of Duty (LOD)*

**AF Form 475**, *Education Training Report*

**AF Form 988**, *Leave Request/Authorization*

**AF Form 1089**, *Leave Settlement Option*

**AF Form 1745**, *Address Change Form*

**DD Form 1561**, *Statement to Substantiate Payment of Family Separation Allowance*

**DD Form 93**, *Record of Emergency Data (vRED)*

**DD Form 1172-2**, *Application for Uniformed Services Identification*



**DD Form 1351-2**, *Travel Voucher*

**DD Form 1351-2c**, *Travel Voucher Continuation*

**DFAS FORM 702**, *Leave and Earning Statement (LES)*

**FMS 2231**, *Direct Deposit Form*

## APPENDIX C: Points of Contact

### [Top of the Document](#)

#### **Chaplain Candidate Program Manager**

*(Your primary point of contact:*

*(478) 327-2266; [afrc.hce2@us.af.mil](mailto:afrc.hce2@us.af.mil)*

**Office of the Command Chaplain, Air Force Reserve Command** *(the staff is here to help, but seek out the Chaplain Candidate Program Manager first):*

*(478) 327-1475; [afrc.hc@us.af.mil](mailto:afrc.hc@us.af.mil)*

#### **Air Reserve Personnel Center:**

(800) 525-0102, <https://www.arpc.afrc.af.mil/>

Travel: <https://www.arpc.afrc.af.mil/hqrio/IRTravel.aspx>

Pay: <https://www.arpc.afrc.af.mil/hqrio/IMA-RPO.aspx>

#### **Headquarters Readiness and Integration Office (HQ RIO), Det 5:**

(478) 327-2331; <https://www.arpc.afrc.af.mil/HQRIO/Detachments/Detachment-5/>

**AROWS-R:** [https://arowsr.afrc.af.mil/arows-r/dod\\_consent.do?actionButton=OK](https://arowsr.afrc.af.mil/arows-r/dod_consent.do?actionButton=OK)

Help Desk - (877)-294-5822; [AFRCFM.AROWSR@AFRC.AF.MIL](mailto:AFRCFM.AROWSR@AFRC.AF.MIL)

**CI Travel:** 855-879-3217

**MyFSS:** <https://myfss.us.af.mil/USAFCommunity/s/>

**MyPay:** <https://mypay.dfas.mil/#/>

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

**Desktop Anywhere:** 478-327-1999 (you can submit questions to [AFRC Horizon View Desktop as a Service \(aka Desktop Anywhere\) | Facebook](#))

**UTAPS:** 1-877-294-5822 option 2

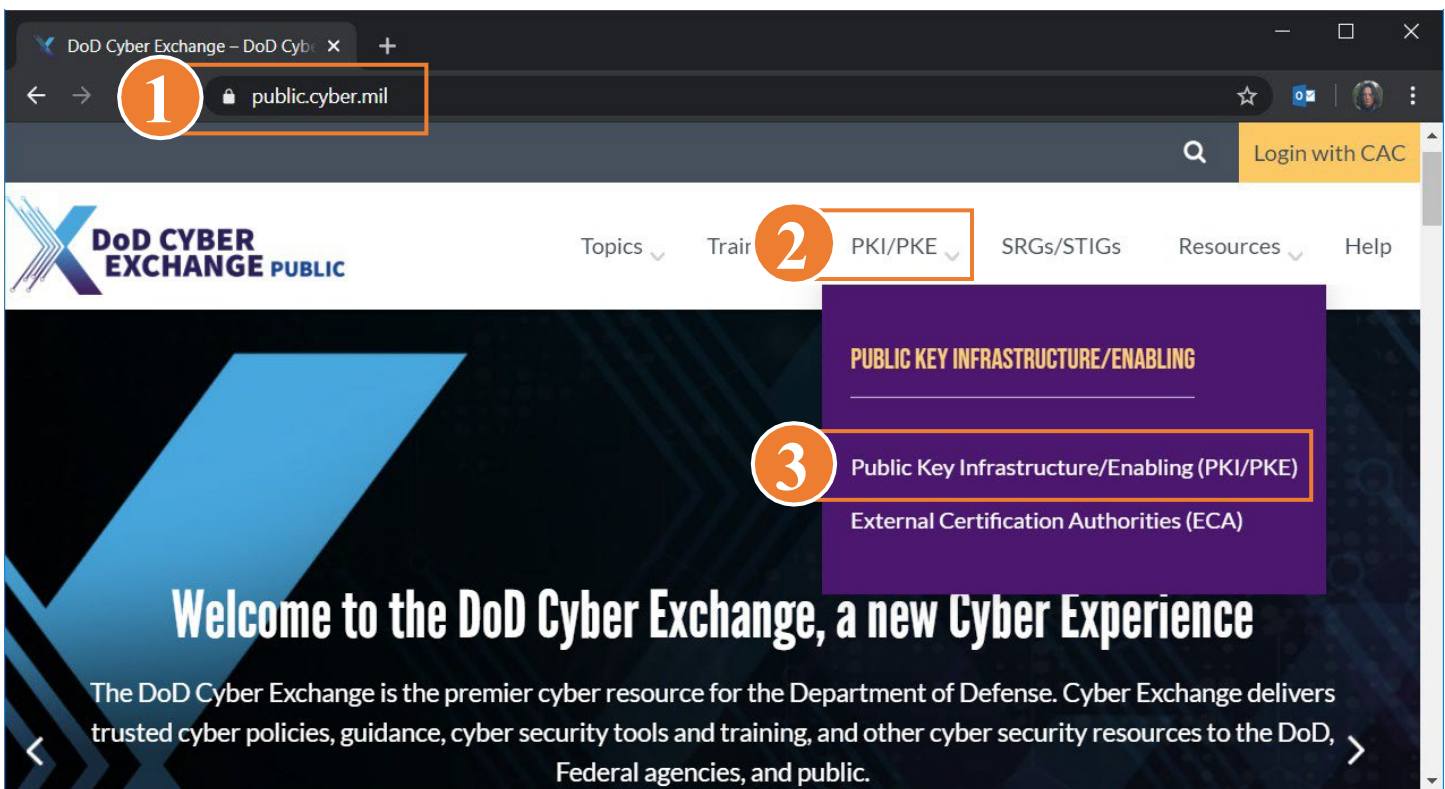


## APPENDIX D: Windows 10 CAC Reader Installation

[Top of the Document](#)

*DoD Certificate Authorities (CAs) are required to establish a trust between the end user's device and the Desktop Anywhere environment. This prerequisite can be fulfilled by downloading and installing the PKI-PKE tool InstallRoot (5.X) from the DoD Cyber Exchange Public website.*

### DOWNLOAD INSTALLROOT



1. Open your internet browser to the DoD Cyber Exchange Public Library.  
<https://public.cyber.mil>
2. Expand the **PKI/PKE** dropdown menu.
3. Select [Public Key Infrastructure/Enabling \(PKI/PKE\)](#).



## INFRASTRUCTURE/ENABLING (PKI/PKE)

PKI/PKE Home

About

Cryptographic Modernization

Document Library

End Users

Getting Started

Middleware

Web Browsers

External and Federal PKI  
Interoperability

For Administrators, Integrators and  
Developers

For RAs, LRAs, KRAs & TAs

Policies

Mobile Devices & Purebred

RSS Feeds

Tools

Training

Web Content Filtering / Break and  
Inspect

Help

Individuals who have a valid authorized need to access DoD Public Key Infrastructure (PKI)- protected information but do not have access to a government site or government-furnished equipment will need to configure their systems to access PKI-protected content.

Accessing DoD PKI-protected information is most commonly achieved using the PKI certificates stored on your Common Access Card (CAC). The certificates on your CAC can be used for activities such as accessing OWA, signing documents, and accessing information online. For more information about your CAC, visit <http://www.cac.mil>.

For more information on how your organization's policies regarding remote use.



Windows

To get started you will need:

- CAC
- Card reader
- Middleware (if necessary, depending on your operating system version)

You can get started using your CAC by following these basic steps:

**1. Get a card reader.**

At this time, the best advice for obtaining a card reader is to work with your home component to get one. In addition, please review the [DoD CAC Reader Specifications](#) for more information regarding the requirements for a card reader.

**2. Install middleware, if necessary.**

You may need additional middleware, depending on the operating system you use. Please contact your CC/S/A for more information on the middleware requirements for your organization. You can find their contact information on our [Contact Us](#) tab.

**3. Install DoD root certificates with InstallRoot (32-bit, 64-bit or Non Administrator).**

In order for your machine to recognize your CAC certificates and DoD websites as trusted, run the InstallRoot utility (32-bit, 64-bit or Non Administrator) to install the DoD CA certificates on Microsoft operating systems. If you're running an alternate operating system such as Mac OS or Linux, you can import certificates from the [PKCS 7 bundle](#). The [InstallRoot User Guide](#) is available here.

**4. Make certificates available to your operating system and/or browser, if necessary.**

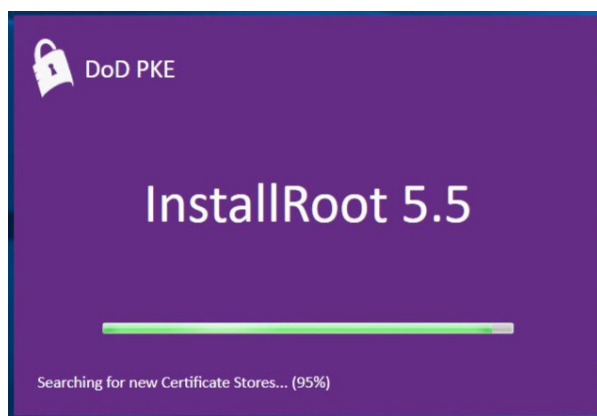
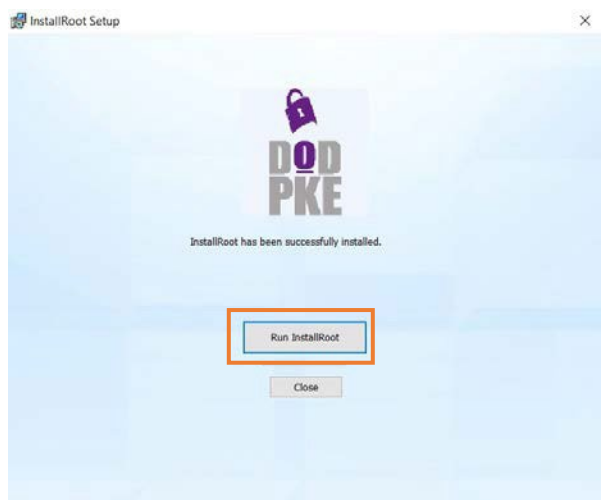
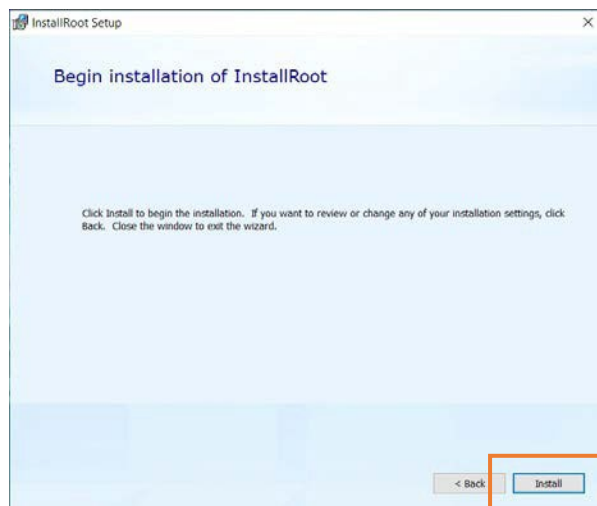
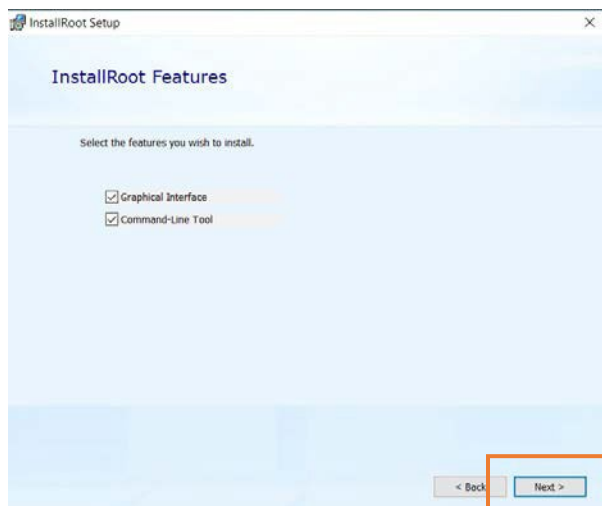
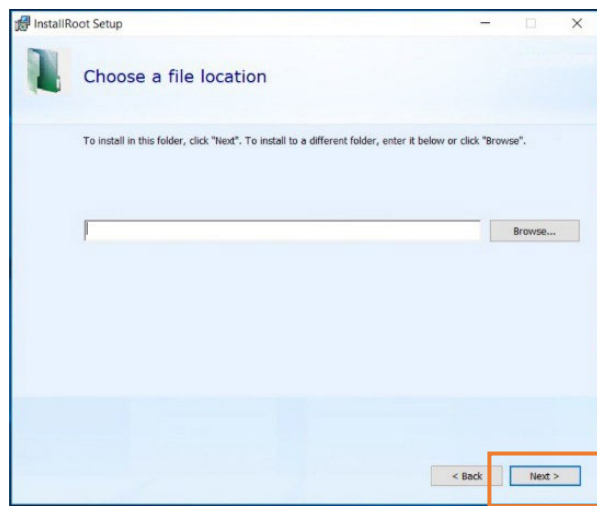
[Pick your browser](#) for specific instructions.

4. Hover over End Users in sidebar navigation and select Getting Started.
5. Select Windows to expand the guide section.
6. Use the provided links under step 3 to download **INSTALLROOT NON-ADMINISTRATOR MSIINSTALLER**.

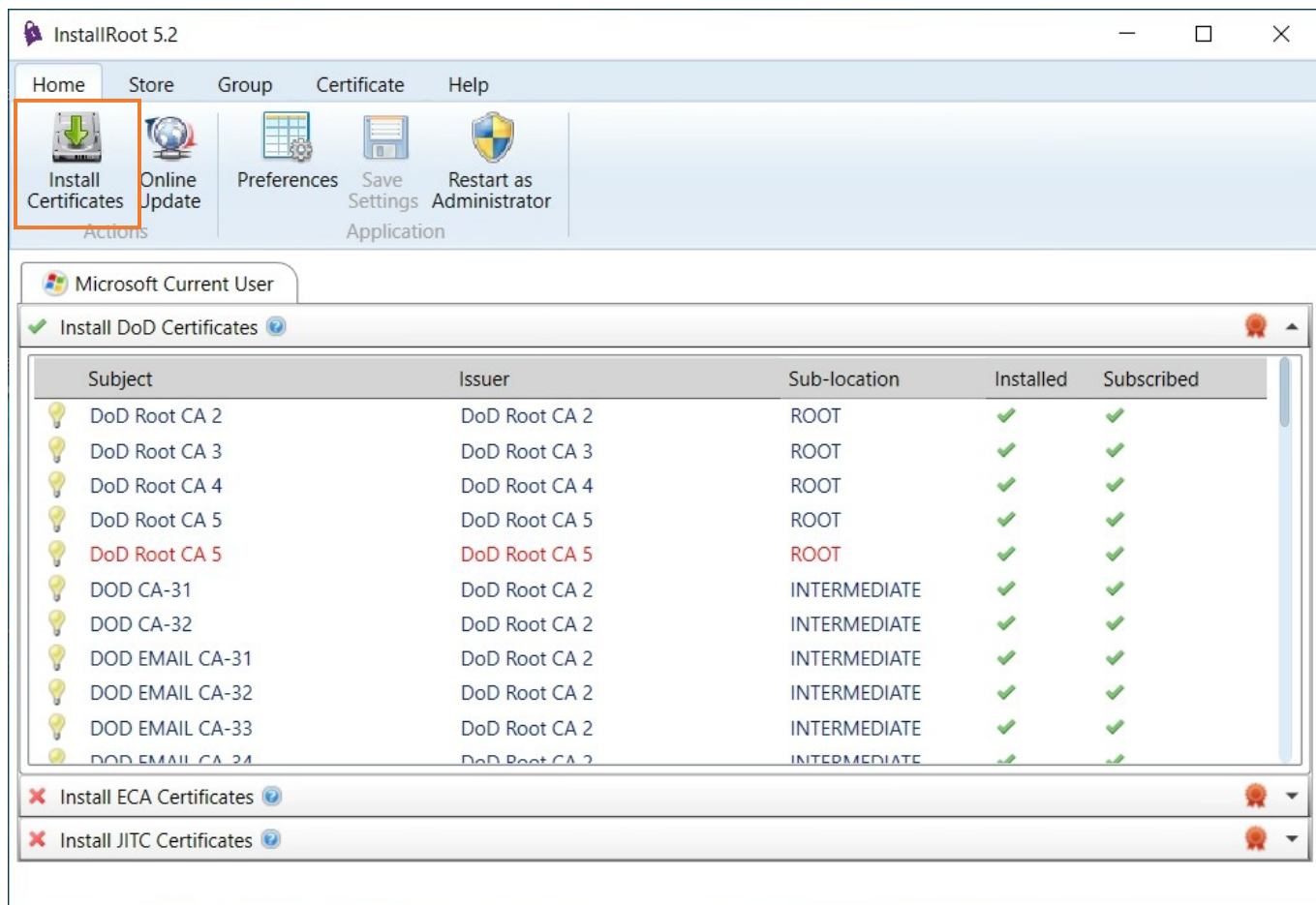


## INSTALL INSTALLROOT

7. Execute the MSI installer and proceed through the installation wizard with default prompts.







*The following certificates should show as installed and subscribed.*

DOD Root CA 2 through DOD Root CA 5,  
 DOD EMAIL CA-33 through DOD EMAIL  
 CA-34, DOD EMAIL CA-39 through DOD  
 EMAIL CA-44, DOD EMAIL CA-49 through  
 DOD EMAIL CA-52, DOD EMAIL CA-59,  
 DOD ID CA-33 through DOD ID  
 CA-34, DOD ID CA-39 through DOD  
 ID CA-44, DOD ID CA-49 through  
 DOD ID CA-52, DOD ID CA-59  
 DOD ID SW CA-35 through DOD ID SW  
 CA-38, DOD ID SW CA-45 through DOD ID  
 SW CA-48,  
 DOD SW CA-53 through DOD SW CA-58,  
 and DOD SW CA-60 through DOD SW CA-  
 61

*Additional troubleshooting can be found from the InstallRoot User Guide available on [DoD Cyber Exchange](#).*



## MIDDLEWARE FOR CAC AUTHENTICATION

**(SITUATIONAL)** *Not all circumstances require a smartcard middleware application. Evolving development of CAC modernization changes the requirements for smartcard middleware applications for users of different organizations.*

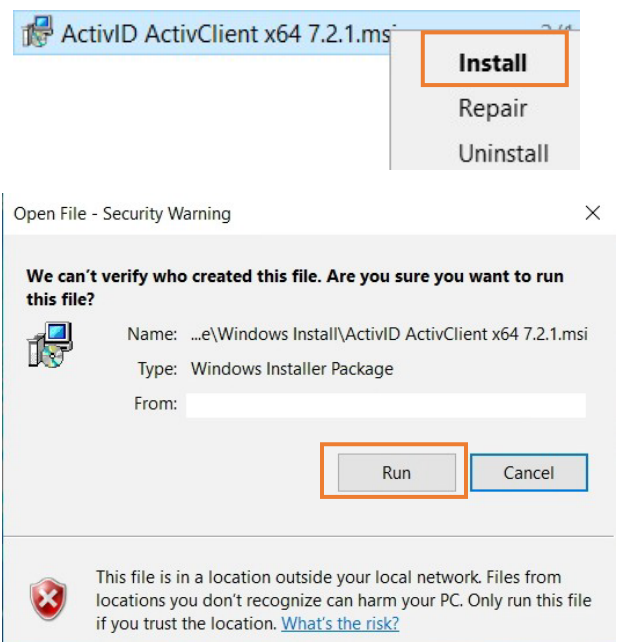
- *Windows users who authenticate with EMAIL/SIGNATURE certificate (10-digit ID #) will be required to install a smartcard middleware.*
- *Windows users who authenticate with PIV/AUTHENTICATION certificate (16-digit ID #) can use the native Windows smartcard services, will not require a middleware application, and can skip this section.*
- *The following middleware applications are approved and tested for use to connect into our environment: Active Client, 90Meter, and CACKey.*

### DOWNLOAD ACTIVCLIENT

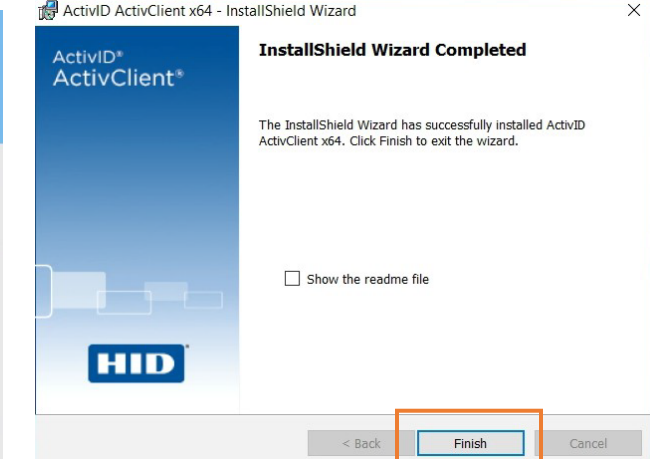
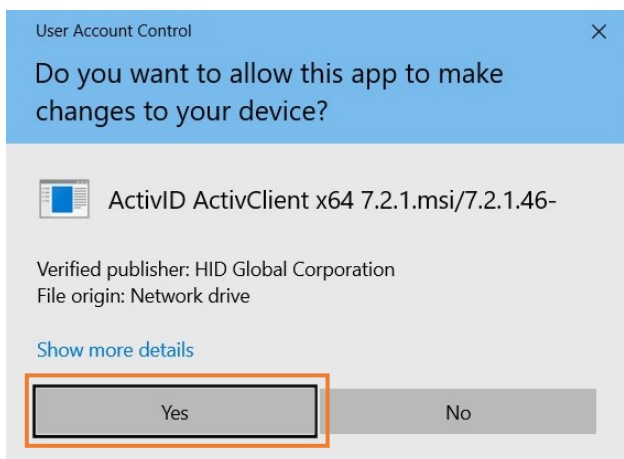
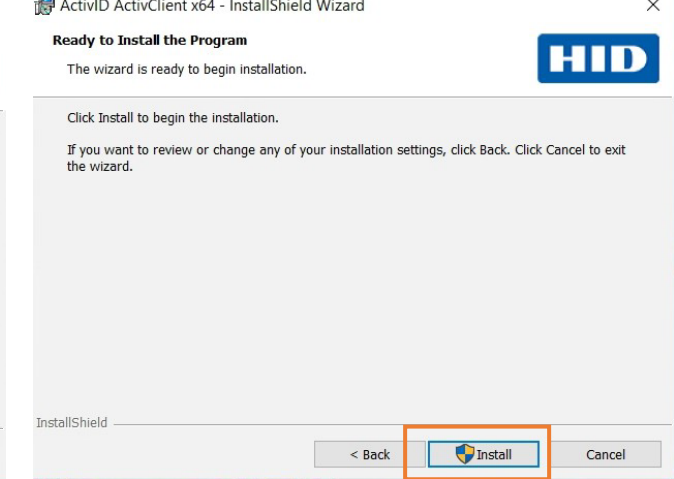
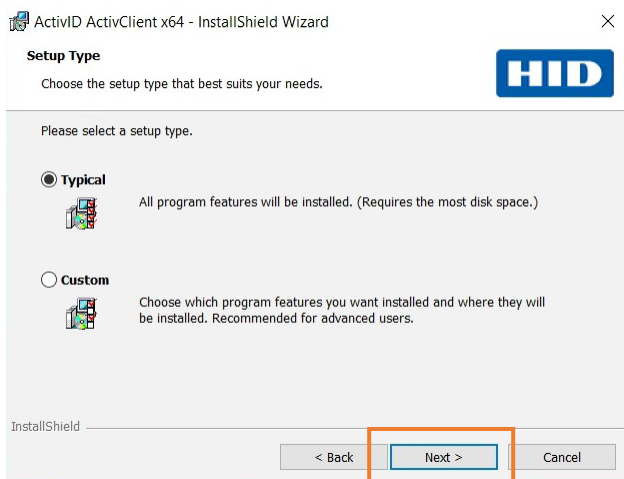
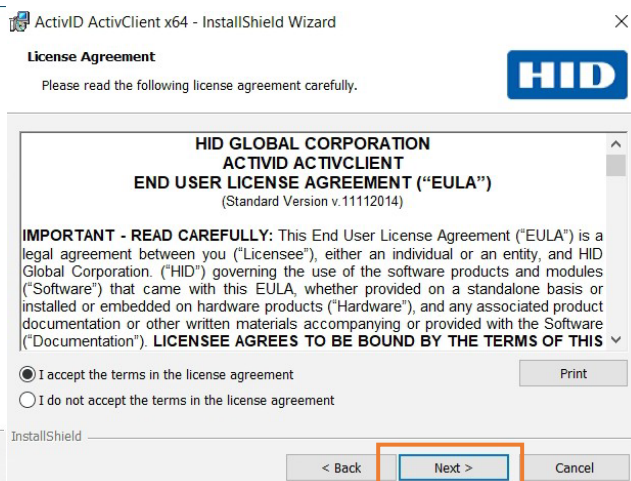
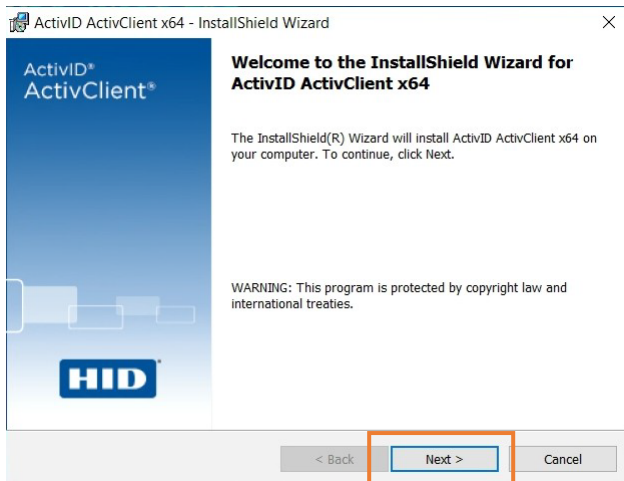
8. Download the **ACTIVID ACTIVCLIENT** installation package from the AFRC Desktop Anywhere article on AF Portal under the **ATTACHMENTS** table.  
<https://www.my.af.mil/gcss-af/USAF/content/ZAHkU>
9. Open the downloaded ZIP package with **FILE EXPLORER** and extract the MSI installer file.

### INSTALL ACTIVCLIENT

10. Execute the MSI installer file by right-clicking the file and selecting **INSTALL** from the context menu.
11. Proceed through the installation wizard with default options.







12. After install completes, reboot your machine.



# APPENDIX E: MAC CAC Reader Installation

[Top of the Document](#)

## Middleware for CAC

### Middleware for CAC authentication

Desktop Anywhere requires middleware for CAC (Smart Card) authentication into the system. The following middleware applications are approved and tested for use to connect into our environment: 90Meter, ActivClient, and CACKey. HQ AFRC recommends using the instructions below to install the relevant software.

#### Mac Installation

1. Navigate to the CACKey section of MilitaryCAC.org, located [here](http://militarycac.org/MacVideos.htm#CACKey_packages)  
[http://militarycac.org/MacVideos.htm#CACKey\\_packages](http://militarycac.org/MacVideos.htm#CACKey_packages)
2. Locate the download link for your version of MAC OS (Sierra, El Capitan, Yosemite, Mavericks, Mountain Lion). To determine your MAC OS click on the apple logo on the upper right hand corner of your MAC and select the "about the MAC". It will tell you which MacOS you have. NOTE: Do not worry about disabling SMART CARD ABILITY.

NOTE continued: Hold the control key [on your keyboard] when clicking the .pkg file [with your mouse], select [the word] Open

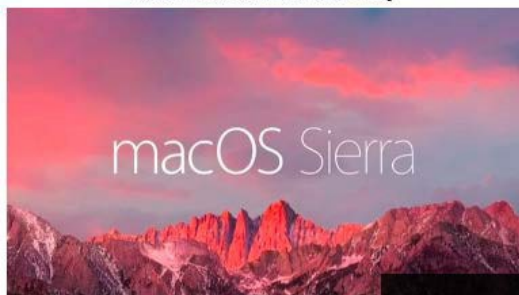
[10.14.x \(Mojave\)](#) Only Recommended after [disabling](#) built in Smart Card Ability



[10.13.x \(High Sierra\)](#) Only Recommended after [disabling](#) built in Smart Card Ability



[10.12.x \(Sierra\)](#) Only Recommended after [disabling](#) built in Smart Card Ability

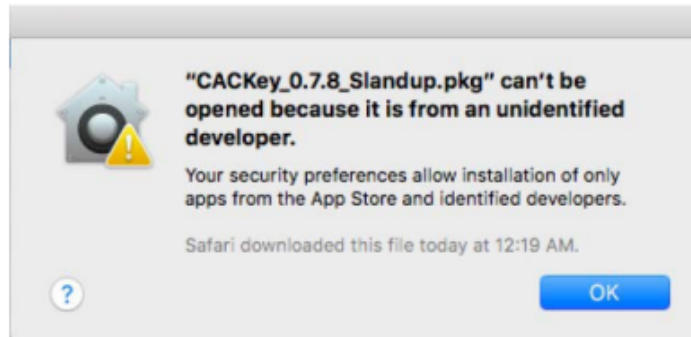


[10.11.x \(El Capitan\)](#)





3. You may receive the following error message. "Can't be opened because it is from an unidentified developer." Hold the control key on your keyboard, when clicking the .pkg file with your mouse, select the word OPEN. If this does not work, navigate to System Preferences, Security, and select "Open Anyways" down at the bottom of the App install settings.



4. Complete the installation for CAC Key after downloading the package. If you have any issues you can watch the Video located on the MilitaryCAC.org page.
5. Restart your computer or continue on to install the Certs and VMware and do a full restart at the end (Suggest the full restart at the end).

Notes:

- ❑ Installing multiple enabling programs will cause your system to NOT work.
- ❑ Some of the CAC enablers will ask for a "keychain password." It is really asking for your CAC PIN. Make sure if it asks for your Keychain password after you select your CAC certificate, that you use your CAC [6-8 digit / all number] PIN.
- ❑ If you block your CAC, you'll have to visit an ID card office to get it unblocked.

## DoD Certificates

DoD Certificate Authorities (CAs) are required to establish a trust between the end users device and the Desktop Anywhere environment. Navigate to the Certs site:

[https://militarycac.com/macnotes.htm#DoD\\_certificates](https://militarycac.com/macnotes.htm#DoD_certificates)

(Scroll down until you see the below information. Double click )

Download these 5 files (you might need to <ctrl> click, select *Download Linked File As...*) Save to your downloads folder

**Please know...** IF You have any DoD certs already located in your keychain access, you will need to delete them prior to running the AllCerts.p7b file below.

<https://militarycac.com/maccerts/AllCerts.p7b>,  
<https://militarycac.com/maccerts/RootCert2.cer>,  
<https://militarycac.com/maccerts/RootCert3.cer>,  
<https://militarycac.com/maccerts/RootCert4.cer>, and  
<https://militarycac.com/maccerts/RootCert5.cer>

Double click each of the files to install certificates into the login section of keychain



1. Double click the .p7b files and the other DoD Root CA files (2, 3, 4, and 5) to install certificates into the login section of keychain which will auto import into the keychain access
2. Once you download you may notice some of the certificates will have a red circle with a white X. This means your Mac does not trust those certificates.



You need to manually trust the DoD Root certificates that have the red circle with white X. Double click the DoD Root File, select TRUST and maneuver to "When using this certificate drop down box. Change to "Always Trust".



3. Once you select *Always Trust*, your icon will have a light blue circle with a white + in it. Remember to do this TRUST step for all the DoD Root certificates that you downloaded.
4. These instructions are taken from the MAC instructions at [MilitartCAC.org](https://militartcac.org).



## APPENDIX F: Windows 10 Desktop Anywhere Installation Instructions

[Top of the Document](#)

### VMWARE HORIZON CLIENT

*Desktop Anywhere relies on VMware Horizon technology to provide end users access to all of their virtual desktops, applications, and online services through a single digital workspace. Users will have to download and install the VMware Horizon View Client to access the resources of Desktop Anywhere.*

### DOWNLOAD VMWARE HORIZON CLIENT

The screenshot shows the VMware website's 'Download VMware Horizon Clients' page. A browser window is open to the URL <http://www.vmware.com/go/viewclients>. The page features a navigation bar with links like 'VMware Cloud', 'Products', 'Solutions', 'Support', 'Professional Services', 'Downloads', 'Partners', and 'Company'. The main content area is titled 'Download VMware Horizon Clients' and includes a 'Select Version' dropdown set to '5.0'. Below this is a 'Product Resources' sidebar with links like 'View My Download History', 'Product Info', 'Documentation', 'Horizon Mobile Client Privacy', and 'Horizon Community'. A table lists available products with columns for 'Product' and 'Release Date'. The first row, 'VMware Horizon Client for Windows', is highlighted with an orange box and labeled with a circled '14'. The table also includes a 'Go to Downloads' link for each product.

Product	Release Date
VMware Horizon Client for Windows	2019-12-12
VMware Horizon Client for Windows 10 UWP	2019-09-17
VMware Horizon Client for Mac	

13. Open your internet browser to VMware Horizon Client product download page.

<http://www.vmware.com/go/viewclients>

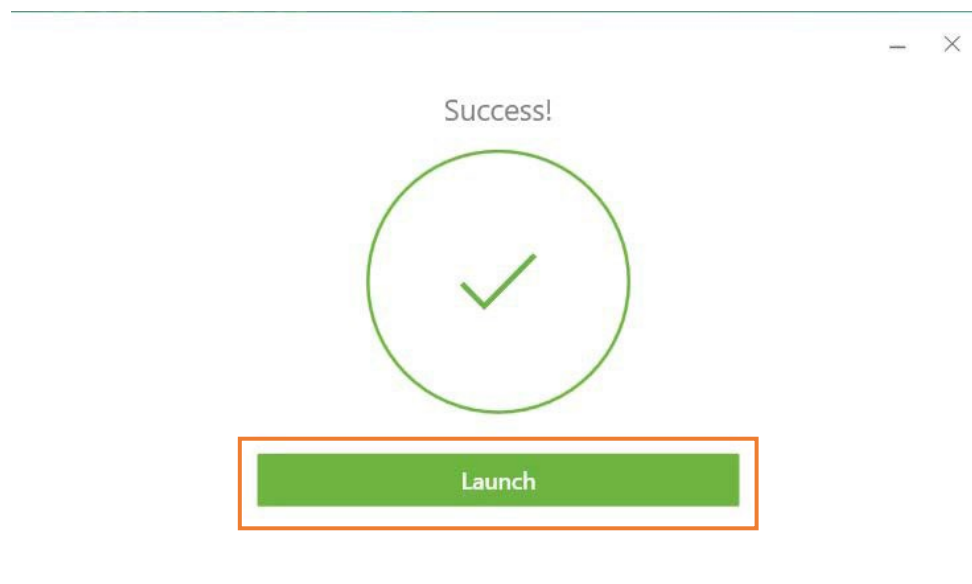
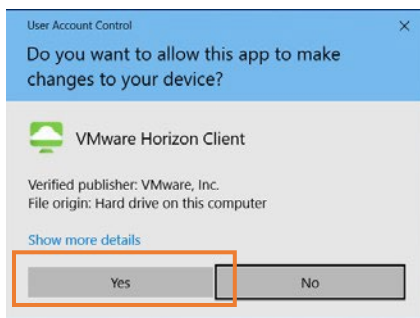
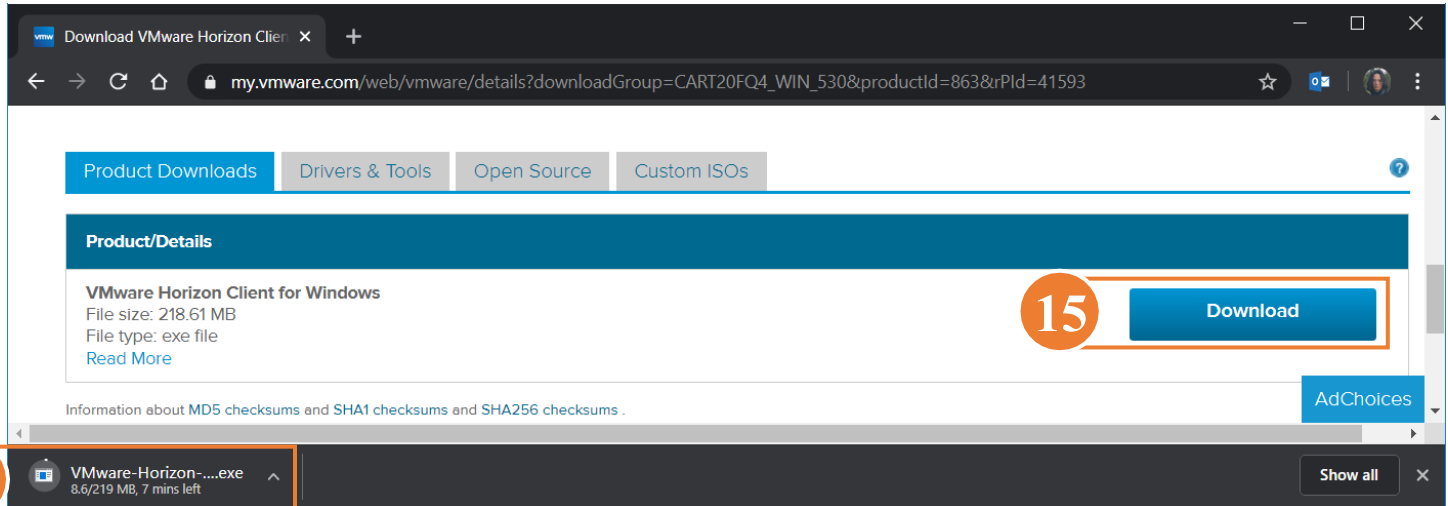
14. Select **GO TO DOWNLOADS** under the Windows product menu.



15. Use the **DOWNLOAD** link to save the installer to your device.

## INSTALL VMWARE HORIZON CLIENT

16. Execute the installer and accept UAC if prompted.

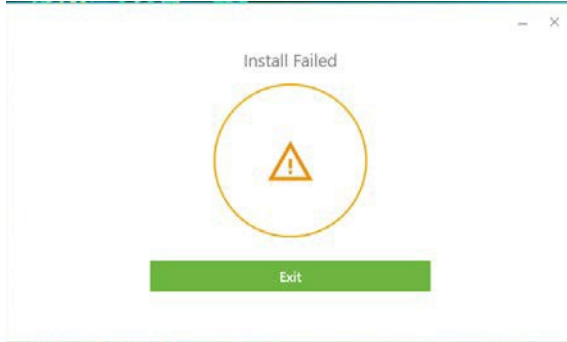


18. After the installation completes, reboot your machine.



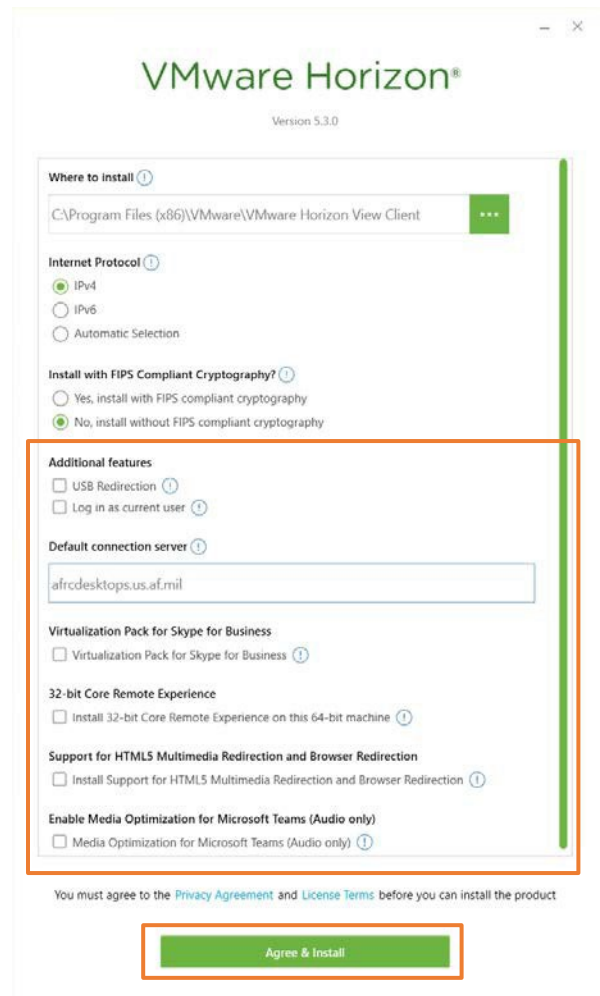
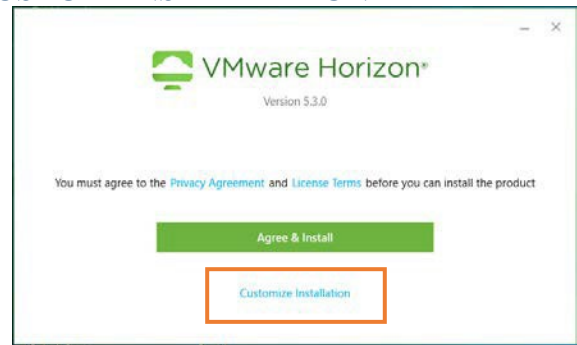
## (TROUBLESHOOT) INSTALL FAILED

If the install fails, relaunch the installer and instead use **CUSTOM INSTALLATION**.



Disable all checkboxes in custom installation options and select.

**AGREE & INSTALL.**



**After the installation completes, reboot your machine.**

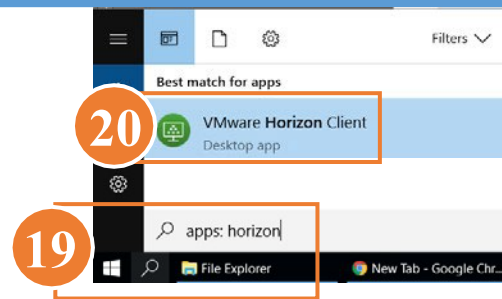
*Version specific installation information can be found on the [VMware product documentation page](#).*



## ACCESS DESKTOP ANYWHERE

19. Search the start menu for  
**APPS: HORIZON.**

20. Open **VMWARE HORIZON**

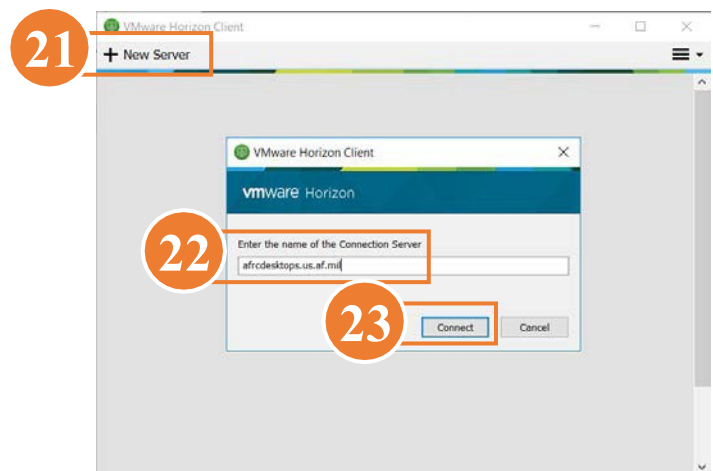


## ADD CONNECTION SERVER

21. Select **+NEW SERVER**

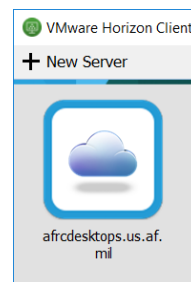
22. Enter **AFRCDESKTOPS.US.AF.MIL**

23. Select **CONNECT**



## CONNECT TO SERVER

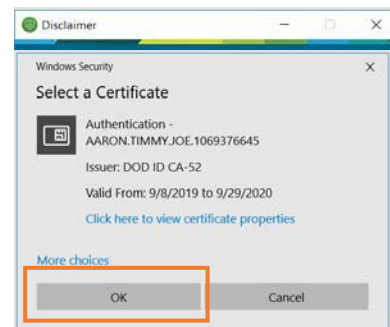
24. Double-click **AFRCDESKTOPS.US.AF.MIL.**



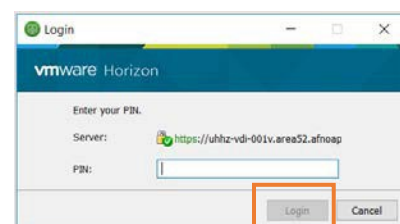
25. Read and **ACCEPT** disclaimer page.

26. Select a Certificate.

*First attempt with your  
PIV/Authenticationcertificate.  
If that should fail, then use the  
Email/Signature certificate.*

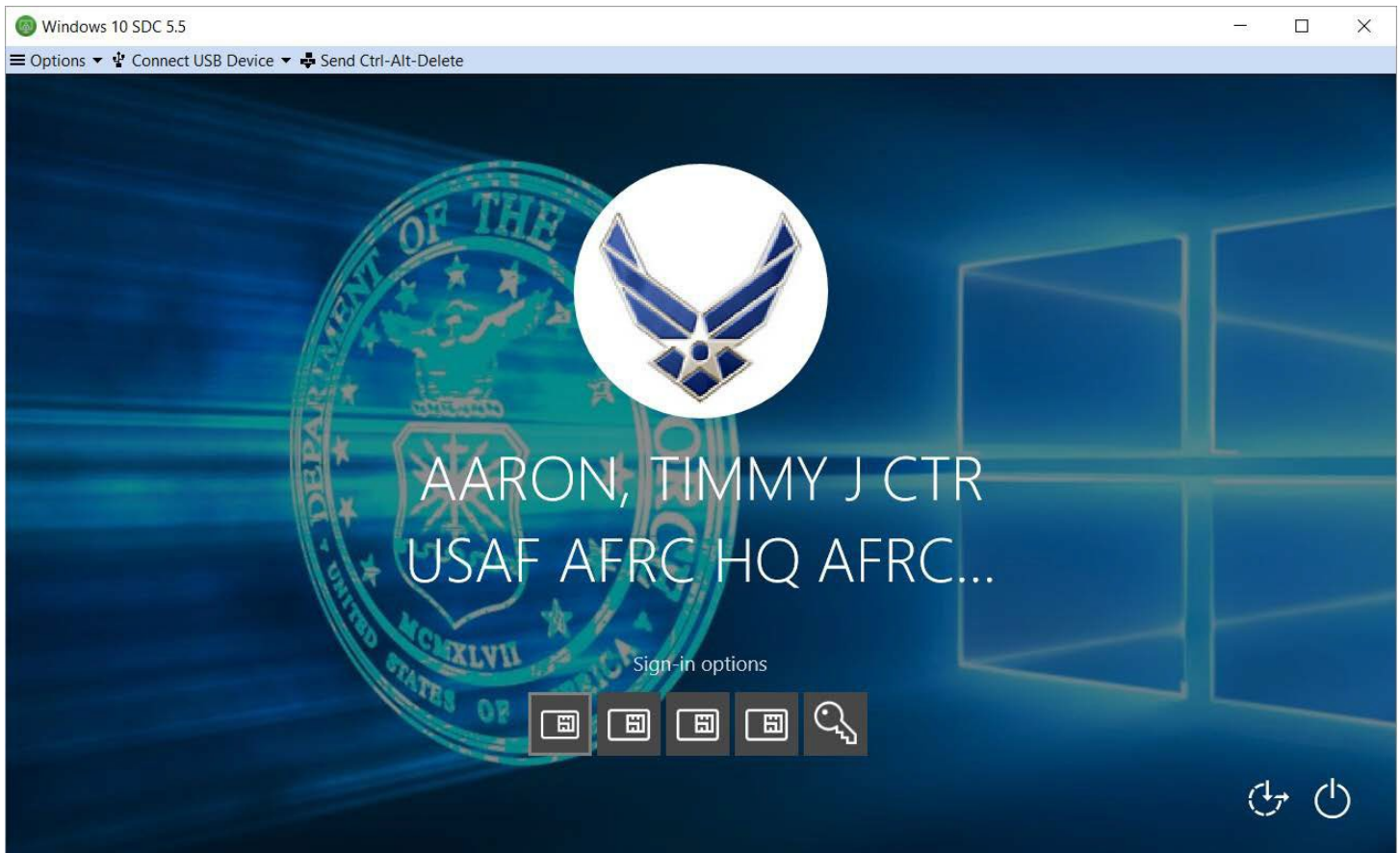


27. Enter PIN and **LOGIN.**





28. Launch the **WINDOWS 10 SDC 5.X** application.



**CONGRATULATIONS! YOU ARE NOW CONNECTING TO  
YOUR VIRTUAL DESKTOP.**



# APPENDIX G: Mac Desktop Anywhere Installation Instructions

## [Top of the Document](#)

### VMware Horizon View Client

Desktop Anywhere relies on VMware Horizon technology to provide end users access to all of their virtual desktops, applications, and online services through a single digital workspace. Users will have to download and install the VMware Horizon View Client to access the resources of Desktop Anywhere.

The following are detailed instructions to install and configure the VMware Horizon View Client.

## Downloading the VMware Horizon View Client

**AT THIS POINT ENSURE YOU HAVE PLUGGED IN YOUR CAC READER AND INSERTED YOUR CAC**

### Locating the Horizon Installer

The VMware Horizon Client can be downloaded directly from the VMware Website. To reach the download location easily utilize the following link and download the client using the instructions below.

<http://www.vmware.com/go/viewclients>

## Installing VMware Horizon View Client

VMware View Horizon Client is currently supported for the following operating system:  
Apple (MAC) OS.

### Installing VMware Horizon View Client on an Apple (MAC) OS

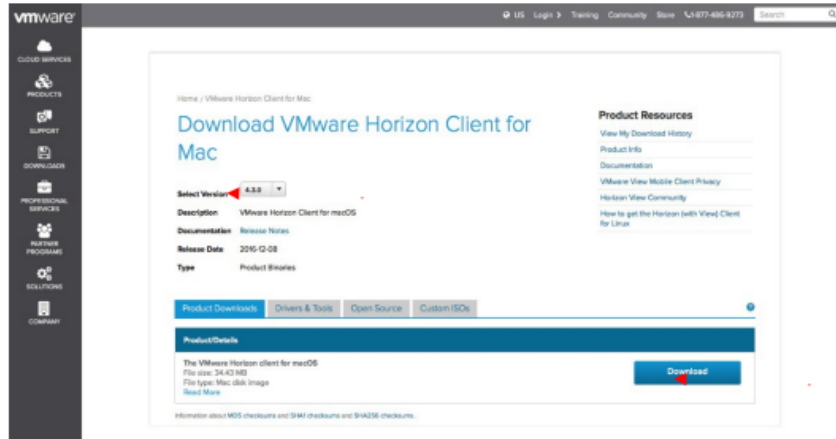
1. Locate the MAC Horizon Client installer file. Select "Go to Downloads" next to the VMware Horizon for Mac. Click drop down menu and find the most current version release.

The screenshot shows the VMware website's 'Download VMware Horizon Clients' page. On the left is a dark sidebar with navigation links: CLOUD SERVICES, PRODUCTS, SUPPORT, DOWNLOADS, PROFESSIONAL SERVICES, REVENUE PROGRAMS, SOLUTIONS, and COMPANY. The main content area has a header 'Download VMware Horizon Clients' and a 'Select Version' dropdown set to '4.6'. Below this is a table with columns 'Product' and 'Release Date'. The table lists various VMware Horizon Client versions for Windows, Windows 10 UWP, and Mac. The 'VMware Horizon Client for Mac' row is highlighted, and a red arrow points to the 'Go to Downloads' link next to it. To the right of the table is a 'Product Resources' section with links like 'View My Download History', 'Product Info', 'Documentation', etc.

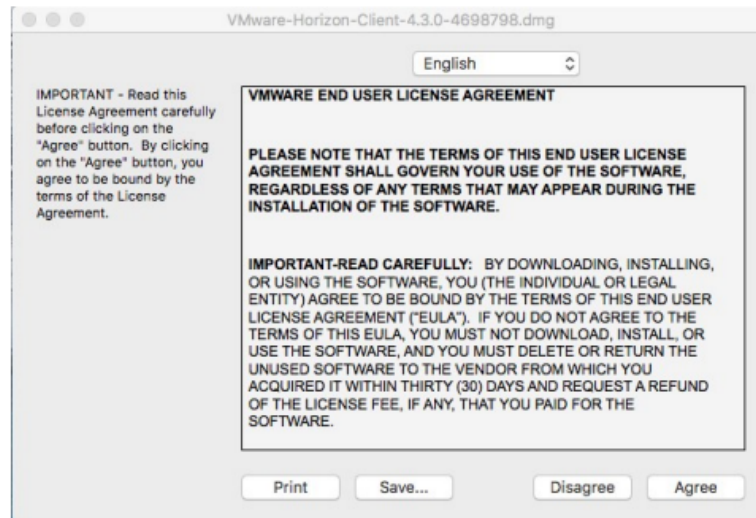
Product	Release Date
VMware Horizon Client for Windows	
VMware Horizon Client for Windows	2016-12-08 <a href="#">Go to Downloads</a>
VMware Horizon Client for Windows 10 UWP	
VMware Horizon Client for Windows 10 UWP	2016-12-08 <a href="#">Go to Downloads</a>
VMware Horizon Client for Windows 10 UWP for x86-based devices	2016-12-08 <a href="#">Go to Downloads</a>
VMware Horizon Client for Mac	
VMware Horizon Client for Mac	2016-12-08 <a href="#">Go to Downloads</a>
VMware Horizon Client for Linux	



2. This will bring you to the download page. Please make sure in the "Selected Version" it is the most recent version. Then select download. (The file will download to your default downloads folder)



3. Double-click the .dmg file to open it and click Agree.

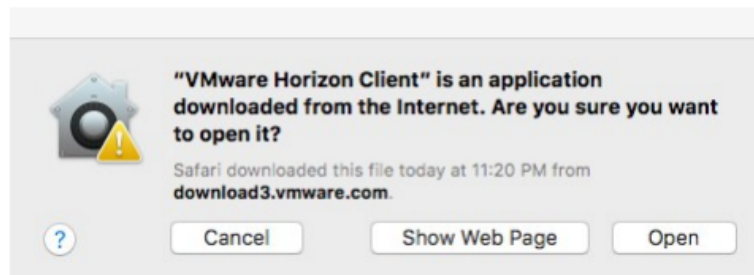




4. The contents of the disk image appear in a Horizon Client window. In this window, drag the VMware Horizon Client icon to the Applications folder icon. If you are not logged in as an administrator user, you are prompted for an administrator user name and password.

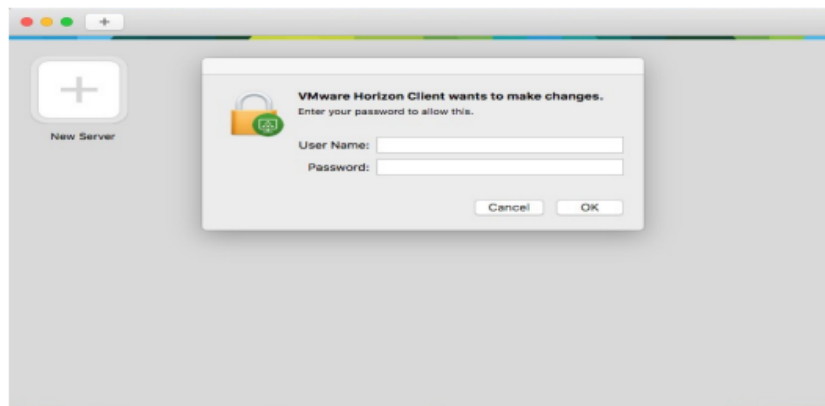


5. Launch Horizon Client from your Lunch Pad or Applications Folder. On first launch, you may be presented with a security box. Click Open to let the program run.

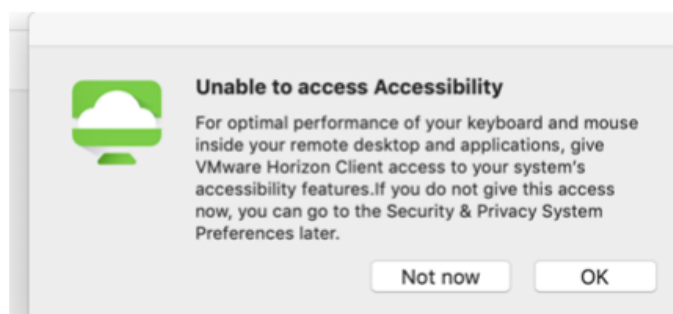




6. When Horizon opens you may be presented with a secondary security to make changes to system, depending on system set-up. Input your MAC admin username and password and click OK to make appropriate changes.



Should you encounter the following box ensure you have connected your CAC Reader and Inserted your CAC, click OK and return to Step 6.

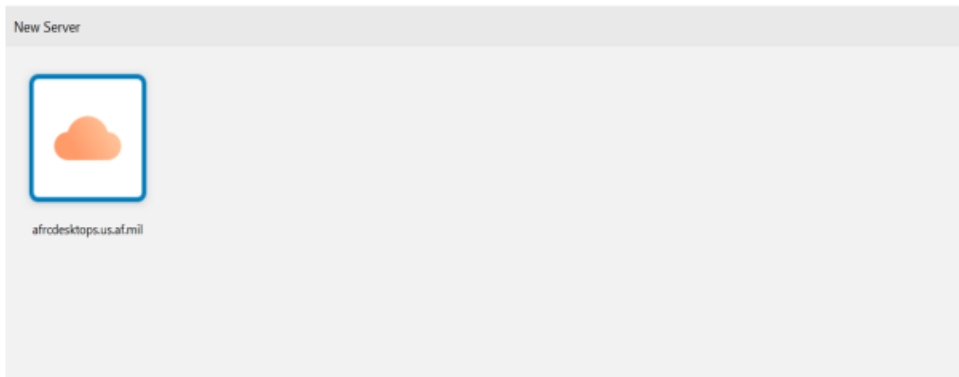


**NOTE: At this point you should restart your computer and click the Horizon View Application Icon to proceed.**

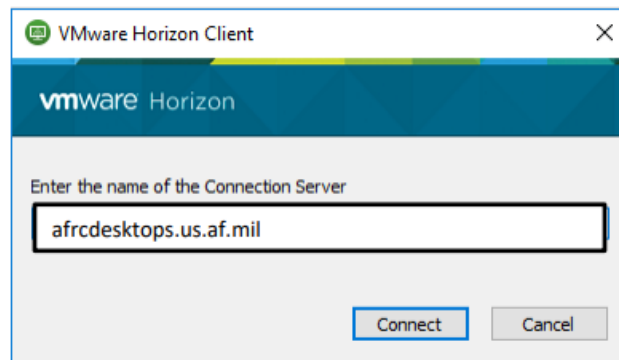


7. Select the "+ New Server" option to add our connection server.

VMware Horizon Client

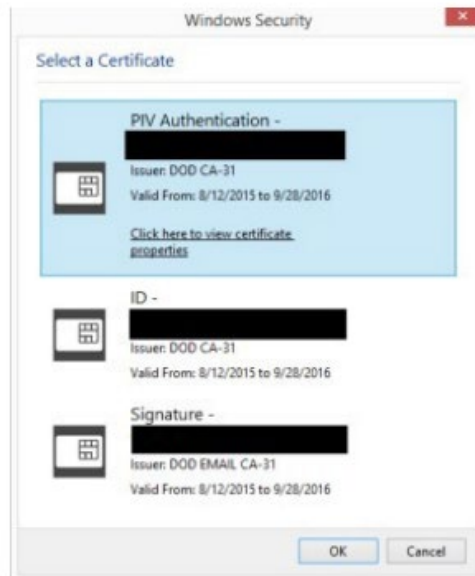


Primary address to type in is afrcdesktops.us.af.mil

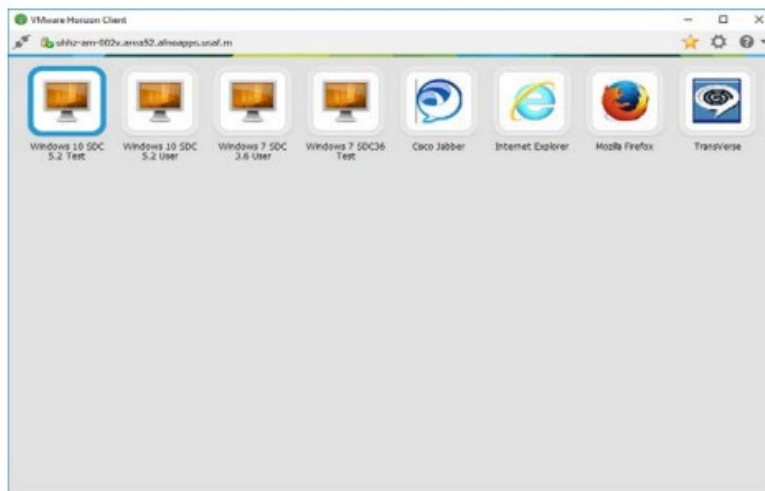


8. In the new Window, insert the Desktop Anywhere URL (afrcdesktops.us.af.mil) and select connect (**PLEASE PAY CLOSE ATTENTION TO THE SPELLING OF THE URL**).
9. Select the relevant certificate you wish to use when connecting and input your PIN. This is normally the email identification certificate. Access is granted based off of your credentials, so remember that your admin account and user account might have different entitlements (**NOTE: Under most circumstances you will use your Email Cert**).

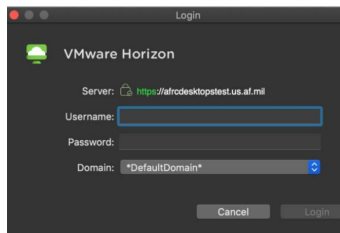




10. You should now have access to the VMware Horizon Client (Normally the first ICON in the below box). You will be able to launch applications you are entitled to or launch a full desktop



**NOTE:** Should you see this screen when trying to access Horizon View App, Simply hit cancel and relaunch the App.





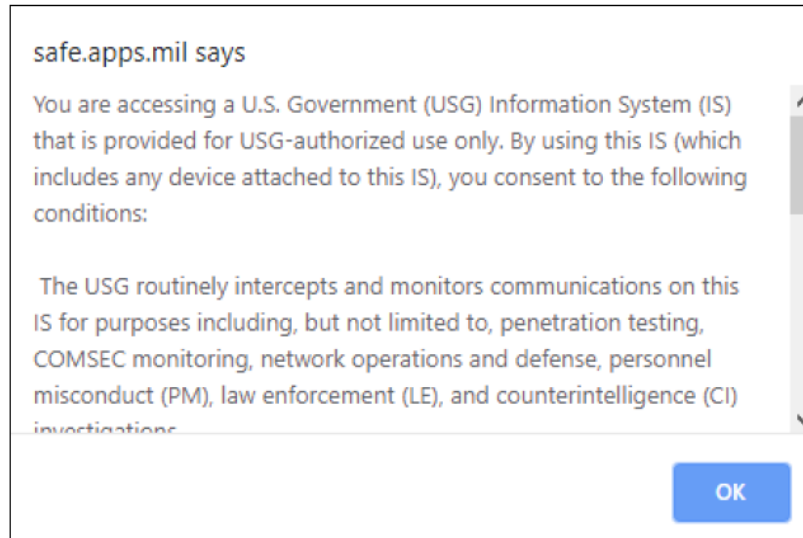
# APPENDIX H: DoD SAFE

## [Top of the Document](#)

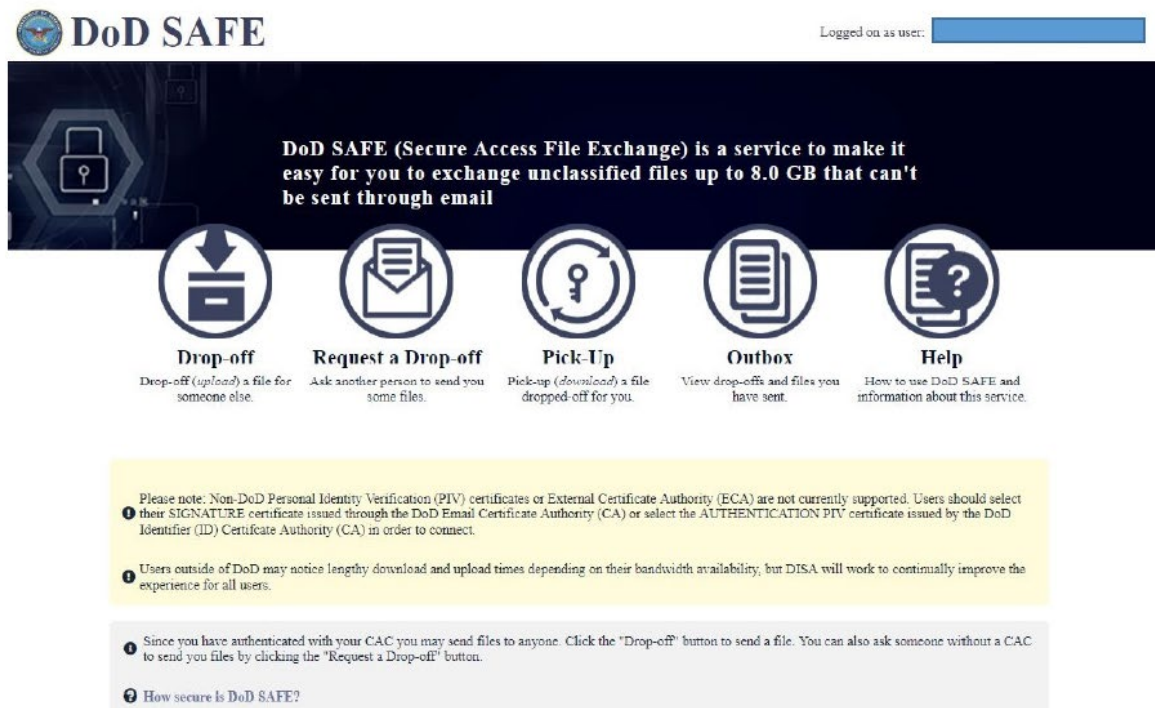
### Welcome to DoD SAFE

To access DoD SAFE, use the browser of your choice and navigate to <https://safe.apps.mil>

#### 1. Accept User agreement

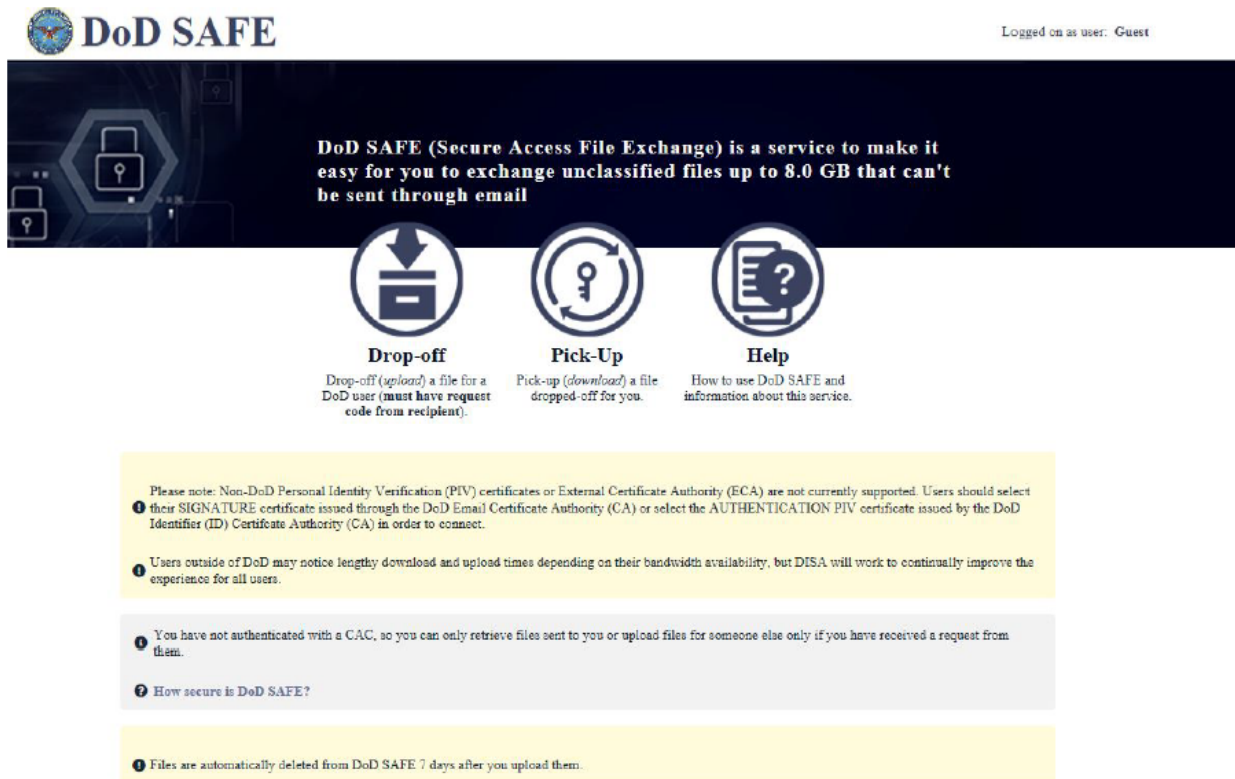


#### 2. DoD SAFE homepage is loaded (Authenticated View)





### 3. DoD SAFE homepage is loaded (Non-authenticated, Guest View)



The screenshot shows the DoD SAFE homepage. At the top left is the DoD SAFE logo. At the top right, it says "Logged on as user: Guest". The main header area has a dark blue background with a padlock icon and the text: "DoD SAFE (Secure Access File Exchange) is a service to make it easy for you to exchange unclassified files up to 8.0 GB that can't be sent through email". Below this are three circular icons: "Drop-off" (upload icon), "Pick-Up" (download icon), and "Help" (question mark icon). Each icon has a title and a brief description. Below the icons are three informational boxes. The first box contains two numbered notes: 1. "Please note: Non-DoD Personal Identity Verification (PIV) certificates or External Certificate Authority (ECA) are not currently supported. Users should select their SIGNATURE certificate issued through the DoD Email Certificate Authority (CA) or select the AUTHENTICATION PIV certificate issued by the DoD Identifier (ID) Certificate Authority (CA) in order to connect." 2. "Users outside of DoD may notice lengthy download and upload times depending on their bandwidth availability, but DISA will work to continually improve the experience for all users." The second box contains two numbered notes: 1. "You have not authenticated with a CAC, so you can only retrieve files sent to you or upload files for someone else only if you have received a request from them." 2. "How secure is DoD SAFE?" The third box contains one numbered note: 1. "Files are automatically deleted from DoD SAFE 7 days after you upload them."

DoD SAFE (Secure Access File Exchange) is a service to make it easy for you to exchange unclassified files up to 8.0 GB that can't be sent through email

**Drop-off**  
Drop-off (*upload*) a file for a DoD user (**must have request code from recipient**).

**Pick-Up**  
Pick-up (*download*) a file dropped-off for you.

**Help**  
How to use DoD SAFE and information about this service.

Please note: Non-DoD Personal Identity Verification (PIV) certificates or External Certificate Authority (ECA) are not currently supported. Users should select their SIGNATURE certificate issued through the DoD Email Certificate Authority (CA) or select the AUTHENTICATION PIV certificate issued by the DoD Identifier (ID) Certificate Authority (CA) in order to connect.

Users outside of DoD may notice lengthy download and upload times depending on their bandwidth availability, but DISA will work to continually improve the experience for all users.

You have not authenticated with a CAC, so you can only retrieve files sent to you or upload files for someone else only if you have received a request from them.

How secure is DoD SAFE?

Files are automatically deleted from DoD SAFE 7 days after you upload them.

### Creating a Drop-off (CAC Authenticated User)

A drop-off allows you to upload a file and send to a CAC authenticated or non-CAC authenticated user.

#### 1. Click Drop-off



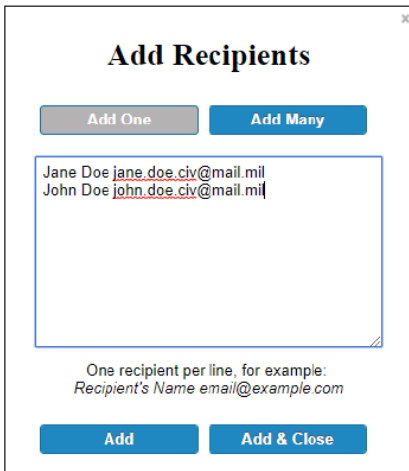
1. Enter some identifying information about the recipient(s) (name and email address).
  - a. For one recipient; add recipient's name and email address
  - b. Click "Add & Close"



The image shows a dialog box titled "Add Recipients". It has two buttons at the top: "Add One" and "Add Many". Below these are two input fields: "Name:" with the placeholder text "Adds to your address book" and "Email:". At the bottom are two buttons: "Add" and "Add & Close".



- c. For more than one recipient, click “Add Many”
- d. Enter one recipient per line using this format: *Recipient's Name email@example.com*
- e. Click “Add & Close”

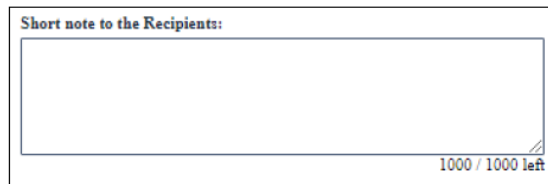


**Add Recipients**

Jane Doe jane.doe.civ@mail.mil  
 John Doe john.doe.civ@mail.mil

One recipient per line, for example:  
*Recipient's Name email@example.com*

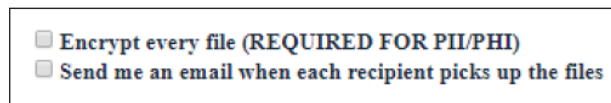
2. Add a short note to the Recipient(s)



Short note to the Recipients:

1000 / 1000 left

3. As the sender you have two options; select the option you need:
  - a. Encrypt file
  - b. Send me an email when each recipient picks up the files



☐ **Encrypt every file (REQUIRED FOR PII/PHI)**  
☐ Send me an email when each recipient picks up the files

4. Click to Add Files or Drag and Drop them

[Click to Add Files or Drag Them Here](#)

5. Add a description to each file if necessary



6. Click “Drop-Off Files” to send the files to the recipient

Filename	Size	Description
1: Capture.JPG	18.6 KB	<input type="text"/> ✖
18.6 KB / 8192 MB		
<input type="button" value="Drop-off Files"/>		

7. Confirm the files do not contain classified information and click “Ok”.

safe.st.apps.mil says

Confirm that the files in this upload do NOT contain classified information.

By clicking "OK", you are confirming that the files do not contain classified information and are aware that your organization will be held accountable for non-compliant data sent through the system.

8. The file is uploaded and an automated email is sent to the recipient notifying them of the “drop-off”
- a. NOTE: The image below depicts an upload for a hashed and unencrypted file drop-off. Depending on the speed of the upload, each user may or may not view the image depicted below.


**Uploading...**



9. As the sender, you are notified the drop-off is complete
  - a. The notification displays the filename, file size, the secure hash algorithm – 256 bit (SHA-256) and description. The sender enters the description prior to uploading the file.

### Drop-Off Completed

Your files have been sent successfully.

Filename	Size	SHA-256 Checksum	Description
 Capture.JPG	18.6 KB	28BF05A8B0350E22E868D2B663041448 8EB9ECBC369AC73E2018166D974855D	Sample Screenshot

1 file

**From:**  @mail.mil> on 2019-07-30 19:41

**To:** @mail.mil>

**Comments:**

[Recipient URL List Show](#)

[Pickup History](#)

None of the files has been picked-up yet

10. To view all packages sent, click “Outbox”. NOTE: *The time the package was created is displayed in Zulu Time*

### Outbox

Click on a drop-off to view the information and files for that drop-off.

Show  entries

Search:

Claim ID	Sender	Recipient	Size	Created
fxv2ag4mxPCeWJCa	< <input type="text"/> @mail.mil>	< <input type="text"/> @mail.mil>	18.6 KB	2019-07-23 18:26:53

Showing 1 to 1 of 1 entries


« < 1 > »



# APPENDIX I: AROWS-R Access Instruction/Order Status/Tour Certification


## [Top of the Document](#)

### Initial Access:



**Air Force Reserve Order Writing System [AROWS-R]**  
Version: [1.59.0.0018](#) Server: P1 Page Refreshed At: 2013/04/12 20:17 EDT

**CAC Login**  
  
--- or ---  
**Password Login**  
**Login ID:**  
  
**Password:**  
  
  
[Forgot Your Password?](#)

**CAC Login Information:**  
AROWS-R users are now able to use their Common Access Cards (CAC) for logging in. Once you select "Login" button under the "CAC" section, a pop-up window will appear with a list of certificates. You must select your certificate that starts with "DOD CA". DO NOT SELECT the certificate that starts with "DOD EMAIL CA." If you select the certificate that starts with "DOD EMAIL CA", you will receive a "Page Can't Be Displayed" error.  
**E-Mail Password Reset:**  
For security reasons, password resets will no longer be accomplished over the phone. If you have forgotten your password, Login ID, or have been locked out of AROWS-R, you must email the Help Desk for assistance. Remember you can click on "Forgot Your Password", give the answer to your question and gain the ability to change your password. If you can not answer your question, email the AROWS-R Help Desk at [AFRCFM.AROWSR@US.AF.MIL](mailto:AFRCFM.AROWSR@US.AF.MIL) with your full name and the last 5 of your SSN and a new password will be sent to the email address that your email was sent from.  
**Help! I'm A New User!**  
If you are a Member (Reservist):  
Your initial Login is your SSN. Please enter it without dashes, for example 123456789.  
Your initial Password is your Date of Birth in the YYYY/MM/DD format. The slashes are required, for example 1967/12/01.  
If you are a Role other than a Member or if you are having trouble logging in, please contact the AROWS-R Help Desk at [AFRCFM.AROWSR@US.AF.MIL](mailto:AFRCFM.AROWSR@US.AF.MIL).  
**Help Desk Information**  
Hours: 0700-1700 EST  
Phone (Toll Free): 1-877-294-5822  
Email: [AFRCFM.AROWSR@US.AF.MIL](mailto:AFRCFM.AROWSR@US.AF.MIL)  
**Browser Requirements**  
To use AROWS-R, you will need either [Internet Explorer](#) (version 6.0 or higher) or [Mozilla Firefox](#) (version 1.5 or higher).  


- Access through AF Portal or directly at <https://arowsr.afrc.af.mil/arows-r>
- CAC enabled or use established password; once you make it CAC access you cannot use a password after that.




## Checking Orders Status:



U.S. AIR FORCE

## Select Member



Please Select A Menu ▼

Please Select A Menu

**Member**

UTAPS

AFRCFM.AROWSR@US.AF.MIL

**Important Links**

- » AFRC
- » JFTR/JTR Per Diem Tables
- » DoD FMR
- » DToD
- » AFPC
- » Air Force Knowledge Mgmt
- » Passenger Reservation (Virtually There)
- » Passenger Reservation (View Trip)
- » Lodging and Dining Availability
- » GSA City Pairs

Home | Switch Profile | My Account | Logout

Welcome **MICHELLE POLK** to the AROWS-R Home Page  
Your current login was on Wednesday, September 21, 2011 10:19:39 AM  
Your previous successful login was on Wednesday, September 21, 2011 09:37:14 AM

Your current phone number is: 571-830-9622  
Your current email address is: michelle.polk@afncr.af.mil

Your applications will be processed by: RMG DET 11 AFDW  
Point of Contact is: [RMG DET 11](#)  
Phone Number is: 202-767-3080

Your Latest Broadcast messages:

2008/08/14	REMINDER: All members should ensure their email is certified; therefore, accurate email addresses ensure
2006/10/30	HELP DESK HOURS ARE MON-FRI 0700-1700, EMAIL DAY.
2006/09/28	URGENT: AROWS-R will be offline between 1:00 a.m.





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# Check the Status of Orders



Please Select A Menu

[Home](#) | [Switch Profile](#) | [My Account](#) | [Logout](#)

## Member Menu

[Create Application](#)

[Applications Awaiting Action](#)

[Applications In Progress](#)

[Pull Back Application](#)

[Approved Orders](#)

## Tour of Duty

[Create Certification](#)

[Certifications Awaiting Action](#)

[Certifications In Progress](#)

[Approved Certifications](#)

Welcome **MICHELLE POLK** to the AROWS-R Home Page

Your current login was on Wednesday, September 21, 2011 10:19:39 AM

Your previous successful login was on Wednesday, September 21, 2011 09:37:14 AM

Your current phone number is: 571-830-9622

Your current email address is: michelle.polk@afncr.af.mil

Your applications will be processed by: RMG DET 11 AFDW

Point of Contact is: [RMG DET 11](#)

Phone Number is: 202-767-3080

Your Latest Broadcast messages:

2008/08/14	REMINDER: All members should ensure their email is certified; therefore, accurate email addresses ensure
2006/10/30	HELP DESK HOURS ARE MON-FRI 0700-1700, EMAILS MON-FRI 0800-1700, SATURDAY 0800-1700, SUNDAY 0800-1700.
2006/09/28	URGENT: AROWS-R will be offline between 1:00 a.m. and 5:00 a.m. on September 29, 2006.
2006/03/24	ATTENTION -- " PRIVACY ACT INFORMATION - The information contained on this website is protected in accordance with the Privacy Act and AFIPR.
2005/11/10	REMINDER: IMAs still need to provide a copy of their





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## Check the Status of Orders Cont..



Air Force Reserve Order Writing System [AROWS-R]

Version: 1.77.0.0003 Server: P4 Page Refreshed At: 2018/05/14 15:20 EDT

Current Profile: HQ R10-OS - HQ ARPC - HQ R10

Please Select A Menu

Home | Switch Profile | My Account | Logout

<Bottom>

### Member Menu

- Create Application
- Applications Awaiting Action
- [Applications In Progress]
- Pull Back Application
- Approved Orders
- Tour of Duty**
- Create Certification
- Certifications Awaiting Action
- Certifications In Progress
- Approved Certifications

### Member Applications In Progress Inbox

Change Search Criteria

Currently sorted by: Start Date

Tracking Number	Status	PAS Code	SSN	Name	Start Date	End Date	Total Days	Order Type
7339389	INITIAL	BUOMFWBF	*****0366	BLEA, BRANDI	2018/05/27	2018/06/01	6	TDY

Total Records: 1

Search	
By Tracking Number:	<input type="text"/>
By Duty Dates:	<input type="text"/> To <input type="text"/>
By Order Type:	<input type="text"/>
Display:	25 per page
<input type="button" value="Search"/>	



U.S. AIR FORCE

## Check the Status of Orders Cont..

Display Section: Current Status

[View Application Details](#) | [Print Draft/Official Order](#)

Routed To	Action Type	Action Date/Time	Last Name	OWA
Member				
AGR Admin				
Order Specialist	Approved	2018/05/03 14:38	KEELE	
Supervisor	Approved	2018/05/10 17:22	EVANS	
Invitational Event				
MilPay Specialist				
Hard Hold - Unit Commander				
Hard Hold - Military Personnel Flight				
Hard Hold - Wing Commander				
Hard Hold - Cross Wing Funding				
Resource Advisor	Routed	2018/05/03 14:38		R100THER
Waiver				
Training Program				
Certifier	Future Routing			R100THER
Final Certifier	Future Routing			ARPC SWC
Authentication				
DTS				

Close this Window



## Tour Certification:

# AROWS-R Tour of Duty Certification

A Quick Guide from HQ RIO

### How to certify your orders in AROWS-R

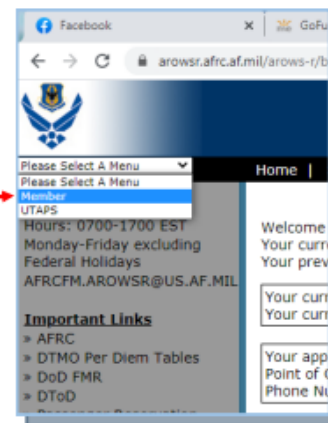
The online Tour of Duty Certification (TODC) via AROWS-R can be used for short tours (orders that are 29 or fewer days). It cannot be used for tours of 30 or more days. Certifying your orders via AROWS-R results in you receiving your pay more quickly. It also processes automatically, which allows RIO Pay technicians to work on other tickets that need to be manually processed. It is now mandatory to use the online TODC for short tours.

1. Log in to AROWS-R (<https://arowsr.afrc.af.mil/arows-r/cac/login.do>).

2. Log in using your CAC. Be sure to select your authentication certificate.

3. Click **Member** under the "Please Select A Menu" dropdown.

4. Click **Create Certification** under "Tour of Duty."



5. Locate the order you'd like to certify and click **Create** under Action. If you have more than one order awaiting certification, double check the dates to make sure it's the correct one.

New Tour Of Duty Certification Inbox			
Change Search Criteria			
Action	Tracking Number	Start Date	End Date
Create	6680998	2016/11/06	2017/03/07
Create	6843779	2017/03/08	2017/05/03
Create	7470306	2018/04/07	2018/05/11
Create	8297692	2019/12/19	2019/12/19
Create	8310436	2020/01/24	2020/01/26
Total Records: 5			

6. This will bring up the **Tour of Duty Certification Detail**. Double check the populated information and fill in any blanks (see next page).



7. The TODC can be certified by your supervisor or **any E-5 and above who can attest you worked the days.** Enter the email of the person who you wish to certify the orders. Keep in mind that the link can time out, so make sure whoever is receiving the email is aware and ready to act.
8. If you're ready to submit, click **Save & Sign**. If you're not ready, you can **Save & Close** to finish later, or **Cancel** to start over at another time.
9. You can check the status of your certification by selecting **Certifications in Progress** from the side menu in AROWS-R.

Tour of Duty Certification Detail			
Track This Application   View Application Details   Print Official			
Tracking #: 8310436/0 Order Type: ADOS Status: INITIAL Total Travel Days: 0		Name: [REDACTED] SSN: [REDACTED] Grade: E5 Start Date: 2020/01/24 Report Date: 2020/01/24 12:00 End Date: 2020/01/26 Total Days: 3	
<b>AF Form 938 Block 36 A &amp; B</b>			
<b>Depart</b> (City / State / Zip / Country) * CITRUS HEIGHTS * CALIFORNIA * 95610 * UNITED STATES * 2020/01/24 07:00 * Mode of Transportation: Commercial Airline		<b>Arrive</b> (City / State / Zip / Country) COSTA MESA CALIFORNIA 92626-0000 UNITED STATES * 2020/01/24 10:00	
<b>AF Form 938 Block 36 C &amp; D</b>			
<b>Depart</b> (City / State / Zip / Country) COSTA MESA CALIFORNIA 92626-0000 UNITED STATES * 2020/01/26 16:00 * Mode of Transportation: Commercial Airline		<b>Arrive</b> (City / State / Zip / Country) CITRUS HEIGHTS CALIFORNIA 95610 UNITED STATES * 2020/01/26 18:00	
<b>AF Form 938 Blocks 37 - 40</b>			
* My spouse <b>WAS</b> <input type="radio"/> / <b>WAS NOT</b> <input checked="" type="radio"/> in Active Duty status during this tour. * I <b>DID</b> <input type="radio"/> / <b>DID NOT</b> <input checked="" type="radio"/> occupy government quarters. * Report Date: 2020/01/24 07:00 * Release Date: 2020/01/26 16:00			
* Were there IDTs in conjunction with this order? <input type="radio"/> Yes <input checked="" type="radio"/> No			
* Supervisor Email Address: [REDACTED] Supervisor Name, Rank: Supervisor Phone Number:			
<b>Comments for Supervisor</b>			
<div>Save &amp; Sign</div> <div>Save &amp; Close</div> <div>Cancel</div>			



# APPENDIX J: myPay Access Instructions

## [Top of the Document](#)

### DFAS myPay: New to myPay? Get Started

<https://youtu.be/FVyoFfAeeMA>

**Military Active and Reserve Members:** myPay accounts are established on the 3rd and the 13th of each month.

- Using your **DoD Common Access Card (CAC)** and a **Smart Card Reader**, you can access myPay any time after you receive your first paycheck by selecting “Smart Card Login” on the myPay home page.
- Members of **Marine Corps Active and Reserve, Army Active and Reserve, Air Force Active and Reserve and Military Active who do not have a Smart Card Reader** will receive an email with a temporary password on a Tuesday (after your first payday). myPay will send it to the email address your employer provided us, or to the work email address you provided when you received your CAC. When you receive your temporary password, get started by selecting “Create your myPay Profile” on the myPay home page. If you do not receive your temporary password, please verify/change your email address with your branch of service by following the instructions below. You can also select “Forgot or Need a Password” on the myPay home page for additional temporary password options.
  - **Military Active and Reserve with a Common Access Card (CAC)** – Contact your RAPIDS Station point of contact, Personnel Center or the DMDC Help Desk at (800) 538-9552. myPay updates these email addresses daily.
- **All other military members, except Navy Reservists, who do not have access to a Smart Card Reader**, will receive their passwords by mail at their Unit Address.
- **Navy Reservists’** passwords will be mailed to the home address on record. Upon receipt of your temporary password, get started by selecting “Create your myPay Profile” on the myPay home page.

mypay.dfas.mil/#/

myPay ACCESSIBILITY/SECTION 508 SECURITY FAQ QUICK LINKS PRIVACY POLICY CONTACT US STAY CONNECTED WITH DFAS

### Secure & Easy Sign On

Third-Party Authenticator Apps make myPay sign on simple. Learn how.

[click here](#)

### System Availability

#### System Maintenance for August 14, 2022:

**Marine Corps Active and Reserve Component Customers:**

- Access to payroll information will be unavailable between 7 - 11 a.m. ET while maintenance is performed.

**All myPay Customers:**

- Scheduled system maintenance will take place between 7 - 10 a.m. ET. You will experience a 3-hour outage using myPay during this time. If you experience this outage and cannot access your account, please try again later.

**All myPay Customers:**

- Scheduled system maintenance will take place between 11 a.m. - 10 p.m. ET. You will experience an interruption of service using myPay during this time. If you experience an interruption and cannot access your account, please try again later.

### Sign In

Login ID

Password

Sign In

[Forgot your Login ID?](#)

[Forgot or Need a Password?](#)

### Smart Card Login CAC | PIV

Insert card then select Authentication Certificate

### New User

New to myPay? [Read how new accounts are added](#)

[View Tutorial](#) for a step-by-step walkthrough.

[Create your myPay Profile](#)

DFAS



## APPENDIX K: AF Portal Access Instructions

[Top of the Document](#)

Personnel must use a Common Access Card (CAC) in order to register for the AF Portal.

Access the AF Portal at: <https://my.af.mil>

Simply click “Login,” select the appropriate certificate, and enter your pin to access the AF Portal.

The AF Portal offers a wide range of services to include ARCNet, vMPF, myLearning, and much more.



### Cloud One SSO

Insert your CAC / ECA to begin your login



MEMBERSHIP AND SUPPORT INFORMATION

[View Air Force Portal Registration Requirements](#)

[Contact the Help Desk](#)

[idAM](#)

You are now logging into: <https://www.my.af.mil>

Your session has timed out. You must log in again.

Login

The security accreditation level of this site is UNCLASSIFIED// FOUO and below. Do not process, store, or transmit information classified above the accreditation level of this system. Privacy Act Information: information accessed through this system must be protected in accordance with the Privacy Act of 1974, as amended, and AFI 33-332.



# APPENDIX L: ARCNet Access Instructions

[Top of the Document](#)

## ARCNet

### A Quick Guide from HQ RIO

How to access and check your Individual Readiness Details

1. Log in to the [AF Portal](#).
2. Hover over Applications, then select ARCNet (or search and select ARCNet).



3. Click **Readiness** from the top menu.

4. Click **My Readiness Report**.



5. This will bring up your readiness details, like the example below. You may review the detail, save and/or print. You may see sections highlighted in **green** (ready/up to date), **yellow** (needs attention/due soon) or **red** (not ready/overdue).
6. Medical readiness, fitness testing, training, and security clearance data is all tracked and updated by your active component unit of assignment.
7. Each section shows what system the information was pulled from and the date it was pulled. If something is not updated, check the date to see when information last flowed.

Participation Readiness	Needs Attention	Position #					
Mobilization Readiness	Ready	PAS					
Duty Title		Office Symbol					
Det		Location					
Unit		Click here to see the definition of DAV codes					
MSD	HYT	ETS	TAFMS	DAVA	DAVL	DAVP	DAVT
1/1/2029			170718				
Medical Readiness *				Data From ASIMS as of 4/2/2020			
Overall IMR Status	Fully Ready	DLC Status	Green				
Actions Needed	None						
HRR/PHA				Dental			
Status	Last PHA Date	Source	Status	Class	Date	Source	
Green	21 Jun 2019	PIMR	Green	1	07 Feb 2020	CDA	
Immunization				Lab			
Status	Source	Status	Source				
Green	PIMR	Green	PIMR				
Fitness Readiness				Data From AFFMS as of 3/12/2020			
Fitness Status	Excellent (Exp-90)	AC	Cardio	Pushups	Strops	Overall score	
Test Date: 29 May 2019	Next Due Date: 31 May 2020	20.00	53.10	10.00	10.00	93.10	
Security Clearance Readiness *				Data From MIPDS as of 4/4/2020			
Security Status Indicator	Valid/Buf						
Date Invest Completed	Years Valid	SAR of Position	CLEARANCE AWARDED				
11 Jun 2015	5	6	SCI(DDIC 1/14 ELIGIBLE)				
AFSC Training Readiness				Data From MIPDS as of 4/4/2020			
AFSC Training Status	Fully Ready						
PAFSC	DAFSC	CAFSC	Status Code	Status Date			
-21R4	-38F3	NONE	-				



Top of the Document

**Step 6** Close out of your browser and re-attempt log in at UTAPS.

[illegible]





U.S. AIR FORCE

# Select UTAPS

Internet Explorer provided by USAF

https://arows.afrc.af.mil/arows-t/cac/login.do

UNCLASSIFIED

AFRCN, Bravo

Air Force Reserve Order Writing System [AROWS-R]

Version: 1.52.0.0018 Server: P1 Page Refreshed At: 2011/09/21 10:19 EDT

Current Profile: Member

Please Select A Menu

Please Select A Menu

Member

UTAPS

AFRCN\AROWS-R\AF.MIL

Important Links

- AFRC
- JTR/JTR Per Diem Tables
- DoD FHR
- DTOD
- AFPC
- Air Force Knowledge Mgmt
- Passenger Reservation (Virtually There)
- Passenger Reservation (View Trip)
- Lodging and Dining Availability
- GSA City Pairs

Welcome **MICHELLE POLK** to the AROWS-R Home Page

Your current login was on Wednesday, September 21, 2011 10:19:39 AM

Your previous successful login was on Wednesday, September 21, 2011 09:37:14 AM

Your current phone number is: 571-830-9622

Your current email address is: michelle.polk@afncr.af.mil

Your applications will be processed by: RMG DET 11 AFDW

Point of Contact is: RMG DET 11

Phone Number is: 202-767-3080

Your Latest Broadcast messages:

Date	Message
2008/08/14	REMINDER: All members should ensure their email address in AROWS-R is accurate. AROWS-R sends out notifications when orders are certified; therefore, accurate email addresses ensure members receive the notices in a timely manner.
2006/10/30	HELP DESK HOURS ARE MON-FRI 0700-1700, EMAILS RECEIVED MON-THURS PRIOR TO 2100 HOURS WILL BE ANSWERED THAT SAME DAY.
2006/09/28	URGENT: AROWS-R will be offline between 1:00 a.m. - 6:00 a.m. EST everyday for backups.
2006/03/24	ATTENTION -- * PRIVACY ACT INFORMATION - The information accessed through this system is FOR OFFICIAL USE ONLY and must be protected in accordance with the Privacy Act and AFI 33-332.
2005/11/10	REMINDER: IMAs still need to provide a copy of their orders to the Reserve Pay Office (RPO) to start pay.
2005/10/06	** Members can now receive Email's when their orders have been certified, be sure to update your "My Account" with a correct email.

Use of this system constitutes agreement with [THIS](#) statement in conjunction with the [PRIVACY ACT STATEMENT](#)

Member

Trusted sites | Protected Mode: Off

100%





U.S. AIR FORCE

# Login to UTAPS

Internet Explorer provided by USAF

https://arows.afrc.af.mil/arows-t/utaps.do

Air Force Reserve Order Writing System [AROWS-R]  
Version: 1.52.0.0018 Server: P1 Page Refreshed At: 2011/09/21 08:26 EDT  
Current Profile: Member

Please Select A Menu

- UTAPS Menu
- Login to UTAPS

Welcome **MICHELLE POLK** to the AROWS-R Home Page  
Your current login was on Wednesday, September 21, 2011 08:25:06 AM  
Your previous successful login was on Monday, September 19, 2011 11:46:00 AM

Your current phone number is: 571-830-9622  
Your current email address is: michelle.polk@afncr.af.mil

Your applications will be processed by: RMG DET 11 AFDW  
Point of Contact is: RMG DET 11  
Phone Number is: 202-767-3080

Your Latest Broadcast messages:

2008/08/14	REMINDER: All members should ensure their email address in AROWS-R is accurate. AROWS-R sends out notifications when orders are certified; therefore, accurate email addresses ensure members receive the notices in a timely manner.
2006/10/30	HELP DESK HOURS ARE MON-FRI 0700-1700, EMAILS RECEIVED MON-THURS PRIOR TO 2100 HOURS WILL BE ANSWERED THAT SAME DAY.
2006/09/28	URGENT: AROWS-R will be offline between 1:00 a.m. - 6:00 a.m. EST everyday for backups.
2006/03/24	ATTENTION -- "PRIVACY ACT INFORMATION - The information accessed through this system is FOR OFFICIAL USE ONLY and must be protected in accordance with the Privacy Act and AFI 33-332."
2005/11/10	REMINDER: IMAs still need to provide a copy of their orders to the Reserve Pay Office (RPO) to start pay.
2005/10/06	** Members can now receive Email's when their orders have been certified, be sure to update your "My Account" with a correct email.

Use of this system constitutes agreement with THIS statement in conjunction with the [PRIVACY ACT STATEMENT](#)

https://arows.afrc.af.mil/arows-t/utaps\_login\_confirmation.do

Trusted sites | Protected Mode: Off | 100%





U.S. AIR FORCE

## Continue to UTAPS


INFOCON 3 UNCLASSIFIED

AROWS-R - Login to UTAPS - Internet Explorer provided by USAF

https://arows.afrc.af.mil/arows-r/utaps\_login\_confirmation.do

Live Search

AROWS-R - Login to UTAPS

 **Air Force Reserve Order Writing System [AROWS-R]**  
Version: 1.52.0.0018 Server: P1 Page Refreshed At: 2011/09/21 09:28 EDT  
Current Profile: Member

Please Select A Menu Home | Switch Profile | My Account | Logout

Bottom

### Login to UTAPS

You are about to log out of AROWS-R and log into the UTAPS system.  
If this is the desired action, click the continue button below.

[Continue to UTAPS](#)

Top

Use of this system constitutes agreement with THIS statement in conjunction with the PRIVACY ACT STATEMENT

/arows-r/utaps\_redirect.do Trusted sites | Protected Mode: Off 100%





U.S. AIR FORCE

## Accept the Terms

UNCLASSIFIED

AROWS-R Login - Internet Explorer provided by USAF

https://utapsima.afrc.af.mil/utaps-ima/AROWSLandingPage.aspx?u=XuUthwlgVig6gJueZi6RUNZGgPshnO

AROWS-R Login

# UTAPS<sub>WEB</sub>

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations
- At any time, the USG may inspect and seize data stored on this IS. - Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.
- Access only the data for which they are authorized access and have a need-to-know, and assume only those roles and privileges for which they are authorized. Account access procedures must not be divulged to anyone.
- Protect and maintain any information retrieved from the UTAPSweb IAW the assigned security classification.
- Inform HQ AFRC/FMXS when access is no longer required (e.g., completion of project, transfer, retirement, resignation).

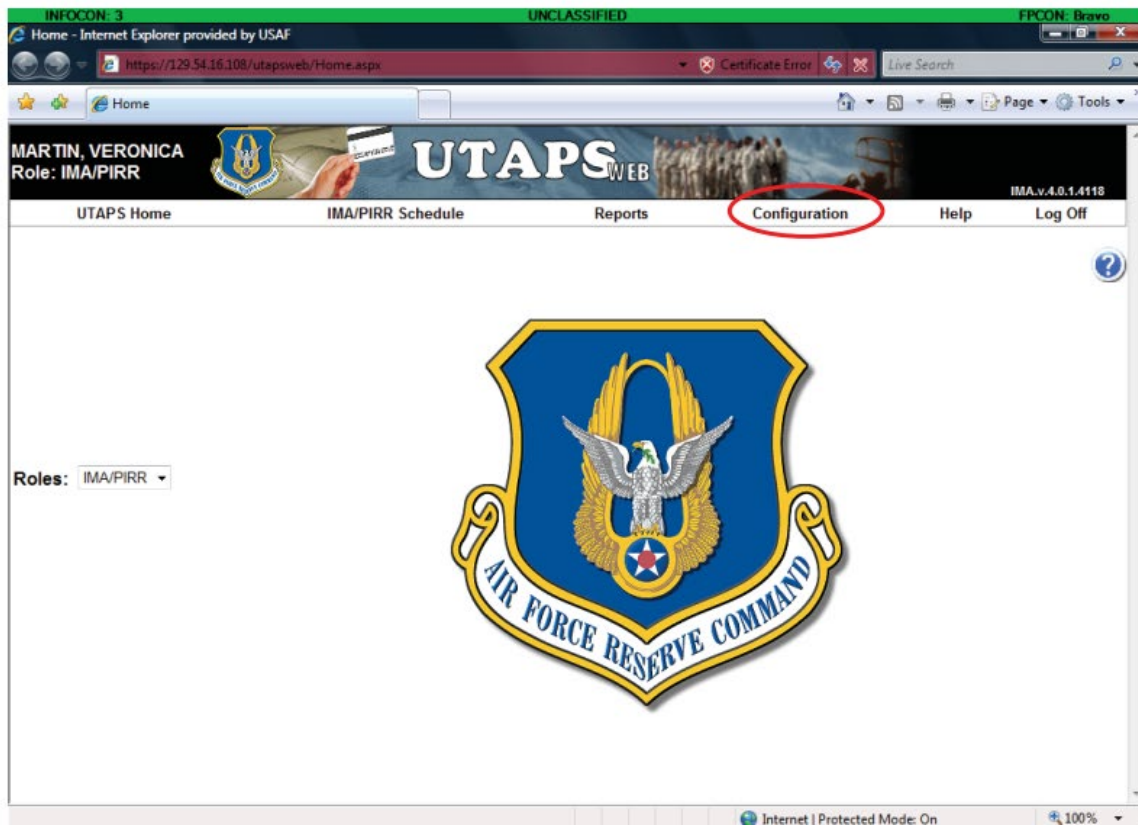
Done Trusted sites | Protected Mode: Off 100%





U.S. AIR FORCE

## Configure Supervisor







U.S. AIR FORCE

# Supervisor Selection

INFOCON: 3 UNCLASSIFIED FPCON: Bravo

IMA Member Editor - Internet Explorer provided by USAF

https://129.54.16.108/utapsweb/IMAMemberEditor.aspx

IMA Member Editor

### IMA/PIRR Member Editor

Supervisor

Tour Of Duty Certifier

#### Supervisors

**Assigned**  
(Current supervisor - Display only)  
RONNELL HORNER  
ronnell.horner@wpafb.af.mil

**Available**  
(Click on a name to view details below)  
horner, ronnell  
howell, carolynb  
hughes, ty  
hume, robert

Search by name  
If you can not locate your Supervisor in the lists above use this search box to find him/her:

Enter Name: (Lastname, Firstname)  
(Examples: "Smith, James"; "Smith, J."; "Smith"; "Smi"; "Jam")

Search

If you still can not locate your Supervisor using the Search, click the "Add New Supervisor" button to add a new one.

Add New Supervisor

#### Supervisor Details:

First Name \*: ronnell Last Name \*: horner

Email \*: ronnell.horner@wpafb.af.mil

Phone #:

Clear Selections

SAVE CHANGES - Assign Supervisor





U.S. AIR FORCE

## Supervisor Search by Name

INFOCON: 3 UNCLASSIFIED FPCON: Bravo

IMA Member Editor - Internet Explorer provided by USAF

https://129.54.16.108/utapsweb/IMAMemberEditor.aspx

IMA Member Editor

Supervisor Tour Of Duty Certifier

**Supervisors**

**Assigned**  
(Current supervisor - Display only)  
RONNELL HORNER  
ronnell.horner@wpafb.af.mil

**Available**  
(Click on a name to view details below)  
horner, ronnel  
howell, carolynb  
hughes, ty  
hume, robert

Search by name  
If you can not locate your Supervisor in the lists above use this search box to find him/her.

Enter Name: (Lastname, Firstname) Horner Search  
(Examples: "Smith, James", "Smith, J.", "Smith", "Smil", "Jam")

Name	Email	Select
Horner, Donald		
Horner, Donald	donald.horner@langley.af.mil	
Horner, Kenneth	kenneth.horner@march.af.mil	
Horner, Mark	mark.horner@pentagon.af.mil	
Horner, Michelle	michelle.horner@us.af.mil	
Horner, Ronnell	ronnell.horner@wpafb.af.mil	
Horner, Susan		

If you still can not locate your Supervisor using the Search, click the "Add New Supervisor" button to add a new one.

Add New Supervisor

**Supervisor Details:**

First Name \*: ronnel Last Name \*: horner

Done Internet | Protected Mode: On 90%





U.S. AIR FORCE

## Manually Adding a Supervisor

INFOCON: 3 UNCLASSIFIED INFOCON: Bravo

IMA Member Editor - Internet Explorer provided by USAF

https://129.54.16.108/utapsweb/IMAMemberEditor.aspx

IMA Member Editor

**Assigned**  
(Current supervisor - Display only)  
RONNELL HORNER  
ronnell.horner@wpafb.af.mil

**Available**  
(Click on a name to view details below)  
adams, brad  
ADAMS, ERIC  
alumpas, lance  
alison, mark

Search by name  
If you can not locate your Supervisor in the lists above use this search box to find him/her.

Enter Name: (Lastname, Firstname)  
(Examples: "Smith, James"; "Smith, J."; "Smith"; "Sm"; "Jam")

Search

Name	Email	Select
Horner, Donald	donald.horner@langley.af.mil	
Horner, Kenneth	kenneth.horner@march.af.mil	
Horner, Mark	mark.horner@pentagon.af.mil	
Horner, Michelle	michelle.horner@us.af.mil	
Horner, Ronnell	ronnell.horner@wpafb.af.mil	
Horner, Susan		

If you still can not locate your Supervisor using the Search, click the "Add New Supervisor" button to add a new one.

Add New Supervisor

**SupervisorDetails:**

First Name \*:  Last Name \*:

Email \*:

Phone #:  Clear Selections

SAVE CHANGES - Assign Supervisor





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## Tour of Duty Certifier

INFOCON 3 UNCLASSIFIED INFOCON Bravo

IMA Member Editor - Internet Explorer provided by USAF

https://129.54.16.108/utapsweb/IMAMemberEditor.aspx

IMA Member Editor

### IMA/PIRR Member Editor

Supervisor **Tour Of Duty Certifier**

#### Tour of Duty Certifiers

Assigned (Click on name to view details below)	+ / -	Available (Click on name to view details below)
carson, michael	↔	ALEXANDER, MITTY allen, mark andersen, michael

Search by name  
If you can not locate your Tour of Duty Certifier in the lists above us this search box to find him/her:

Enter Name: (Lastname, Firstname)  Search  
(Examples: "Smith, James"; "Smith, J"; "Smith"; "Smi"; "Jam")

If you still can not locate your Tour of Duty Certifier using the Search, click the "Add New Certifier" button to add a new one.

#### Certifier Details:

First Name \*:  Last Name \*:

Email \*:

Phone #:

Done Internet | Protected Mode: On 100%





U.S. AIR FORCE

# Build your FY Duty Schedule

## Select IMA/PIRR Schedule

UTAPS Home

IMA/PIRR Schedule

Reports

Configuration

Help

Log Off

wrbfm96/UtapsWebv2-ima -- integrated security=SSPI;data source=wrbfm96,1339;initial catalog=UTAPSWebV2\_90;Connect Timeout=90;

Roles: IMA/PIRR

Contact Information  
Email:  
afrc.utapsweb@us.af.mil

Help Desk Toll Free:  
1-877-294-5822 Option 2

Help Desk DSN:  
497-0166 Option 2

FAX Comm:  
(478) 327-0519  
FAX DSN:  
497-0519

0730 - 1700 EST  
Monday - Friday

- UTAPSweb will be down 03 July 13, from approximately 0600 to 1230, for a update to the release. POC is the UTAPSweb Help Desk, DSN 497-0166.
- UTAPSweb will be down 03 July 13, from approximately 0600 to 1230, for a release. POC is the UTAPSweb Help Desk, DSN 497-0166.
- This message is to inform you that as of June 14, the UTAPSweb calendar is available for IRs. You can begin building your IDT schedule for FY14 in UTAPSweb. We recommend you build your IDT schedule around your participation and mobilization readiness requirements (e.g. PHA, Dental, Fitness Assessment, etc.). For assistance on scheduling your IDTs for next fiscal year, contact the UTAPS Help Desk.
- MEMO FOR IRs, FROM HQ RMG, SUBJECT UTAPSweb year schedules, in UTAPSweb, by the member. Coordinate with your supervisor to complete all pending UTAPSweb schedules or outstanding Inactive Duty prior to this closure. Effective 1 Aug 2013, prior year calendars will be available for viewing only. However, IR members will retain capability to view and print prior year 40As. For any prior year UTAPSweb scheduling assistance, send request to [rmg.utaps@us.af.mil](mailto:rmg.utaps@us.af.mil)
- MEMO FOR IRs, FROM HQ RMG, SUBJECT UTAPSweb year schedules, in UTAPSweb, by the member. Coordinate with your supervisor to complete all pending UTAPSweb schedules or outstanding Inactive Duty prior to this closure. Effective 1 Aug 2013, prior year calendars will be available for viewing only. However, IR members will retain capability to view and print prior year 40As. For any prior year UTAPSweb scheduling assistance, send request to [rmg.utaps@us.af.mil](mailto:rmg.utaps@us.af.mil)
- UTAPS connectivity issues have been resolved. Thank you for your patience. HQ AFRC FMH Help Desk.



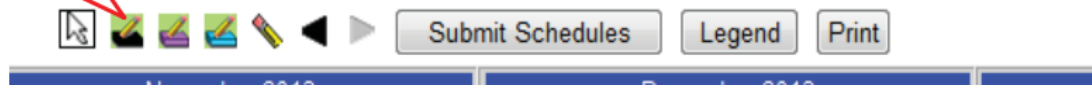


U.S. AIR FORCE

## Schedule Build Indicators

For this tutorial, select the black pencil to build an IDT.

### IMA/PIRR Calendar



### Legend:

<b>Black</b>	<b>Inactive Duty Period (IDT)</b>
<b>Purple</b>	<b>Funeral Honors (Honor Guard/Chaplain)</b>
<b>Turquoise</b>	<b>Non-Paid IDT (points only)</b>
<b>Eraser</b>	<b>Delete IDT, RMP, etc...</b>
<b>Arrows</b>	<b>Shift/Change Fiscal Years</b>





U.S. AIR FORCE

## Select Date(s)

For this tutorial, we will build an IDT on 01-12 Dec, so click this date.

### IMA/PIRR Calendar

Submit Schedules Legend Print

October 2013							November 2013							December 2013							January 2014						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5								1	2	3	4	5	6	7				1	2	3	4
6	7	8	9	10	11	12	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
13	14	15	16	17	18	19	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
20	21	22	23	24	25	26	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31											

February 2014							March 2014							April 2014							May 2014						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1							1			1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28		23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31

June 2014							July 2014							August 2014							September 2014							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
1	2	3	4	5	6	7			1	2	3	4	5						1	2			1	2	3	4	5	6
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13	
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20	
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27	
29	30						27	28	29	30	31			24	25	26	27	28	29	30	28	29	30					

Legend	
	IDT 0
	RMP 0
	FHD 0
	PNT 0
	AFTP 0
	AGTP 0
	Manday 0
	Conflict 0
	Split 0
-----	
	Built
	Pending
	Rejected
	Approved
	Worked
	Paid





U.S. AIR FORCE

## Enter Duty Information

Build IDT Schedules - Internet Explorer provided by USAF

**Build IDT Schedules**

IDT Date: 12/1/2013

Number of Consecutive Periods \*: 24

Starting Schedule to Work Period \*: 1

Select one of the Location Options below: \*

- ☐ Use Home of Record Location (Telecommute)
- ☐ Search by city/base
- ☒ Search by zipcode

Enter a zipcode/APO, then click Search for a list of matching locations:

Enter Zipcode/APO \*: 31093

Select Region: \* North America United States Search

City/Base \*: [31093] GA - Warner Robins, Houston

Location Selected: [31093] GA - Warner Robins, Houston

Comment \* (Max 50 characters): HQ/RMG

Require Subsistence? \* ☒ No ☐ Yes

Require Lodging? \* ☐ No ☒ Yes

Select A Validator \*: cremean, charles - Supervisor

OK Cancel

Once you fill out the applicable information you will click "OK" and that will bring you to the next screen

Done Local intranet | Protected Mode: Off 105%





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## Review Schedule

Review your  
days and click  
“Save and  
Close”

IMA Schedule Editor - Internet Explorer provided by USAF

Schedule Type:  Participation Status Code:

Period:  Start Date:  Start Time:  Schedule Period:

Telecommute:  End Date:  End Time:

Validator:

Period	Start Date	Start Time	End Date	End Time	Schedule Type	Participation Status Code	Telecommute	Work Date	Work Time	Status	Comment
1	12/1/2013	0800	12/1/2013	1200	IDT	00	False				<input type="button" value="Comment"/>
2	12/1/2013	1300	12/1/2013	1700	IDT	00	False				<input type="button" value="Comment"/>
3	12/2/2013	0800	12/2/2013	1200	IDT	00	False				<input type="button" value="Comment"/>
4	12/2/2013	1300	12/2/2013	1700	IDT	00	False				<input type="button" value="Comment"/>
5	12/3/2013	0800	12/3/2013	1200	IDT	00	False				<input type="button" value="Comment"/>
6	12/3/2013	1300	12/3/2013	1700	IDT	00	False				<input type="button" value="Comment"/>
7	12/4/2013	0800	12/4/2013	1200	IDT	00	False				<input type="button" value="Comment"/>
8	12/4/2013	1300	12/4/2013	1700	IDT	00	False				<input type="button" value="Comment"/>
9	12/5/2013	0800	12/5/2013	1200	IDT	00	False				<input type="button" value="Comment"/>
10	12/5/2013	1300	12/5/2013	1700	IDT	00	False				<input type="button" value="Comment"/>
11	12/6/2013	0800	12/6/2013	1200	IDT	00	False				<input type="button" value="Comment"/>
12	12/6/2013	1300	12/6/2013	1700	IDT	00	False				<input type="button" value="Comment"/>
13	12/7/2013	0800	12/7/2013	1200	IDT	00	False				<input type="button" value="Comment"/>
14	12/7/2013	1300	12/7/2013	1700	IDT	00	False				<input type="button" value="Comment"/>
15	12/8/2013	0800	12/8/2013	1200	IDT	00	False				<input type="button" value="Comment"/>
16	12/8/2013	1300	12/8/2013	1700	IDT	00	False				<input type="button" value="Comment"/>
17	12/9/2013	0800	12/9/2013	1200	IDT	00	False				<input type="button" value="Comment"/>
18	12/9/2013	1300	12/9/2013	1700	IDT	00	False				<input type="button" value="Comment"/>
19	12/10/2013	0800	12/10/2013	1200	IDT	00	False				<input type="button" value="Comment"/>
20	12/10/2013	1300	12/10/2013	1700	IDT	00	False				<input type="button" value="Comment"/>
21	12/11/2013	0800	12/11/2013	1200	IDT	00	False				<input type="button" value="Comment"/>
22	12/11/2013	1300	12/11/2013	1700	IDT	00	False				<input type="button" value="Comment"/>
23	12/12/2013	0800	12/12/2013	1200	IDT	00	False				<input type="button" value="Comment"/>
24	12/12/2013	1300	12/12/2013	1700	IDT	00	False				<input type="button" value="Comment"/>

Done Local intranet | Protected Mode: Off 70%





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## Schedule Built Successfully

Click "OK"

IMA Schedule Editor - Internet Explorer provided by USAF

IMA/PIRK SCHEDULE REPORTS Configuration

Schedule Type: IDT Participation Status Code: 00  
Period: Start Date: 12/1/2013 Start Time: 0800 Schedule Period: 1  
Telecommute: False End Date: 12/2/2013 End Time: 1700  
Validator: Update Schedule

Period	Start Date	Start Time	End Date	End Time	Schedule Type	Participation Status Code	Telecommute	Work Date	Work Time	Status	Comment
1	12/1/2013	0800	12/1/2013	1200	IDT	00	False				Comment
2	12/1/2013	1300	12/1/2013	1700	IDT						Comment
3	12/2/2013	0800	12/2/2013	1200	IDT						Comment
4	12/2/2013	1300	12/2/2013	1700	IDT						Comment
5	12/3/2013	0800	12/3/2013	1200	IDT						Comment
6	12/3/2013	1300	12/3/2013	1700	IDT						Comment
7	12/4/2013	0800	12/4/2013	1200	IDT						Comment
8	12/4/2013	1300	12/4/2013	1700	IDT						Comment
9	12/5/2013	0800	12/5/2013	1200	IDT	00	False				Comment
10	12/5/2013	1300	12/5/2013	1700	IDT	00	False				Comment
11	12/6/2013	0800	12/6/2013	1200	IDT	00	False				Comment
12	12/6/2013	1300	12/6/2013	1700	IDT	00	False				Comment
13	12/7/2013	0800	12/7/2013	1200	IDT	00	False				Comment
14	12/7/2013	1300	12/7/2013	1700	IDT	00	False				Comment
15	12/8/2013	0800	12/8/2013	1200	IDT	00	False				Comment
16	12/8/2013	1300	12/8/2013	1700	IDT	00	False				Comment
17	12/9/2013	0800	12/9/2013	1200	IDT	00	False				Comment
18	12/9/2013	1300	12/9/2013	1700	IDT	00	False				Comment
19	12/10/2013	0800	12/10/2013	1200	IDT	00	False				Comment
20	12/10/2013	1300	12/10/2013	1700	IDT	00	False				Comment
21	12/11/2013	0800	12/11/2013	1200	IDT	00	False				Comment
22	12/11/2013	1300	12/11/2013	1700	IDT	00	False				Comment
23	12/12/2013	0800	12/12/2013	1200	IDT	00	False				Comment
24	12/12/2013	1300	12/12/2013	1700	IDT	00	False				Comment

Success -- Webpage Dialog  
Schedules have been built successfully.  
OK

Local intranet | Protected Mode: Off 70%





### IMA/PIRR Calendar

110





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## Submit Schedule

### IMA/PIRR Calendar

Submit Schedules Legend Print

Now that your  
schedule is built,  
you need to  
submit them. so  
click on “Submit  
Schedules”

November 2013							December 2013							January 2014								
Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
5						1	2	1	2	3	4	5	6	7				1	2	3	4	
12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	
19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	
26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	
	24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31		
March 2014							April 2014							May 2014								
Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
1							1			1	2	3	4	5					1	2	3	
8	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	
15	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	
22	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	
	23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	
	30	31																				
July 2014							August 2014							September 2014								
Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
7			1	2	3	4	5						1	2			1	2	3	4	5	6
14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13	
21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20	
28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27	
	27	28	29	30	31			24	25	26	27	28	29	30	28	29	30					
								31														







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## Pending IDT's

### IMA/PIRR Calendar

Submit Schedules Legend Print

October 2013	November 2013	December 2013	January 2014
Sun Mon Tue Wed Thu Fri Sat 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Sun Mon Tue Wed Thu Fri Sat 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	Sun Mon Tue Wed Thu Fri Sat 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Sun Mon Tue Wed Thu Fri Sat 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
February 2014	March 2014	April 2014	May 2014
Sun Mon Tue Wed Thu Fri Sat 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	Sun Mon Tue Wed Thu Fri Sat 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Sun Mon Tue Wed Thu Fri Sat 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	Sun Mon Tue Wed Thu Fri Sat 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
June 2014	July 2014	August 2014	September 2014
Sun Mon Tue Wed Thu Fri Sat 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	Sun Mon Tue Wed Thu Fri Sat 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Sun Mon Tue Wed Thu Fri Sat 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Sun Mon Tue Wed Thu Fri Sat 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

Your dates  
will now  
turn  
YELLOW





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## Approved Schedule (green)

### IMA/PIRR Calendar

Submit Schedules Legend Print

November 2013							December 2013							January 2014							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
					1	2	3	4	5	6	7	8	9			1	2	3	4		
3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31		
March 2014							April 2014							May 2014							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
						1			1	2	3	4	5					1	2	3	
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	
30	31																				
July 2014							August 2014							September 2014							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
		1	2	3	4	5						1	2			1	2	3	4	5	6
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27	
27	28	29	30	31			24	25	26	27	28	29	30	28	29	30					
							31														

	IDT	2
	RMP	(
	FHD	(
	PNT	(
	AFTP	(
	AGTP	(
	Manday	(
	Conflict	(
	Split	
----		
	Built	
	Pending	
	Rejected	
	Approved	
	Worked	
	Paid	

Once your supervisor approves your IDT's, they will turn GREEN





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## IDT Worked (gray) signing in/out

**IMA/PIRR Calendar**

Submit Schedules   Legend   Print

IMA Schedule Editor - Internet Explorer provided by USAF  
https://wrbfm96/Utapswebv2-ima/IMAScheduleEditor.aspx

Select the days worked, and this window will open. You will click on the open space below under "Work Date" and sign in

**Request Cumulative**

Schedule Type:  Participation Status Code:   
Period:  Start Date:  Start Time: 0000 Schedule Period:   
Telecommute: ☐ End Date:  End Time: 0000  
Validator:

Period	Start Date	Start Time	End Date	End Time	Schedule Type	Participation Status Code	Telecommute	Work Date	Work Time	Status	Comment
1	12/01/2013	0800	12/01/2013	1200	IDT	00	False			Approved	<input type="button" value="Comment"/>
2	12/01/2013	1300	12/01/2013	1700	IDT	00	False			Approved	<input type="button" value="Comment"/>





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## Signing In: Select Work Date

INFOCON: 3 UNCLASSIFIED INFOCON: Bravo

UTAPWeb2 - Internet Explorer provided by USAF

UTAPWeb2

IMA Schedule Editor - Internet Explorer provided by USAF

https://129.54.16.108/utapsweb/IMAScheduleEditor.aspx

Start Date:  Schedule Period:  Start Time: 0000 End Date:  End Time: 00

Validator:  Add

Start Time	End Date	End Time	Schedule Type	Telecommute	Work Date	Work Time	Status	Comment
0800	10/16/2010	1200	IDT	False	10/16/2010	2110	Worked	Comment
1300	10/16/2010	1700	IDT	False	10/16/2010	2110	Approved	Comment

Cancel

Done

Internet | Protected Mode: On 120%

PNT

Built

Pending Request

Rejected

Approved

Worked

Sent To Pay

February 2011

Sun Mon Tue Wed Thu Fri Sat

6 7 8 9 10 11 12

13 14 15 16 17 18 19

20 21 22 23 24 25 26

27 28

March 2011

Sun Mon Tue Wed Thu Fri Sat

6 7 8 9 10 11 12

13 14 15 16 17 18 19

20 21 22 23 24 25 26

27 28 29 30 31

April 2011

Sun Mon Tue Wed Thu Fri Sat

3 4 5 6 7 8 9

10 11 12 13 14 15 16

17 18 19 20 21 22 23

24 25 26 27 28 29 30

May 2011

Sun Mon Tue Wed Thu Fri Sat

1 2 3 4 5 6 7

8 9 10 11 12 13 14

15 16 17 18 19 20 21

22 23 24 25 26 27 28

29 30 31

June 2011

Sun Mon Tue Wed Thu Fri Sat

6 7 8 9 10 11

1 2 3 4

5 6 7 8 9 10 11

July 2011

Sun Mon Tue Wed Thu Fri Sat

3 4 5 6 7 8 9

1 2

10 11 12 13

August 2011

Sun Mon Tue Wed Thu Fri Sat

1 2 3 4 5 6

7 8 9 10 11 12 13

4 5 6 7 8 9 10

September 2011

Sun Mon Tue Wed Thu Fri Sat

1 2 3

4 5 6 7 8 9 10

Internet | Protected Mode: On 100%





U.S. AIR FORCE

## Save and Close

UTAPSweb2 - Internet Explorer provided by USAF

UTAPSweb2

IMA Schedule Editor - Internet Explorer provided by USAF

https://129.54.16.108/utapsweb/IMAScheduleEditor.aspx

10/16/2010

Schedule Type: IDT

Period: 2 Start Date: 10/16/2010 Schedule Period: 2 Start Time: 1300 End Date: 10/16/2010

Telecommute: ☐ Validator: horner, ronnell - Supervisor Add

Period	Start Date	Start Time	End Date	End Time	Schedule Type	Telecommute	Work Date	Work Time	Status	Comment
1	10/16/2010	0800	10/16/2010	1200	IDT	False	10/16/2010	2110	Worked	Comment
2	10/16/2010	1300	10/16/2010	1700	IDT	False	10/16/2010	2110	Approved	Comment

Save and Close Cancel

Internet | Protected Mode: On 100%

PNT

Built

Pending Request

Rejected

Approved

Worked

Sent To Pay

February 2011

March 2011

April 2011

May 2011

June 2011

July 2011

August 2011

September 2011

Internet | Protected Mode: On 100%





## IMA/PIRR Calendar

Submit Schedules Legend Print

November 2012							December 2012							January 2013						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3							1			1	2	3	4	5
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31		
							30	31												

March 2013							April 2013							May 2013						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2		1	2	3	4	5	6				1	2	3	4
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
31																				

July 2013							August 2013							September 2013							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	1	2	3	4	5	6						1	2	3	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28	
28	29	30	31				25	26	27	28	29	30	31	29	30						



# APPENDIX N: Forms & Documents

AIRMAN COMPREHENSIVE ASSESSMENT WORKSHEET (2Lt thru Col)		
<b>PRIVACY ACT STATEMENT</b> <b>AUTHORITY:</b> Title 10, United States Code ( U.S.C. ) 8013, Secretary of the Air Force; AFI 36-2406, and Executive Order 9397 (SSN) , as amended. <b>PURPOSE:</b> Form is used to document effectiveness/duty performance history. <b>ROUTINE USES:</b> May specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3). DoD Blanket Routine Uses apply. <b>DISCLOSURE:</b> Mandatory. SSN is used for positive identification.		
<b>I. PERSONAL INFORMATION</b>		
NAME	RANK	UNIT
	2 Lt	AFRC/HCX
<b>II. TYPE OF ASSESSMENT:</b> <input type="checkbox"/> INITIAL <input checked="" type="checkbox"/> MID-TERM <input type="checkbox"/> RATEE REQUESTED <input type="checkbox"/> RATER DIRECTED		
<b>III. SELF ASSESSMENT</b> (To be completed by Ratee and forwarded to Rater) <b>Rating Scale: Y = Yes, understands; N = Need more information</b>		
RESPONSIBILITY:		RATEE
1. Understands the importance of doing the right thing even when it is unpopular or difficult.		
2. Understands the importance of responsibility in the use and care of equipment and assets.		
3. Understands the importance of admitting to shortcomings or mistakes.		
4. Understands the importance of refusing to participate in inappropriate behavior(s) despite social pressure(s).		
5. Understands the importance of accomplishing tasks in a timely manner.		
6. Understands the importance of providing support and welfare of family and ensuring they are prepared for separations and/or reunions. (if applicable)		
ACCOUNTABILITY:		
7. Understands the importance of the AF Core Values/standards and how others should be accountable.		
8. Understands the importance of application of situational awareness and sound judgment.		
9. Understands the importance of living within means financially (budgets, saves, spends responsibly, etc.).		
AIR FORCE CULTURE:		
10. Understands the importance of leading by example.		
11. Understands the importance of respecting self and others.		
12. Understands the importance of looking after fellow Airmen and their families (to include while fellow Airmen are deployed).		
13. Understands the importance of showing enthusiasm in being an Airman and inspiring others to reach their full potential.		
14. Understands the importance of upholding the proud heritage of the Air Force and the importance of displaying the professional characteristics of an Airman at all times (24/7).		
SELF:		
15. Understands the importance of setting aside time to assess self, as well as personal and professional goals.		
16. Understands the importance of setting aside quality time to be with family and friends.		
17. Understands the importance of striving to meet personal/professional goals. Review Section VII for discussing during the assessment session.		
<b>IV. AIRMAN'S CRITICAL ROLE IN SUPPORT OF THE MISSION</b> (To be completed by Rater) Chaplain Candidates learn the mission of the AF Chaplain Corps and the character, competencies, capabilities and chemistry required. Through OTS and a minimum of two internship tours, the candidates and their supervisors determine their suitability and calling to chaplaincy. If determined to be suitable and called, they will be selected and given the opportunity to serve as a chaplain in ResAF for at least 2 yrs, then remain reserve or pursue RegAF service.		
<b>V. INDIVIDUAL READINESS INDEX</b> (Completed by Rater after talking to unit deployment manager) <b>R = RED (UNSAT/NOT CURRENTLY DEPLOYABLE); G = GREEN (SAT/CURRENTLY DEPLOYABLE)</b> R		
Are all deployment requirements current in accordance with AFI 10-403?		AEF Indicator n/a
n/a		
<b>VI. PERFORMANCE FEEDBACK</b> (To be completed by Rater) - Information may be used on next OPR		
1. Job Knowledge. Has knowledge required to perform duties effectively. Strives to improve knowledge. Applies knowledge to handle non-routine situations.		
<input type="checkbox"/> N/A Initial Feedback <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Meets <input type="checkbox"/> Above Average <input type="checkbox"/> Clearly Exceeds		
MY MENTOR FOR SECT. 1-6: Name: _____ Relationship to Me: _____		
1. Strengths-		
2. Growth Areas-		
2. Leadership Skills. Sets and enforces standards. Promotes a healthy organizational climate. Works well with others. Fosters teamwork. Displays initiative. Self-confident. Motivates subordinates. Has respect and confidence of subordinates. Fair and consistent in evaluation of subordinates.		
<input type="checkbox"/> N/A Initial Feedback <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Meets <input type="checkbox"/> Above Average <input type="checkbox"/> Clearly Exceeds		
1. Strengths-		
2. Growth Areas-		

AF FORM 724, 20140701

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PRIVACY ACT INFORMATION: The information in this form is FOR OFFICIAL USE ONLY. Protect IAW the Privacy Act of 1974.

**AF Form 724**

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# DD Form 1351-2

TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.			
<b>1. PAYMENT</b> <input type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check		<b>SPLIT DISBURSEMENT:</b> The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor. <b>NOTE: A split disbursement is only necessary when a GTCC is used while on official travel for the Government.</b> <input type="checkbox"/> Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: \$					
<b>2. NAME</b> (Last, First, Middle Initial) (Print or type)		<b>3. GRADE</b>	<b>4. SSN</b>		<b>5. TYPE OF PAYMENT</b> (X as applicable) <input type="checkbox"/> TDY <input type="checkbox"/> Member/Employee <input type="checkbox"/> PCS <input type="checkbox"/> Other <input type="checkbox"/> Dependent(s) <input type="checkbox"/> DLA		
<b>6. ADDRESS.</b> a. NUMBER AND STREET		b. CITY	c. STATE	d. ZIP CODE			
e. E-MAIL ADDRESS							
<b>7. DAYTIME TELEPHONE NUMBER &amp; AREA CODE</b>		<b>8. TRAVEL ORDER/AUTHORIZATION NUMBER</b>		<b>9. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES</b>		<b>10. FOR D.O. USE ONLY</b> a. D.O. VOUCHER NUMBER b. SUBVOUCHER NUMBER	
<b>11. ORGANIZATION AND STATION</b>				c. PAID BY			
<b>12. DEPENDENT(S)</b> (X and complete as applicable) <input type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED a. NAME (Last, First, Middle Initial) b. RELATIONSHIP c. DATE OF BIRTH OR MARRIAGE				<b>13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS</b> (include Zip Code)			
<b>14. HAVE HOUSEHOLD GOODS BEEN SHIPPED?</b> (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO (Explain in Remarks)				d. COMPUTATIONS			
<b>15. ITINERARY</b> a. DATE b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)				c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES
DEP							
ARR							
DEP							
ARR							
DEP							
ARR							
DEP							
ARR							
DEP							
ARR							
DEP							
ARR							
<b>16. POC TRAVEL</b> (X one) <input type="checkbox"/> OWN/OPERATE <input type="checkbox"/> PASSENGER				<b>17. DURATION OF TRAVEL</b> <input type="checkbox"/> 12 HOURS OR LESS <input type="checkbox"/> MORE THAN 12 HOURS BUT 24 HOURS OR LESS <input type="checkbox"/> MORE THAN 24 HOURS			
<b>18. REIMBURSABLE EXPENSES</b> a. DATE b. NATURE OF EXPENSE c. AMOUNT d. ALLOWED				(1) Per Diem (2) Actual Expense Allowance (3) Mileage (4) Dependent Travel (5) DLA (6) Reimbursable Expenses (7) Total (8) Less Advance (9) Amount Owed (10) Amount Due			
<b>19. GOVERNMENT/DEDUCTIBLE MEALS</b> a. DATE b. NO. OF MEALS c. DATE d. NO. OF MEALS							
<b>20. CLAIMANT SIGNATURE</b>				b. DATE			
c. REVIEWER'S PRINTED NAME		d. REVIEWER SIGNATURE		e. TELEPHONE NUMBER		f. DATE	
<b>21. APPROVING OFFICIAL'S PRINTED NAME</b>		b. SIGNATURE		c. TELEPHONE NUMBER		d. DATE	
<b>22. ACCOUNTING CLASSIFICATION</b>							
<b>23. COLLECTION DATA</b>							
<b>24. COMPUTED BY</b>	<b>25. AUDITED BY</b>	<b>26. TRAVEL ORDER/ AUTHORIZATION POSTED BY</b>	<b>27. RECEIVED</b> (Payee Signature and Date or Check No.)			<b>28. AMOUNT PAID</b>	

DD FORM 1351-2, MAY 2011

PREVIOUS EDITION IS OBSOLETE.

Exception to SF 1012 approved by GSA/IRMS 12-91.

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OF 1164

Top of the Document

<b>CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS</b>		1. DEPARTMENT OR ESTABLISHMENT, BUREAU, DIVISION OR OFFICE		2. VOUCHER NUMBER	
				3. SCHEDULE NUMBER	
<i>Read the Privacy Act Statement on the back of this form.</i>				5. PAID BY	
<b>C L A I M A N T</b>	4. a. NAME (Last, first, middle initial)		b. SOCIAL SECURITY NUMBER		
	c. MAILING ADDRESS (Include ZIP Code)		d. OFFICE TELEPHONE NUMBER		
6. EXPENDITURES (If fare or toll claimed in column (g) exceeds charge for one person, show in column (h) the number of additional persons which accompanied the claimant.)					
DATE	<b>C O D E</b>	Show appropriate code in column (b): A - Local Travel B - Telephone or Telegraph C - Other expenses (itemized)		D. Funeral Honors Detail E. Specialty Care	MILEAGE RATE
		(Explain expenditures in specific detail.)			NUMBER OF MILES
(a)		(b)	(c) FROM	(d) TO	(e)
					(g) FARE OR TOLL
					(h) ADD PERSONS
					(i) TIPS AND MISCELLANEOUS
If additional space is required continue on the back.		SUBTOTALS CARRIED FORWARD FROM THE BACK			
7. AMOUNT CLAIMED (Total of columns (f), (g) and (i).) \$				TOTALS	
8. This claim is approved. Long distance telephone calls, if shown, are certified as necessary in the interest of the Government. (Note: If long distance calls are included, the approving official must have been authorized in writing, by the head of the department or agency to so certify (31 U.S.C. 680a).)				10. I certify that this claim is true and correct to the best of my knowledge and belief and that payment or credit has not been received by me.  Sign Original Only	
Sign Original Only				DATE	
APPROVING OFFICIAL SIGN HERE				CLAIMANT SIGN HERE	
9. This claim is certified correct and proper for payment.  AUTHORIZED CERTIFYING OFFICER SIGN HERE				11. CASH PAYMENT RECEIPT	
				a. PAYEE (Signature)	
				b. DATE RECEIVED	
				c. AMOUNT	
				\$	
				12. PAYMENT MADE BY CHECK NUMBER	
ACCOUNTING CLASSIFICATION					

OPTIONAL FORM 1164 (REV. 12/2016)



[illegible]

OPTIONAL FORM 1164 (REV. 12/2016) BACK



# DAF 715 Officer Performance Brief

## [Top of the Document](#)

OFFICER PERFORMANCE BRIEF (O-1 THRU O-6)					
GRADE	LAST, FIRST MI.			DoDID#	
PLEASE READ THE PRIVACY ACT STATEMENT ON THE BACK BEFORE COMPLETING THE FORM.					
DUTY TITLE	DAFSC	REASON	PERIOD	DAYS SUPERVISED	DAYS NON-RATED
			THRU		
	RATER ACKNOWLEDGMENT		TYPE OF SIGNATURE		
			Digital		
ORGANIZATION AND COMMAND			LOCATION		
DUTY DESCRIPTION					
<b>RATER ASSESSMENT</b>					
STRATIFICATION					
THIS SECTION NOT USED					
<b>EXECUTING THE MISSION</b> Effectively uses knowledge, initiative, and adaptability to produce timely, high quality/quantity results to positively impact the mission.					
<b>LEADING PEOPLE</b> Fosters cohesive teams, effectively communicates, and uses emotional intelligence to take care of people and accomplish the mission.					
<b>MANAGING RESOURCES</b> Manages assigned resources effectively and takes responsibility for actions/behaviors to maximize organizational performance.					
<b>IMPROVING THE UNIT</b> Demonstrates critical thinking and fosters innovation to find creative solutions and improve mission execution.					
<b>MANDATORY COMMENTS</b> <input type="checkbox"/> Yes <input type="checkbox"/> No					
RATER NAME, GRADE, BRANCH OF SERVICE			RATER DUTY TITLE		
RATER ORGANIZATION AND COMMAND			TYPE OF SIGNATURE	RATER SIGNATURE	
			Digital		
<b>HIGHER LEVEL REVIEWER ASSESSMENT</b>					
STRATIFICATION					
THIS SECTION NOT USED					
RATER ASSESSMENT					
CONCUR					
HIGHER LEVEL REVIEWER NAME, GRADE, BRANCH OF SERVICE			HIGHER LEVEL REVIEWER DUTY TITLE		
HIGHER LEVEL REVIEWER ORGANIZATION AND COMMAND			TYPE OF SIGNATURE	HIGHER LEVEL REVIEWER SIGNATURE	
			Digital		

AF FORM 715, 20230228  
Prescribed by: DAFI 36-2406

PRIVACY ACT INFORMATION: The information in this form is  
CONTROLLED UNCLASSIFIED INFORMATION. Protect IAW the



OFFICER PERFORMANCE BRIEF (O-1 THRU O-6)			
GRADE	LAST, FIRST MI.	DoDID#	
All selections in this section are to be made prior to signatures.			
FUNCTIONAL EXAMINER/AIR FORCE ADVISOR		FUNCTIONAL EXAMINER No comments	AIR FORCE ADVISOR No comments
<b>REFERRAL REPORT</b> <span style="float: right; font-size: 0.7em;">COMPLETE ONLY IF REPORT CONTAINS REFERRAL COMMENTS</span>			
I AM REFERRING THIS EVALUATION TO YOU ACCORDING TO DAFI 36-2406, PARA 1.10. IT CONTAINS COMMENT(S) THAT MAKE(S) THE REPORT A REFERRAL AS DEFINED IN DAFI 36-2406, PARA 1.10.			
Acknowledge receipt by signing and dating below. Your signature merely acknowledges that a referral report has been rendered; it does not imply acceptance of or agreement with the ratings or comments on the report. Once signed, you are entitled to a copy of this memo. You may submit rebuttal comments. Send your written comments to the identified Higher Level Reviewer, no later than 3 duty days (30 for non-EAD members) from your date below. If you need additional time, you may request an extension from the Higher Level Reviewer. You may submit attachments, but they must directly relate to the reason this report was referred. Pertinent attachments not maintained elsewhere will remain attached to the report for file in your personnel record. Copies of previous reports, etc. submitted as attachments will be removed from your rebuttal package prior to filing since these documents are already filed in your records. Your rebuttal comments/attachments may not contain any reflection on the character, conduct, integrity, or motives of the evaluator unless you can fully substantiate and document them. Contact the MPF, Force Management section, or the AF Contact Center if you require any assistance in preparing your reply to the referral report. It is important for you to be aware that receiving a referral report may affect your eligibility for other personnel related actions (e.g. assignments, promotions, etc.). You may consult your commander and/or MPF or Air Force Contact Center if you desire more information on this subject. If you believe this report is inaccurate, unjust, or unfairly prejudicial to your career, you may apply for a review of the report under DAFI 36-2406, Chapter 10, Correction of Officer and Enlisted Evaluation Reports, once the report becomes a matter of record as defined in DAFI 36-2406.			
REFERRING EVALUATOR NAME, GRADE, BRANCH OF SERVICE		REFERRING EVALUATOR DUTY TITLE	
TYPE OF SIGNATURE	REFERRING EVALUATOR SIGNATURE	DATE	
Digital			
TYPE OF SIGNATURE	SIGNATURE OF RATEE	DATE	
Digital			
<b>PRIVACY ACT STATEMENT</b>			
AUTHORITY: Title 10 United States Code (U.S.C.) 9013, Secretary of the Air Force: DAFI 36-2406. PURPOSE: Used to document effectiveness/duty performance history; promotion, school and assignment selection; reduction-in-force; control roster; reenlistment; separation; research and statistical analysis. ROUTINE USES: None. DISCLOSURE: Voluntary. Not providing DODID number may cause form to not be processed or to positively identify the person being evaluated. SORN: F036 AF PC A, Effectiveness/Performance Reporting Records			



# DD Form 1561 (Family Separation Form)

STATEMENT TO SUBSTANTIATE PAYMENT OF FAMILY SEPARATION ALLOWANCE (FSA)			
<b>PRIVACY ACT STATEMENT</b>			
<b>AUTHORITY:</b>		Title 37, U.S. Code, Section 427.	
<b>PRINCIPAL PURPOSE:</b>		To evaluate member's application for FSA.	
<b>ROUTINE USES:</b>		a. Serves as substantiating document for FSA payments and input into the member's pay account. b. Provides an audit trail for validating propriety of payments and to assist in collecting erroneous payments. c. Provides a record in service member's pay account and for safekeeping.	
<b>DISCLOSURE:</b>		Disclosure of your social security number and other personal information is voluntary. However, if requested information is not provided, FSA will not be considered.	
1. NAME OF MEMBER (Last, First, Middle Initial)	2. GRADE	3. SOCIAL SECURITY NUMBER	4. BRANCH AND ORGANIZATION
<b>PART I - MEMBER COMPLETES THIS SECTION TO SUBSTANTIATE ENTITLEMENT TO FSA</b>			
5. TYPE II (X as applicable) <input type="checkbox"/> FSA-T (Temporary) <input type="checkbox"/> FSA-R (Restricted) <input type="checkbox"/> FSA-S (Ship)		6. COMPLETE CURRENT ADDRESS(ES) OF DEPENDENT(S)	
7. DATE (DDMMYY) DEPARTED RESIDENCE TO UNIT HOME STATION (Mobilized Members)			
8. I CERTIFY TO THE FOLLOWING FACTS (X applicable box(es))			
<input type="checkbox"/> a. I am not divorced or legally separated from my spouse.			
<input type="checkbox"/> b. My dependent child (children) was (were) not in the legal custody of another person when I received my military orders.			
<input type="checkbox"/> c. My dependent (other than my spouse; see line f. below) is not a member of the military service on active duty.			
<input type="checkbox"/> d. My sole dependent is not in an institution for a known period of over 1 year or a period expected to exceed 1 year.			
<input type="checkbox"/> e. I am claiming FSA for my parent(s) for whom I have a current and approved dependency status and am residing with, and I maintain a residence(s) for my dependent(s). I have assumed the liability and responsibilities thereof at the address(es) shown above, where I likely reside during periods of leave or such other times as my duty assignment may permit.			
<input type="checkbox"/> f. I am married to another military member currently serving on active duty and my spouse <input type="checkbox"/> was <input type="checkbox"/> was not residing with me immediately before being separated by execution of my military orders. Spouse's SSN: _____ Branch and Component: _____			
<input type="checkbox"/> g. My last TDY or deployment, if any, <input type="checkbox"/> was <input type="checkbox"/> was not within the last 30 days from this TDY or deployment.			
9. I understand that I must notify my commanding officer immediately upon any change in dependency status and if my sole dependent or all of my dependents move to or near this station or if my dependent(s) visit at or near this station for more than 90 continuous days (more than 30 continuous days in the case of FSA-T (Temp) or FSA-S (Ship) while I am in receipt of FSA.			
a. DATE (DDMMYY)		b. SIGNATURE OF MEMBER	
<b>PART II - CERTIFYING OFFICER COMPLETES THE APPROPRIATE SECTION(S) BELOW</b>			
10. TYPE II - FSA-T. Member has been ordered to and has performed temporary duty (TDY) at the location(s) shown below for more than 30 continuous days. This (these) location(s) is (are) outside a reasonable commuting distance from the member's permanent duty station (PDS pertains to active component) or the home of residence (HOR pertains to reserve component). A distance of 50 miles, one way, is normally considered to be within a reasonable commuting distance of a PDS or HOR. "Within a reasonable commuting distance" also may include distances of less than 50 miles and the time required to travel, under unusual conditions, does not exceed 1-1/2 hours. (Attach a blank page for continuation if necessary.)			
a. LOCATION		b. INCLUSIVE DATES OF TDY/T (From/To)	c. NO. OF DAYS
11. TYPE II - FSA-R. Member departed (PCS/detached) from _____ on _____ (Last permanent duty station) (DDMMYY) and was on leave en route _____, proceed time _____ (Inclusive leave dates - DDMMYY) and the member reported to _____ on _____ (Inclusive dates) (PDS) (DDMMYY). Transportation of dependent(s) is not authorized at government expense to this station or to a place near this station.			
12. TYPE II - FSA-S. Member was serving on orders, on board ship, away from homeport commencing (DDMMYY) _____.			
a. NAME OF SHIP/UNIT		b. HOMEPORT	
13. Travel performed under authority of orders _____, dated _____.			
14. Member claiming Type II FSA, is receiving basic allowance for housing (BAH) (or residing in government type quarters) as a member with dependents or member married to a military member.			
15. DATE (DDMMYY)		16. CERTIFYING OFFICER	
		a. TYPED NAME (Last, First, Middle Initial)	b. TITLE
		c. ORGANIZATION	d. SIGNATURE

DD FORM 1561, NOV 2006

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Reset

Adobe Professional 7.0

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<b>DEPARTMENT OF DEFENSE ACTIVE DUTY/RESERVE/GUARD/CIVILIAN FORCES DENTAL EXAMINATION</b>		OMB No. 0720-0022 OMB approval expires 20230131
<p>The public reporting burden for this collection of information is estimated to average 3 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, at <a href="mailto:whs.mc-alex.esd.mbx.dd-dod-informationcollections@mail.mil">whs.mc-alex.esd.mbx.dd-dod-informationcollections@mail.mil</a>. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</p> <p><b>PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION.</b></p> <p><b>AUTHORITIES:</b> Public Law 104-191, Health Insurance Portability and Accountability Act of 1996; 10 U.S.C., Chapter Ch. 55, Medical and Dental Care; 10 U.S.C. 1097a, TRICARE Prime: Automatic Enrollments; Payment Options; 10 U.S.C. 1097b, TRICARE Prime and TRICARE Program: Financial Management; 10 U.S.C. 1079, Contracts for Medical Care for Spouses and Children: Plans; 10 U.S.C. 1079a, TRICARE Program: Treatment of Refunds and Other Amounts Collected Civilian Health and Medical Program of the Uniformed Services (CHAMPUS); 10 U.S.C. 1086, Contracts for Health Benefits for Certain Members, Former Members, and Their Dependents; 10 U.S.C. 1095, Health Care Services Incurred on behalf of Covered Beneficiaries: Collection From Third-party Payers; 42 U.S.C. 290dd-2, Confidentiality Of Records; 42 U.S.C. 42 U.S.C. Ch. 117, Sections 11131-11152, Reporting of Information; 45 CFR 164, Security and Privacy; Department of Defense (DoD) Instruction 6015.23, Foreign Military Personnel Care and Uniform Business Offices in Military Treatment Facilities (MTFS); DoD 6025.18-R, DoD Health Information Privacy Regulation; and E.O. 9397 (SSN).</p> <p><b>PURPOSE:</b> To collect patient information necessary to determine the patient's readiness to participate in a military deployment.</p> <p><b>ROUTINE USES:</b> Information in your records may be disclosed to other components within the Department of Defense to determine your readiness to participate in a military deployment. Information in your records may also be disclosed to private physicians and Federal agencies, including the Departments of Veterans Affairs, Health and Human Services, and Homeland Security in connection with your medical care; other federal, state, and local government agencies to determine your eligibility for benefits and entitlements and for compliance with laws governing public health matters; and government and non-government third parties to recover the cost of healthcare provided to you by the Military Health System. Any protected health information (PHI) in your records may be used and disclosed generally as permitted by the HIPAA Rules, as implemented within DoD. Permitted uses and disclosures of PHI include, but are not limited to, treatment, payment, and healthcare operations.</p> <p><b>APPLICABLE SORN:</b> EDHA 07, "Military Health Information System," (June 15, 2020, 85 FR 36190) <a href="https://dpcid.defense.gov/Portals/49/Documents/Privacy/SORNS/DHA/EDHA-07.pdf">https://dpcid.defense.gov/Portals/49/Documents/Privacy/SORNS/DHA/EDHA-07.pdf</a></p> <p><b>DISCLOSURE:</b> Voluntary. However, failure to provide the information requested may result in delays in assessing your dental health needs for military service and/or for possible deployment.</p>		
1. SERVICE MEMBER'S NAME (Last, First, Middle Initial)	2. DoD ID Number	3. BRANCH OF SERVICE
4. UNIT OF ASSIGNMENT	5. UNIT ADDRESS	
<b>6. EXAMINATION RESULTS</b> Dear Doctor, The individual you are examining is an Active Duty/Guard/Reserve/Civilian member of the United States Armed Forces. This member needs your assessment of his/her dental health for worldwide duty. <b>Please mark (X) the block</b> that best describes the condition of the member, using as a suggested minimum a clinical examination with mirror and probe, and bitewing radiographs. This form <b>determines fitness for prolonged duty without ready access to dental care and is not intended to document comprehensive dental needs.</b>		
(1) Patient has good oral health and is not expected to require dental treatment or reevaluation for 12 months		
(2) Patient has some oral conditions, but you <b>do not</b> expect these conditions to result in dental emergencies within 12 months if not treated (i.e., requires prophylaxis, asymptomatic caries with minimal extension into dentin, edentulous areas not requiring immediate prosthetic treatment).		
(3) Patient has oral conditions that you <b>do</b> expect to result in dental emergencies within 12 months if not treated. Examples of such conditions are: (X the applicable block or specify in the space provided)		
<input type="checkbox"/> (a) <b>Infections:</b> Acute oral infections, pulpal or periapical pathology, chronic oral infections, or other pathologic lesions and lesions requiring biopsy or awaiting biopsy report.		
<input type="checkbox"/> (b) <b>Caries/Restorations:</b> Dental caries or fractures with moderate or advanced extension into dentin; defective restorations or temporary restorations that patients cannot maintain for 12 months.		
<input type="checkbox"/> (c) <b>Missing Teeth:</b> Edentulous areas requiring immediate prosthodontic treatment for adequate mastication, communication, or acceptable esthetics.		
<input type="checkbox"/> (d) <b>Periodontal Conditions:</b> Acute gingivitis or pericoronitis, active moderate to advanced periodontitis, periodontal abscess, progressive mucogingival condition, moderate to heavy subgingival calculus, or periodontal manifestations of systemic disease or hormonal disturbances.		
<input type="checkbox"/> (e) <b>Oral Surgery:</b> Unerupted, partially erupted, or malposed teeth with historical, clinical, or radiographic signs or symptoms of pathosis that are recommended for removal.		
<input type="checkbox"/> (f) <b>Other:</b> Temporomandibular disorders or myofascial pain dysfunction requiring active treatment.		
(4) If you selected Block (3) above, please indicate the condition(s) you identified in this patient if they appear above, or briefly describe the condition(s) below:		
(5) Were X-rays consulted?		IF YES, DATE X-RAY WAS TAKEN (YYYYMMDD)
7. DENTIST'S NAME (Last, First, Middle Initial)		8. DENTIST'S TELEPHONE NUMBER (Include Area Code)
9. DENTIST'S SIGNATURE	9. DENTIST'S LICENSE NUMBER	10. DATE OF EXAMINATION (YYYYMMDD)

DD FORM 2813, NOV 2021

PREVIOUS EDITION IS OBSOLETE.  
CUI when filledControlled by: DHA  
CUI Category: PRVCY  
LDC: FEDCON  
POC: [dha.ncr.bus-ops.mbx.dha-formsmanagement@mail.mil](mailto:dha.ncr.bus-ops.mbx.dha-formsmanagement@mail.mil)

## DD 2813 Dental Examination Form

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# Chaplain Candidate Competencies Training Guide (C3TG)

Chaplain Candidate Training Guide					
current as of Nov 2023					
Candidate:		Supervisor:			
<b>Description:</b> This document is a tool for monitoring the candidate's training progress. <b>Instructions:</b> <ol style="list-style-type: none"> <li>1. Train on as many of the competencies as time and mission allows;</li> <li>2. Assess of the candidate's mastery of each competency. Score the candidate according to the scale, below;</li> <li>3. Add clear, actionable comments that can be used by the candidate, Program Manager, Vector Board, and future supervisors to maximize the candidate's growth;</li> <li>4. Convert this form to a .pdf, sign, and submit to afrc.hce2@us.af.mil NLT 10 days post tour.</li> </ol>					
<b>Rating Scale: Please rate according to the scale below</b>		<b>Policy &amp; Guidance for Research</b>			
<b>10 Far Above Average/Far exceeds all expectations</b>	<b>&lt; 1% of Candidates</b>	<b>AFPD 52-2/AFPD 52-1</b>			
<b>9.5 Well Above Average/Exceeds almost all expectations</b>	<b>approx. 15 % of Candidates</b>	<b>DAFI 52-101</b>			
<b>9.0 Above Average/Exceeds some expectations</b>		<b>AFI 52-104</b>			
<b>8.5 Slightly Above Average/Exceeds a few expectations</b>	<b>66% of all Candidates</b>	<b>DAFI 52-105/DAFMAN 52-107</b>			
<b>8.0 Average/Meets expectations</b>		<b>DAFI 52-201</b>			
<b>7.5 Slightly Below Average/Meets most expectations</b>		<b>AFH 33-337</b>			
<b>7.0 Below Average/Meets some expectations</b>	<b>approx. 15 % of Candidates</b>	<b>AFMAN 36-2406</b>			
<b>6.5 Well Below Average/Meets few expectations</b>		<b>AFMAN 36-2136</b>			
<b>6.0 Far Below Average/Does not meet expectations</b>	<b>&lt; 1% of Candidates</b>	<b>DODI 1300.17 &amp; JG 1-05</b>			
Competencies		Training Objective		Date Trained	Score
Officership	PME & Career Progression	Identifies appropriate levels of PME and chaplain career progression.			
	Officer Evaluation System	Correctly identifies the date of his/her next OPR closeout date.			
	Written & Spoken Comms (Tongue & Quill, AFH 33-337)	Prepares and presents an AF brief. Displays sound professional writing and speaking.			
	Chaplain- Clergy and Officer	Describes the dual role of an AF chaplain.			
	Chaplain Ethics- <a href="http://www.ncmaf.net/library/the-covenant-and-code-of-ethics-for-chaplains-of-the-armed-forces">http://www.ncmaf.net/library/the-covenant-and-code-of-ethics-for-chaplains-of-the-armed-forces</a>	Displays understanding of the code of ethics for chaplains.			
	Developing Leadership Skills	Identifies leadership development opportunities in the USAF Reserve. Understands the RSSB application process. Presents a personal leadership development plan.			



Religious Program Management	RST Concept	Displays the attributes necessary to thrive as a team member. Candidate correctly describes the roles/responsibilities of each mbr of the RST.		
	Major Religious Tenets, Faith, and Belief Codes	Accurately researches religious beliefs & practices in the Operational Area. Develops and delivers Religious Estimate for CC or designee.		
	Religious Observances	Candidate sets up religious service IAW endorser requirements. Candidate performs religious services IAW endorser requirements. Candidate correctly explains how to assist Airmen from other faith groups.		
	Neutral Chapel Facilities	Correctly returns chapel facility to neutral. Understands the importance of returning facilities to neutral.		
	Memorial/Funeral Services	Correctly identifies ceremonial requirements and RST roles/responsibilities.		
	Project Officer Responsibilities	Completes Project Officer training.		
	CTOF/APF Funds	Correctly identifies funding sources for direct and indirect mission requirements. Correctly explains procedures for collecting, counting, and spending CTOF.		
	Faith Specific Ministry in Deployed Environment	Demonstrates ability to perform religious rituals in deployed environment.		
	Facility Utilization	Ensures facility is safe, secure, maintained, and properly reserved for use.		
	Chapel Staff Organization	Demonstrates understanding of the roles, responsibilities, and requirements of Military, Civilian, Contractor, and Chapel Volunteers.		

Unit Ministry	Unit Embedded RST (CC owned)	Identifies differences between unit owned and wing owned chaplains.		
	Unit Health Assessment	Performs unit health assessment to monitor unit needs.		
	Leadership Advisement (morale, ethics, etc.)	Uses HC statistical reports and unit assessments to brief commanders on moral, ethical, religious, and morale of assigned units.		
	Religious Freedom/Accommodation	Advises/processes religious accommodation request(s).		
	Other Support Agencies	Identifies helping agencies, their roles and responsibilities.		
	Discrimination, Sexual Harassment & Assault	Identifies victim resources. Understands unrestricted and restricted reporting options.		
	Readiness	Identifies readiness requirements. Displays how to monitor individual readiness requirements. Maintains personal readiness.		



	Counseling	Demonstrates ability to provide pastoral counseling. Correctly distinguishes between HC/pastoral counseling and Mental Health. Identifies procedure for providing warm hand-offs.		
	Privileged Communication	Accurately explains Privileged Communication as it applies to HC personnel.		
	Death Response	Understands the chaplain's role on the Death Notification Team. Understands Disaster Mental Health and HC's role.		
	Creative Unit Engagement	Identifies roles/responsibilities for each member of the RST. Plans/executes unit engagement in coordination with RST partner.		
	Care for the Caregiver	Identifies signs a teammate may be in distress. Identifies resources to support distressed teammates. Displays empathy while engaging with distressed teammates.		
IMA Program	Participation Requirements	Knows the number of AT and IDTs required for a good participation year.		
	Inactive Duty Training (IDT)	Correctly explains purpose of IDTs and limits placed upon IDTs. Able to schedule and mark IDTs 'worked' in IDTs UTAPS.		
	Annual Tour (AT)	Correctly explains knows the purpose and limits of AT. Able to request orders via MyPers and submit orders for pay.		
	R/R Year vs FY Year Requirements	Correctly identifies his/her R/R year. Plans participation to satisfy both participation yr. & R/R yr. requirements.		
	Military Funeral Support (for reserve chaplain corps personnel)	Knows the processes & limitations for reservists providing funeral honors.		
	Travel	Identifies the differences between RTS and DTS. Identifies the travel system (RTS/DTS) directed in their travel order. Accurately describes procedures for using both RTS and DTS.		
	Telecommuting	Knows how to request authorization to perform IDTs via telework.		
	Fitness Requirements	Knows his/her PFA requirements and passes PFA.		
	Family Care Plans	Knows when a family care plan is required & has a plan in place, if req'd.		



Supervisor Assessment				
Area	Score	Comment		
Officership	#DIV/0!			
Religious Program Management	#DIV/0!			
Unit Ministry	#DIV/0!			
IMA Program	#DIV/0!			
STRENGTHS				
WEAKNESSES				
Date	Supervisor		Candidate	
	Signature		Signature	



# Statement of Understanding (SoU) Absolute Privileged Communication

## Absolute Privileged Communication

### Statement of Understanding

Confidential and privileged communication are often used synonymously, but it is important to note the legal distinction IAW AFI 52-101 para 5.5. "Generally, a confidential communication is also privileged. However, privileged communication refers to information which is not admissible in a court or legal action, while confidential communication is a more general concept, referring to information which is protected both in and out of the legal context."

Confidential communication is any communication made to a chaplain or Religious Affairs Airman by a military member, his/her authorized dependents, or other authorized personnel (to include enemy prisoners of war) if the communication is made either as a formal act of religion, as a matter of conscience, or if made to a chaplain in the chaplain's official capacity as a spiritual advisor.

The privilege of non-disclosure of confidential information belongs to the person who made the communication and may be claimed by the person's guardian, or conservator, or personal representative if the person is deceased or incapacitated. The chaplain or Religious Affairs Airman who received the communication may also claim the privilege on behalf of the person who made the communication.

Chaplains and Religious Affairs Airmen WILL NOT disclose a confidential communication revealed in the course of their duties without the informed consent of the person who made the communication or unless required by law. Chaplains and Religious Affairs Airmen will not obtain a blanket release at the initiation of the communication. Whenever possible, this consent will be written, witnessed by an impartial witness, and include a signature and date. A release from confidential or privileged communication does not apply to cases where a chaplain is bound by the requirements of sacramental confession, equivalent faith group requirement, or personal conviction.

Generally, neither commanders nor courts may require a chaplain or individual to disclose a confidential communication when a privilege exists. However, if a military judge or other presiding official decides that no privilege exists, a chaplain or Religious Affairs Airman may have a legal obligation to testify. Chaplains are strongly encouraged to seek both legal counsel and advice from chaplain supervisors in all situations where the existence of privilege may be questioned, to include the effect of State law on confidentiality and applicability to those chaplains not operating under Title 10 authority.

\_\_\_\_\_ I understand privileged communication described above.

\_\_\_\_\_ I will abide by the restrictions placed on privileged communication as described above.

\_\_\_\_\_ I understand that suicide, self-harm, harm to others, criminal activity, treason and other serious situations or activities - to include parental or Command concern - DO NOT constitute grounds for breaking privilege.

\_\_\_\_\_ I understand the non-verbal nature of communication, as such I will not act or respond in such a way as to betray the communication privilege.

\_\_\_\_\_ I understand that the privilege of non-disclosure belongs to the person who made the communication, not me, and only they can authorize its release (in writing, where possible).

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

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# **Statement of Understanding (SoU) Chaplain Service in a Pluralistic Environment**

## **Chaplain Service in a Pluralistic Environment**

### **Statement of Understanding**

Chaplains are formally trained religious ministry professionals and staff officers who are endorsed by an ecclesiastical organization and commissioned by the US Government to enable the free expression of faith and/or religious practice and provide comprehensive religious support.

Chaplains ensure all Airmen, their families, and authorized personnel have opportunities to exercise their constitutional right to the free exercise of religion, and guard against religious discrimination of any kind. They serve a religiously diverse population and provide and/or facilitate religious worship, rites, pastoral counseling, and religious support to all authorized personnel. (from JG 1-05, AFI 1-1, AFI 52-101, and AFD 52-1)

\_\_\_\_\_ I understand that the US Government expects me to support and defend the free exercise of other Faiths, not just my own.

\_\_\_\_\_ I understand that I will work with, for, and around people whose faith practice may be in direct opposition to my own, and that respectful defense and support of their freedom of faith and religious practice will always be required.

\_\_\_\_\_ I understand that I will not be required to give counsel or advice, or engage in a practice that is contrary to my faith tradition - neither will I have that expectation of others.

\_\_\_\_\_ I understand that there may be times when my unit's mission may impinge upon religious freedoms and accommodations (the Air Force requires Commanders to do everything they can to make accommodation for religious practices, but there are occasions when they cannot).

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

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# Reserve to Active Duty Policy

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DEPARTMENT OF THE AIR FORCE  
AIR FORCE RESERVE COMMAND



15 Aug 22

MEMORANDUM FOR ALL AFRC/HC PERSONNEL

FROM: HQ AFRC/HC  
255 Richard Ray Blvd, Ste 111  
Robins AFB GA 31098-1635

SUBJECT: Reserve of the Air Force to Regular Air Force (R2AD) Chaplain Accessions Policy

1. This policy letter implements the direction in AFI 52-101 and AFMAN 36-2032 regarding the accession of qualified Religious Ministry Professionals from the Reserve of the Air Force (ResAF) to the Regular Air Force (RegAF) Active Component.

2. In consultation with DAF/HC, DAF/A1P identifies the number of personnel needed for accession each fiscal year. DP2H communicates the requirement to AFRS/RSOH. AFRS/RSOH and AFRC/HC agree upon the number that will be accessed from ResAF to RegAF to meet the need of DAF/HC and maintain the strategic depth of AFRC/HC. AFRS/RSOH will send a request via memorandum to AFRC/HCX NLT 1 Apr every year.

3. ResAF Chaplains who meet the requirement for appointment as RegAF Chaplains will request consideration through AFRC/HCP using the following process. By name requests for R2AD will not be considered.

a. Data call email to qualified ResAF Chaplains will be sent NLT 1 May requesting package submission by 15 Jun of each year.

b. Package requirements are:

- (1) Last 3 OPRs or All training reports (Form 475) for Chaplain Candidates
- (2) Current Civilian Resume'
- (3) Pastoral Ministry questionnaire
- (4) Memo of endorsement from current Wing Chaplain

c. The R2AD Board ranks packages 1-N and recommends packages to AFRS/RSOH for consideration to RegAF. The Board completes package ranking by 31 Aug of each year.

d. AFRC/HCX provides a list of recommended R2AD applicants to AFRS/RSOH by 1 Sep of each year.



e. AFRS/RSOH conducts standard qualification review with recommended applicants during the fall of each year. Applicants selected will be processed for accession to RegAF within 4-6 months after selection.

4. Unless enrolled in the Religious Professional Deferment Program (AFI 52-106) Chaplain Candidates who have completed the candidacy program, are vectored to re-appoint as ResAF chaplains for three years IAW AFMAN 36-2032-5.6.4.1.4-5. Once they have satisfied the three year requirement, acquired two years of full-time, professional ministry leadership experience, and secured endorser approval they are eligible to participate in R2AD process described above.

5. The point of contact for this memorandum is Ch, Lt Col Stacey Hanson at DSN: 497-1221 Commercial 478-327-1221 or email [stacey.hanson@us.af.mil](mailto:stacey.hanson@us.af.mil).

TOWERY.CHARL<sup>30</sup> Digitally signed by  
TOWERY.CHARLES.T.10538102  
ES.T.1053810230  
Date: 2022.06.15 14:48:35 -0400

CHARLES T. TOWERY, Ch, Col, USAF  
Command Chaplain



# CHAPLAIN CANDIDATE STATEMENT OF UNDERSTANDING

TO: HQ AFRC/HC  
255 RICHARD RAY BLVD STE 111  
ROBINS AFB GA 31098-1637

I, \_\_\_\_\_ (*Full name*) understand to remain in the Chaplain Candidate Program, I must have a valid Ecclesiastical Endorsement on the DD Form 2088, Statement of Ecclesiastical Endorsement and be a full-time student pursuing a graduate-level degree from a qualifying education institution per DoDI 1304.28, *Guidance for the Appointment of Chaplains for the Military Departments*. I also understand failure to maintain good standing in the Chaplain Candidate Program, complete my education or maintain my ecclesiastical endorsement may lead to separation from the United States Air Force. Air Force needs will determine the need for reappointment and utilization as a chaplain of the Air Force or separation. I have also read and understand the Chaplain Candidate Extended  
SOU. \_\_\_\_\_

(SIGNATURE)

(DATE)

(WITNESS' SIGNATURE)

(DATE)

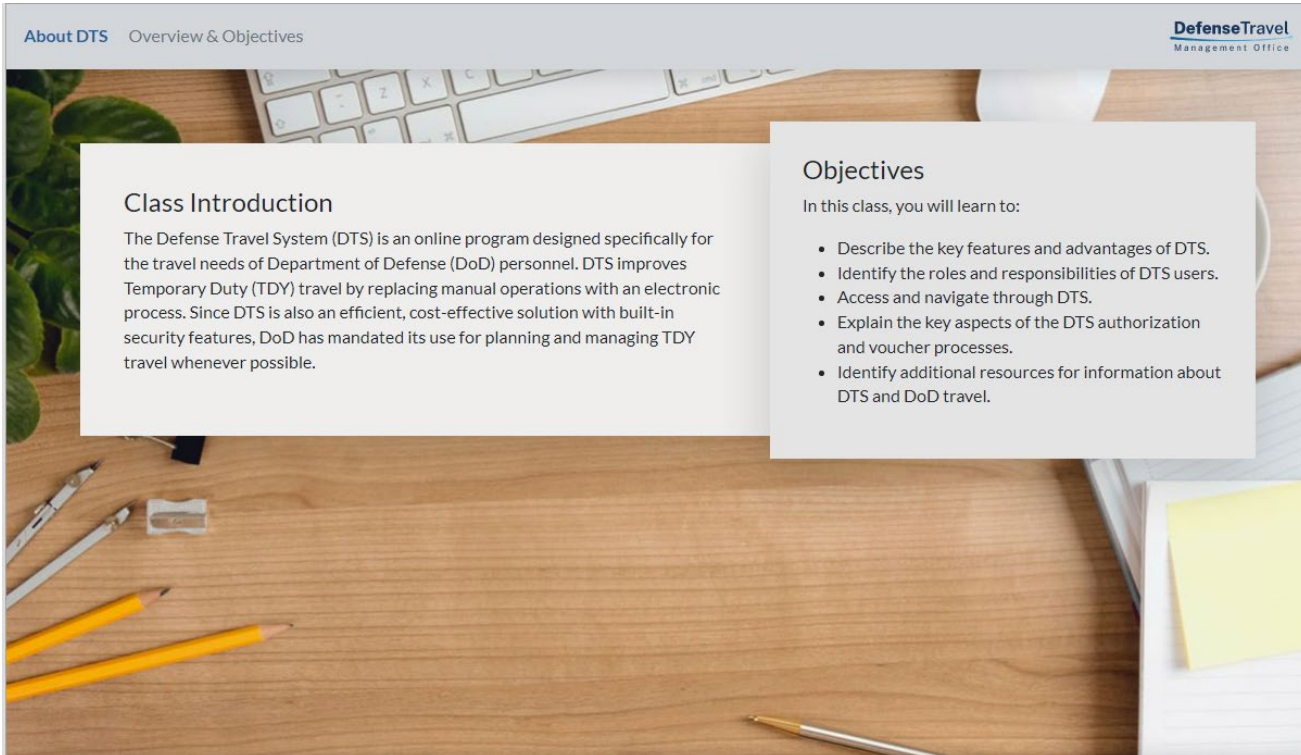


## APPENDIX O: Defense Travel System (DTS)

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Utilizing DTS as a method of travel pay will be determined by your orders. The following training slide will help familiarize you with the DTS system. This training can be accessed at <https://defensetravel.dod.mil>

### Introduction to DTS:



**About DTS** Overview & Objectives **DefenseTravel**  
Management Office

#### Class Introduction

The Defense Travel System (DTS) is an online program designed specifically for the travel needs of Department of Defense (DoD) personnel. DTS improves Temporary Duty (TDY) travel by replacing manual operations with an electronic process. Since DTS is also an efficient, cost-effective solution with built-in security features, DoD has mandated its use for planning and managing TDY travel whenever possible.

#### Objectives

In this class, you will learn to:

- Describe the key features and advantages of DTS.
- Identify the roles and responsibilities of DTS users.
- Access and navigate through DTS.
- Explain the key aspects of the DTS authorization and voucher processes.
- Identify additional resources for information about DTS and DoD travel.



## Why DTS?

DoD has mandated that all of its travelers use DTS. That's because DTS use **adds efficiencies** to, and **reduces the cost** of, the official travel process. Stated more simply, DTS saves DoD time and money.

Select the **highlighted text** to learn about DTS efficiencies and cost savings.





## Travel Regulations

DTS helps DoD travelers comply with TDY travel regulations by embedding those regulations into the system.

The primary sources of DoD travel regulations are the:

- [Joint Travel Regulations \(JTR\)](#) 
- [DoD Financial Management Regulation \(DoD FMR\)](#)
- [Defense Travel System Regulations \(authorized by DoDI 5154.31, Volume 3\)](#) 

Select the highlighted text to view copies of the DoD travel regulations.



## Traveler Responsibilities

A traveler is a military member or DoD civilian employee who uses DTS to create authorizations and vouchers to perform TDY travel. Travelers may also create local vouchers to claim reimbursement for expenses incurred within the area of their Permanent Duty Station (PDS).

Travelers have the following responsibilities:

- Follow the DoD TDY regulations outlined in the JTR, DoD FMR, and DTS Regulations, as well as any local policies.
- Make travel and lodging arrangements through DTS and the TMC.
- Provide receipts for all lodging expenses and individual reimbursable expenses of \$75.00 or more.
- Keep their DTS personal profile up to date.





## Accessing DTS:

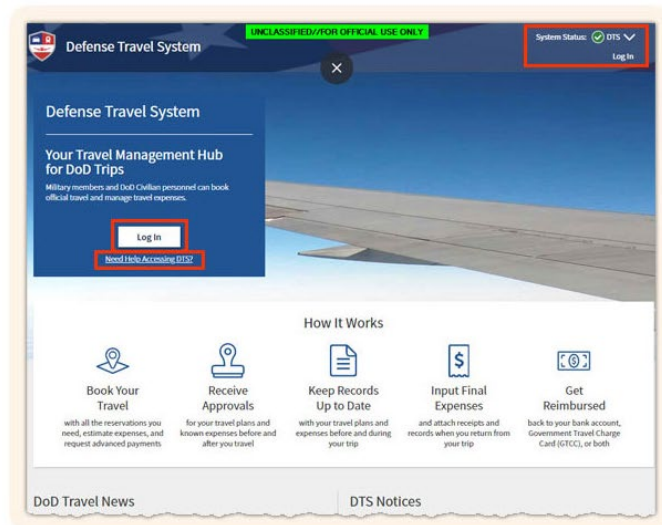
[About DTS](#) [Accessing DTS](#)

**DefenseTravel**  
Management Office

### How to Access DTS

The DTS Home page, located at <https://www.defensetravel.osd.mil>, allows you to log into DTS, shows you the current system status, offers guidance on accessing DTS, and provides training recommendations.

Select each highlighted area to learn more.





## Self-Registration

All DTS users must have a personal profile on record. Although a DTA may create a profile for you, most first-time DTS users must begin by *self-registering*, which simply means that you create your own DTS personal profile.

Select **Explore & Apply** to learn more about the self-registration process.



## Update Profile

Once your account has been activated, you are ready to use DTS.

You should periodically review your DTS profile for accuracy, such as your contact information, GTCC information, and EFT information. This ensures that you receive all DTS-generated emails and timely reimbursements for official travel expenditures.

There are four options for updating your personal profile:

Select each bulleted item to learn more.

- The first time you create a travel document
- When DTS asks you to validate your profile
- From the DTS Dashboard
- From an active travel document

Please note that some items in your profile are read-only. If any information in a non-editable field is incorrect, notify your organization's DTA; they can make the necessary changes.



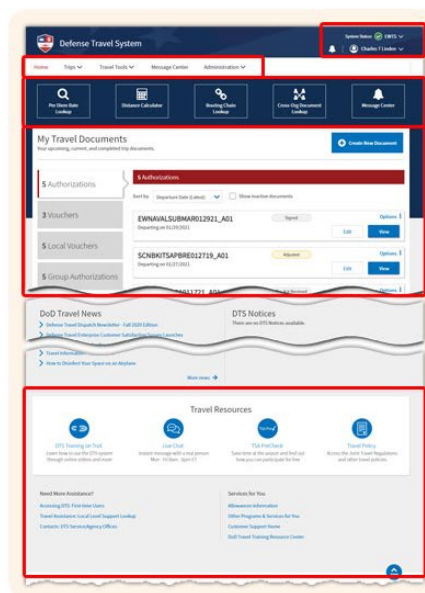
## Using DTS:

### DTS Dashboard

The DTS Dashboard opens when you log in to the system. This screen is divided into five sections:

- Login information
- Administrative Functions
- Quick Links
- My Travel Documents
- Additional Information

Select each highlighted area to learn more.



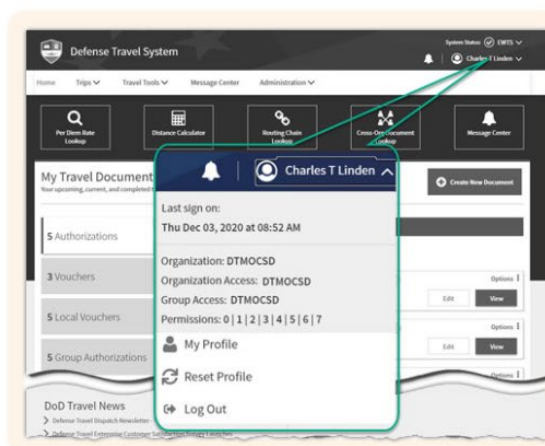
### DTS Login Information Tool

At the top of the Dashboard is the **Login Information Tool**. Click on the chevron to the right of your name to see information about you. This area contains the following information and items:

- Organization
- Organization Access
- Group Access
- Permissions
- My Profile – This topic is covered on the next screen.
- Reset Your Profile
- Logout of DTS – Select this link to log off DTS.

Select each bulleted item to learn more.

Select **Explore & Apply** to learn more about Permission Levels.

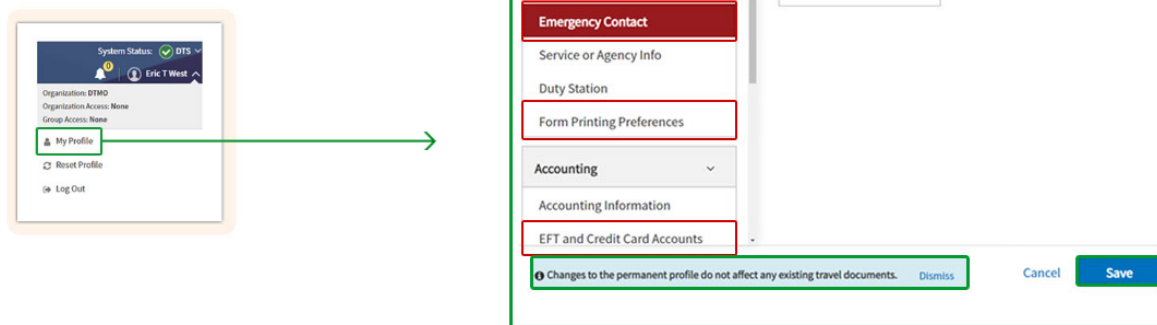




## Your Profile

The bottom part of the **DTS Login Information Tool** contains **My Profile**, where you can update certain personal information and preferences.

Mouse over the red highlighted areas in the picture below to see the common areas available to you.



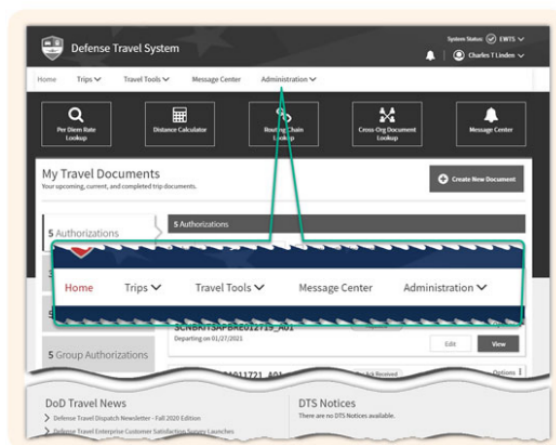
## Administrative Functions Toolbar

The Administrative Functions toolbar displays links and drop-down menus that offer navigation options and access to various DTS tools. The contents of the toolbar and of the drop-down menus available on it vary based on your permission levels, and accesses.

The tools in this section appear on every screen in DTS, and may include:

- **Home** – Brings you back to the DTS Dashboard
- **Trips**
- **Travel Tools**
- **Message Center** – Provides quick link to the links in the Additional Information section.
- **Administration**

On the following screens, you will learn more about the **Trips**, **Travel Tools**, and **Administration** menus on the Administrative Functions Toolbar.



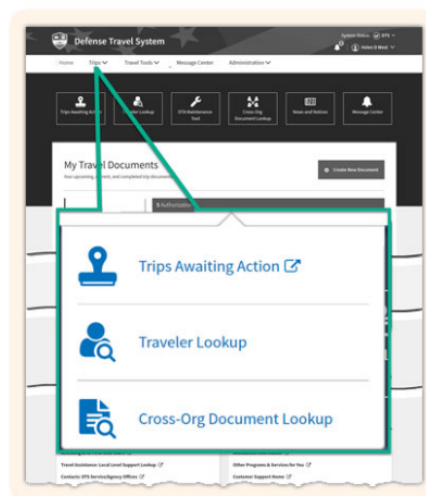


## Administrative Functions Toolbar – Trips Menu

The Trips drop-down menu may include:

- **Trips Awaiting Action\***: Used to access documents in the routing process, it is intended for use by Routing Officials (e.g., AO, ROs).
- **Traveler Lookup**: Used to find travel documents that belong to other people. It is intended for use by NDEAs and travel clerks.
- **Cross Org Document Lookup**: Used to find travel documents that used cross-organization funding, it is intended for use by those assigned to monitor cross-organization funding.

\*Depending on your DTS profile this drop-down menu function may not be available.



## Administrative Functions Toolbar – Travel Tools Menu

The Travel Tools drop-down menu always includes the same functions:

- **Distance Calculator**: Connects to the Defense Table of Official Distances to look up official en route mileage.
- **Government Meal Rate Table**: Connects to the DTMO website to look up the current Government meal rate.
- **Mileage Rates Table**: Connects to the DMTO website to look up the current DoD mileage rates.
- **Per Diem Rate Lookup**: Connects to the DMO website to look up the latest per diem rates.
- **Per Diem Rate Notes**: Connects to the DTMO website to see how per diem rates are calculated.
- **Routing Chain Lookup**: Used to look up an organization's available routing lists and see the personnel assigned to each.





## Quick Links

The third area on the DTS Dashboard is the Quick Links area. The link tiles in this area lead to the same place as various other tools available on the DTS Dashboard – they simply provide faster access to them. The Quick Links are only visible on the DTS Dashboard. Although nine tiles are available, you will only see five. Your DTS profile determines which of the available tiles are available. The full list of available options is:

- [Per Diem Rates Lookup](#)
- [Distance Calculator](#)
- [Routing Chain Lookup](#)
- [Trips Awaiting Action](#)
- [Traveler Lookup](#)
- [DTA Maintenance Tool](#)
- [Cross-Org Document Lookup](#)
- [Message Center](#)

Select each bulleted item to learn more about the **Quick Link** tiles.



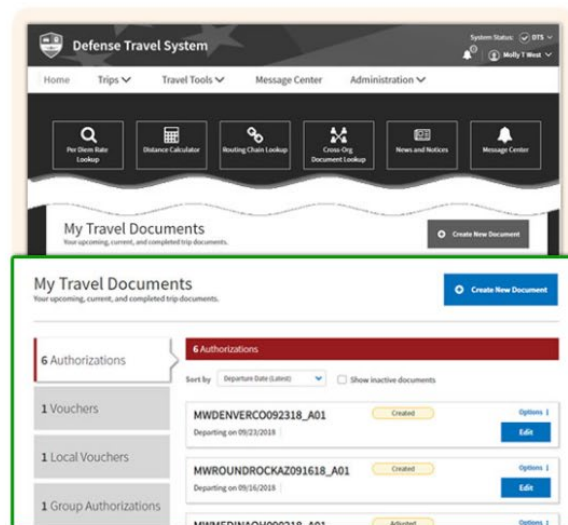
## My Travel Documents

The fourth area on the Dashboard is the **My Travel Documents** section. This section only appears in the DTS Dashboard, and only if you have a User/Traveler profile in DTS. If you have a User profile, this area doesn't appear. When it is present, it contains:

- [A Create New Document Button](#)
- [A Document Selector Bar](#)
- [A Travel Documents Display](#)

Select each bulleted item to learn more about the **My Travel Documents** section.

The **My Travel Documents** sections are covered in much more detail in web based training class **DTS 101**.





## DTS Pay Process:



### Authorization Process

In order to go on TDY, travelers need authorization from their organization. DTS not only coordinates all of the necessary approvals to go on travel, but also helps travelers book the necessary reservations to get to the TDY site.

Select each image to learn more about the major steps in the DTS authorization process.



### Voucher Process

Travelers submit a voucher to claim reimbursement for TDY expenses and to request payment of earned allowances. Travelers must submit a voucher within five working days of returning to their duty station.

Select each image to learn more about the major steps in the DTS voucher process.



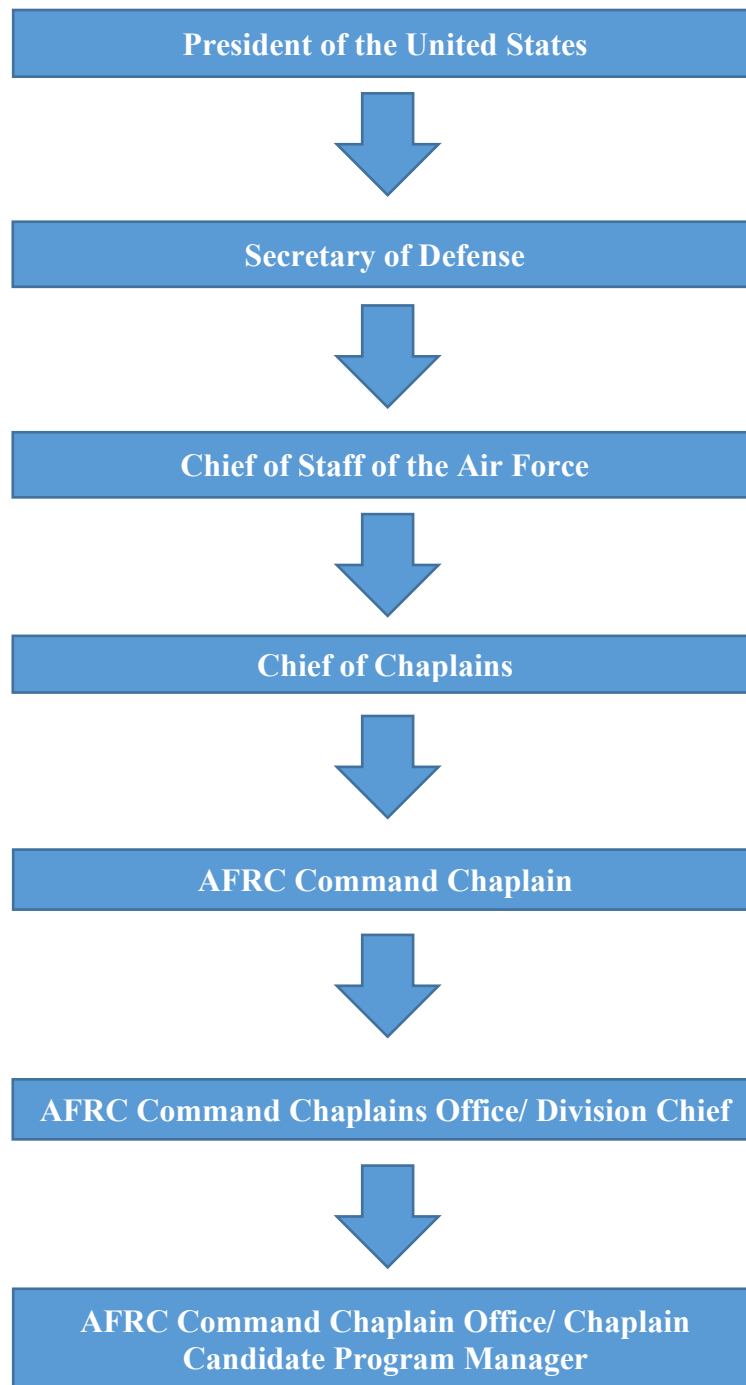
Note



## APPENDIX P: Air Force Chain of Command and Rank Structure






































[Top of the Document](#)

### UNITED STATES AIR FORCE CHAIN OF COMMAND






























































# ENLISTED INSIGNIA

Enlisted Paygrade	 Army	 Marine Corps	 Navy	 Air Force	 Space Force	 Coast Guard
	<p>Service members in paygrades E-1 through E-3 are usually either in some kind of training status or on their initial assignment. The training includes the basic training phase where recruits are immersed in military culture and values and are taught the core skills required by their service component.</p> <p>Basic training is followed by a specialized or advanced training phase that provides recruits with a specific area of expertise or concentration. In the Army and Marine Corps, this area is called a military occupational specialty; in the Navy it is known as a rate; and in the Air Force it is simply called an Air Force specialty.</p>					
E-1	Private	Private	Seaman Recruit (SR)	Airman Basic	Specialist 1 (Spc1)	Seaman Recruit (SR)
E-2	Private (PV2) 	Private First Class (PFC) 	Seaman Apprentice (SA) 	Airman (Amn) 	Specialist 2 (Spc2) 	Seaman Apprentice (SA) 
E-3	Private First Class (PFC) 	Lance Corporal (LCpl) 	Seaman (SN) 	Airman First Class (A1C) 	Specialist 3 (Spc3) 	Seaman (SN) 
E-4	Corporal (CPL)  Specialist (SPC) 	Corporal (Cpl) 	Petty Officer Third Class ** (PO3) 	Senior Airman (SrA) 	Specialist 4 (Spc4) 	Petty Officer Third Class ** (PO3) 
	<p>Leadership responsibility significantly increases in the midlevel enlisted ranks. This responsibility is given formal recognition by use of the terms noncommissioned officer and petty officer. An Army sergeant, an Air Force staff sergeant and a Marine corporal are considered NCO ranks. The Navy NCO equivalent, petty officer, is achieved at the rank of petty officer third class.</p>					
E-5	Sergeant (SGT) 	Sergeant (Sgt) 	Petty Officer Second Class ** (PO2) 	Staff Sergeant (SSgt) 	Sergeant (Sgt) 	Petty Officer Second Class ** (PO2) 
E-6	Staff Sergeant (SSG) 	Staff Sergeant (SSgt) 	Petty Officer First Class ** (PO1) 	Technical Sergeant (TSgt) 	Technical Sergeant (TSgt) 	Petty Officer First Class ** (PO1) 







































E-7	Sergeant First Class (SFC) 	Gunnery Sergeant (GySgt) 	Chief Petty Officer ** (CPO) 	Master Sergeant (MSgt) 	Master Sergeant (MSgt) 	Chief Petty Officer ** (CPO) 
				First Sergeant 		
<p>At the E-8 level, the Army, Marine Corps and Air Force have two positions at the same paygrade. Whether one is, for example, a senior master sergeant or a first sergeant in the Air Force depends on the person's job.</p> <p>The same is true for the positions at the E-9 level. Marine Corps master gunnery sergeants and sergeants major receive the same pay but have different responsibilities. All told, E-8s and E-9s have 15 to 30 years on the job, and are commanders' senior advisers for enlisted matters.</p> <p>A third E-9 element is the senior enlisted person of each service. The sergeant major of the Army, the sergeant major of the Marine Corps, the master chief petty officer of the Navy and the chief master sergeant of the Air Force are the spokespersons of the enlisted force at the highest levels of their services.</p>						
E-8	Master Sergeant (MSG) 	Master Sergeant (MSgt) 	Senior Chief Petty Officer ** (SCPO) 	Senior Master Sergeant (SMSgt) 	Senior Master Sergeant (SMSgt) 	Senior Chief Petty Officer ** (SCPO) 
	First Sergeant (1SG) 	First Sergeant 		First Sergeant 		
E-9	Sergeant Major (SGM) 	Master Gunnery Sergeant (MGySgt) 	Master Chief Petty Officer **** (MCPO) 	Chief Master Sergeant (CMSgt) 		Master Chief Petty Officer **** (MCPO) 
	Command Sergeant Major (CSM) 	Sergeant Major (SgtMaj) 	Fleet/Command Master Chief Petty Officer **** 	First Sergeant 	Chief Master Sergeant (CMSgt) 	Fleet/Command Master Chief Petty Officer **** 
E-9	Sergeant Major of the Army (SMA) 	Sergeant Major of the Marine Corps (SgtMajMC) 	Master Chief Petty Officer of the Navy (MCPON) 	Chief Master Sergeant of the Air Force (CMSAF) 	Chief Master Sergeant of the Space Force (CMSSF) 	Master Chief Petty Officer of the Coast Guard (MCPOCG) 































OFFICER INSIGNIA						
Officer Paygrade	 Army	 Marine Corps	 Navy	 Air Force	 Space Force	 Coast Guard
	<p>Warrant officers hold warrants from their service secretary and are specialists and experts in certain military technologies or capabilities. The lowest-ranking warrant officers serve under a warrant, but they receive commissions from the president upon promotion to chief warrant officer 2. These commissioned warrant officers are direct representatives of the president of the United States. They derive their authority from the same source as commissioned officers but remain specialists, in contrast to commissioned officers, who are generalists. There are no warrant officers in the Air Force.</p>					
W-1	<b>Warrant Officer 1</b> WO1 	<b>Warrant Officer 1</b> WO 	<b>USN Warrant Officer 1</b> WO1 	N/A	N/A	N/A
W-2	<b>Chief Warrant Officer 2</b> CW2 	<b>Chief Warrant Officer 2</b> CWO2 	<b>USN Chief Warrant Officer 2</b> CWO2 	N/A	N/A	<b>Chief Warrant Officer 2</b> CWO2 
W-3	<b>Chief Warrant Officer 3</b> CW3 	<b>Chief Warrant Officer 3</b> CWO3 	<b>USN Chief Warrant Officer 3</b> CWO3 	N/A	N/A	<b>Chief Warrant Officer 3</b> CWO3 
W-4	<b>Chief Warrant Officer 4</b> CW4 	<b>Chief Warrant Officer 4</b> CWO4 	<b>USN Chief Warrant Officer 4</b> CWO4 	N/A	N/A	<b>Chief Warrant Officer 4</b> CWO4 
W-5	<b>Chief Warrant Officer 5</b> CW5 	<b>Chief Warrant Officer 5</b> CWO5 	<b>USN Chief Warrant Officer 5</b> CWO5 	N/A	N/A	N/A



	<p>The commissioned ranks are the highest in the military. These officers hold presidential commissions and are confirmed at their ranks by the Senate. Army, Air Force and Marine Corps officers are called company grade officers in the paygrades of O-1 to O-3, field grade officers in paygrades O-4 to O-6 and general officers in paygrades O-7 and higher. The equivalent officer groupings in the Navy are called junior grade, mid-grade and flag.</p> <p>Naval officers wear distinctively different rank devices depending upon the uniform they're wearing. The three basic uniforms and rank devices used are: khakis, collar insignia pins; whites, stripes on shoulder boards; and blues, stripes sewn on the lower coat sleeves.</p>					
O-1	<b>Second Lieutenant</b> 2LT 	<b>Second Lieutenant</b> 2ndLt 	<b>Ensign</b> ENS 	<b>Second Lieutenant</b> 2d Lt 	<b>Second Lieutenant</b> 2d Lt 	<b>Ensign</b> ENS 
O-2	<b>First Lieutenant</b> 1LT 	<b>First Lieutenant</b> 1stLt 	<b>Lieutenant Junior Grade</b> LTJG 	<b>First Lieutenant</b> 1st Lt 	<b>First Lieutenant</b> 1st Lt 	<b>Lieutenant Junior Grade</b> LTJG 
O-3	<b>Captain</b> CPT 	<b>Captain</b> Capt 	<b>Lieutenant</b> LT 	<b>Captain</b> Capt 	<b>Captain</b> Capt 	<b>Lieutenant</b> LT 
O-4	<b>Major</b> MAJ 	<b>Major</b> Maj 	<b>Lieutenant Commander</b> LCDR 	<b>Major</b> Maj 	<b>Major</b> Maj 	<b>Lieutenant Commander</b> LCDR 
O-5	<b>Lieutenant Colonel</b> LTC 	<b>Lieutenant Colonel</b> LtCol 	<b>Commander</b> CDR 	<b>Lieutenant Colonel</b> Lt Col 	<b>Lieutenant Colonel</b> Lt Col 	<b>Commander</b> CDR 
O-6	<b>Colonel</b> COL 	<b>Colonel</b> Col 	<b>Captain</b> CAPT 	<b>Colonel</b> Col 	<b>Colonel</b> Col 	<b>Captain</b> CAPT 



O-7	<b>Brigadier General</b> BG 	<b>Brigadier General</b> BGen 	<b>Rear Admiral Lower Half</b> RDML 	<b>Brigadier General</b> Brig Gen 	<b>Brigadier General</b> Brig Gen 	<b>Rear Admiral Lower Half</b> RDML 
O-8	<b>Major General</b> MG 	<b>Major General</b> MajGen 	<b>Rear Admiral Upper Half</b> RADM 	<b>Major General</b> Maj Gen 	<b>Major General</b> Maj Gen 	<b>Rear Admiral Upper Half</b> RADM 
O-9	<b>Lieutenant General</b> LTG 	<b>Lieutenant General</b> LtGen 	<b>Vice Admiral</b> VADM 	<b>Lieutenant General</b> Lt Gen 	<b>Lieutenant General</b> Lt Gen 	<b>Vice Admiral</b> VADM 
O-10	<b>General</b> GEN 	<b>General</b> Gen 	<b>Admiral</b> ADM 	<b>General</b> Gen 	<b>General</b> Gen 	<b>Admiral</b> ADM 
	<b>General of the Army</b> (Reserved for wartime only) 	N/A	<b>Fleet Admiral</b> (Reserved for wartime only) 	<b>General of the Air Force</b> (Reserved for wartime only) 	N/A	<b>Fleet Admiral</b> (Reserved for wartime only) 

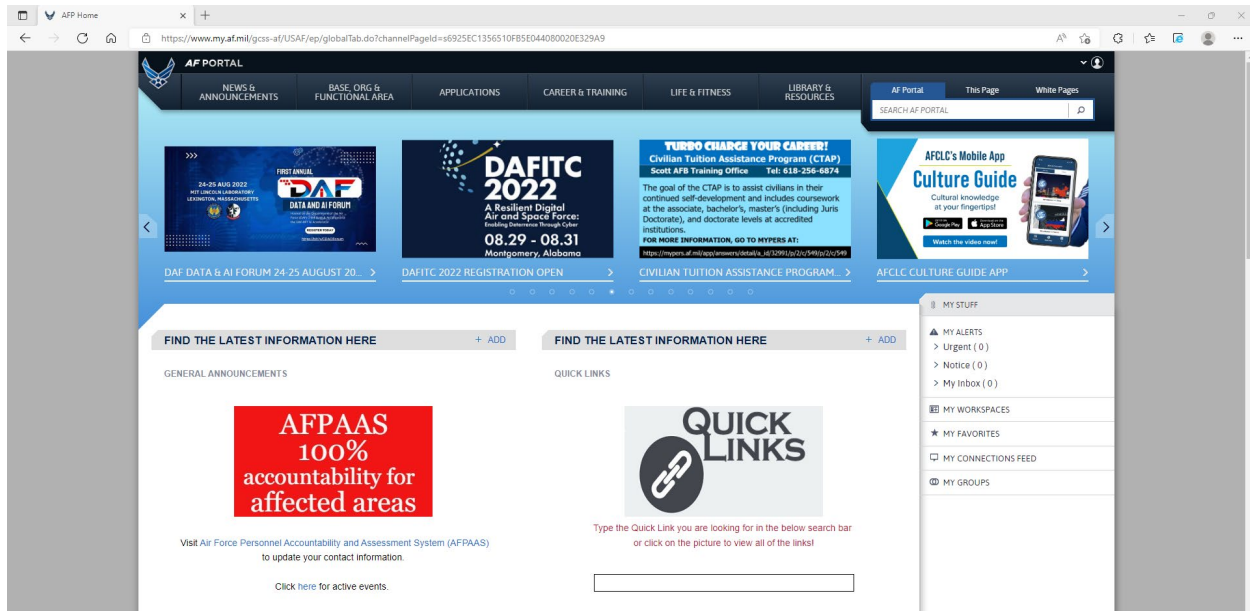
\*retrieved from [www.defense.gov](http://www.defense.gov)



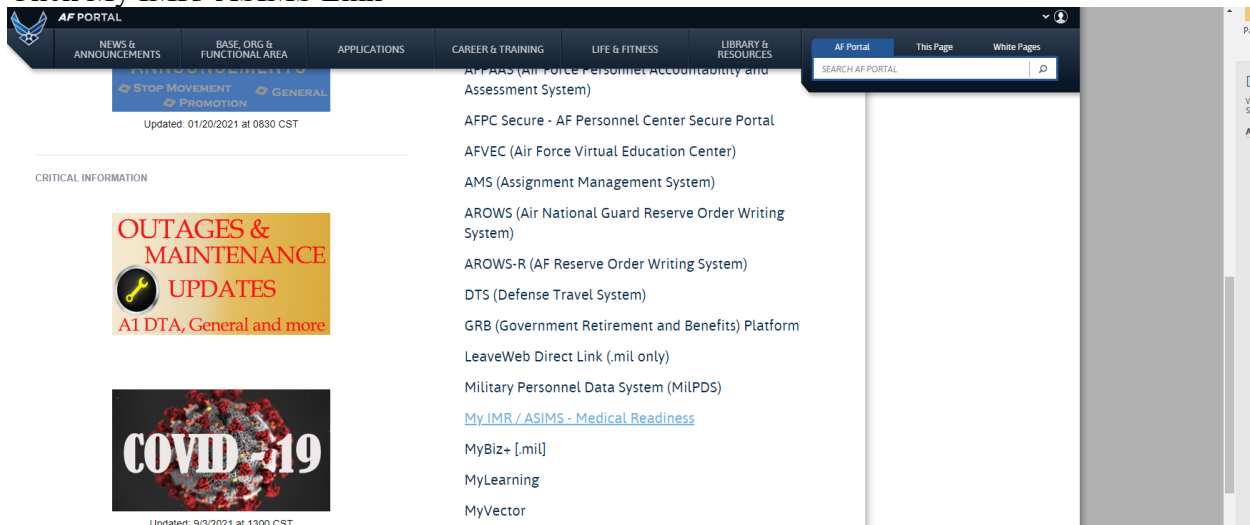
# APPENDIX Q: PHA INSTRUCTIONS

## [Top of the Document](#)

### Step 1: Access AF Portal

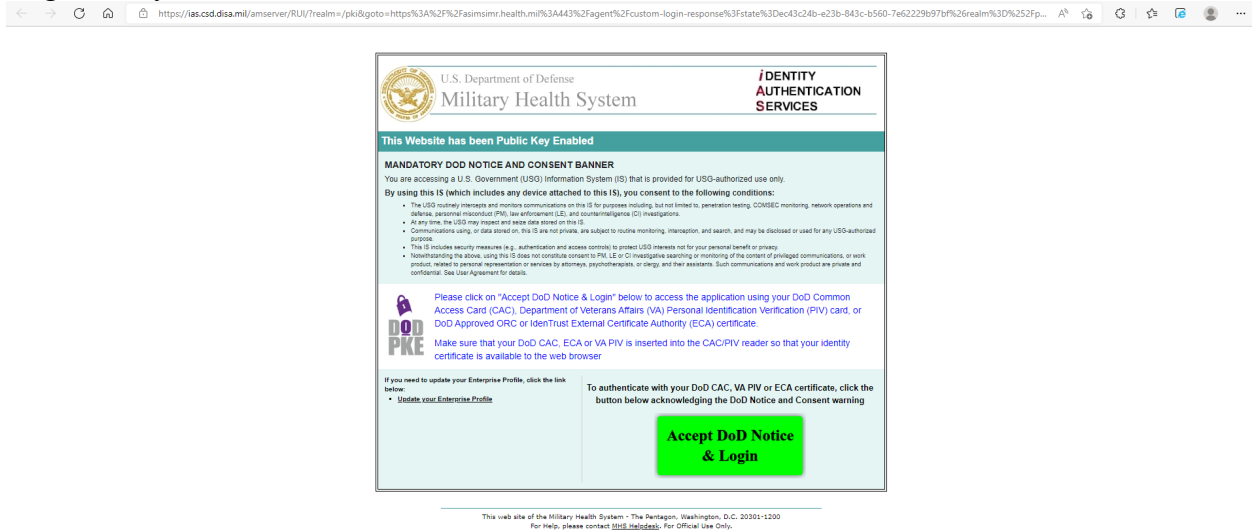


### Step 2: Click My IMR/ ASIMS Link





### Step 3: Log into My IMR



### Step 4: Click “Start New PHAQ”

### Step 5: Answer all questions and submit PHAQ

### Step 6: After completing your PHAQ schedule the required MHA interview by:

- Calling MTF Appointment desk at DSN: 497-7850 or Comm: 478-327-7850, select Option 1 and then select Option 5)
- Ensure that you have entered a valid/preferred phone number that you can be reached for the MHA interview.
- This is a Telephone interview ONLY. Therefore, if your appointment is scheduled during a duty period, ensure that your MHA appointment has been coordinated with your supervisor so that you have a quiet, private location without interruptions.
- Keep your scheduled appointment. Completion of the MHA interview with the medical provider is required to complete the PHA. Delays in your completion of this annual requirement may impact your IMR status.
- A provider will contact you at the appointed time using the number you validated. If you do not receive a call as scheduled, please call [DSN: 497-8457] for assistance.
- Failure to complete your PHA/MHA will result in a Non-Current medical readiness status and may result in notification to your Commander.
- For PHA questions please contact: (478) 327-8457 or DSN: 497-8457

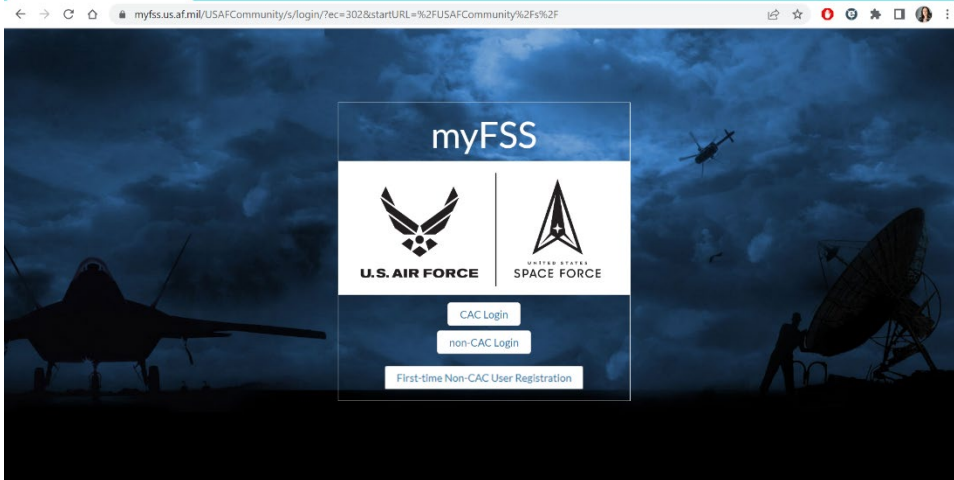
### Step 7: Once PHAQ and MHA are complete monitor My IMR for PHA Sign off by provider.



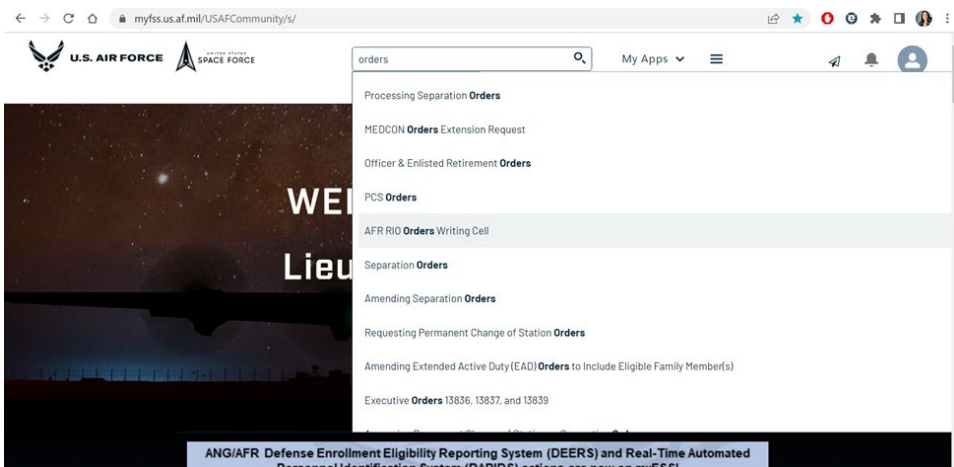
## APPENDIX R: Instructions For Creating Orders on myFSS

[Top of the Document](#)

Step 1: Access and Log into myFSS: <https://myfss.us.af.mil/USAFCommunity/s/>

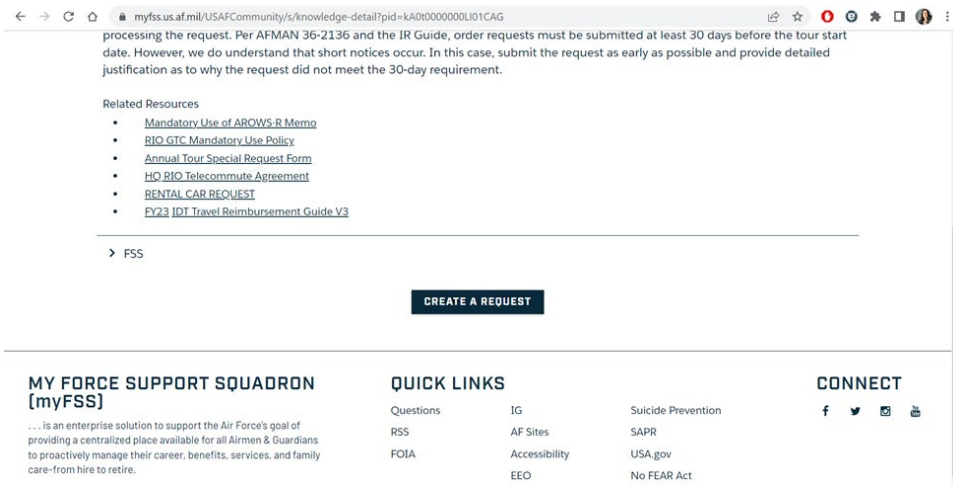


For myFSS access without a CAC please see appendix K

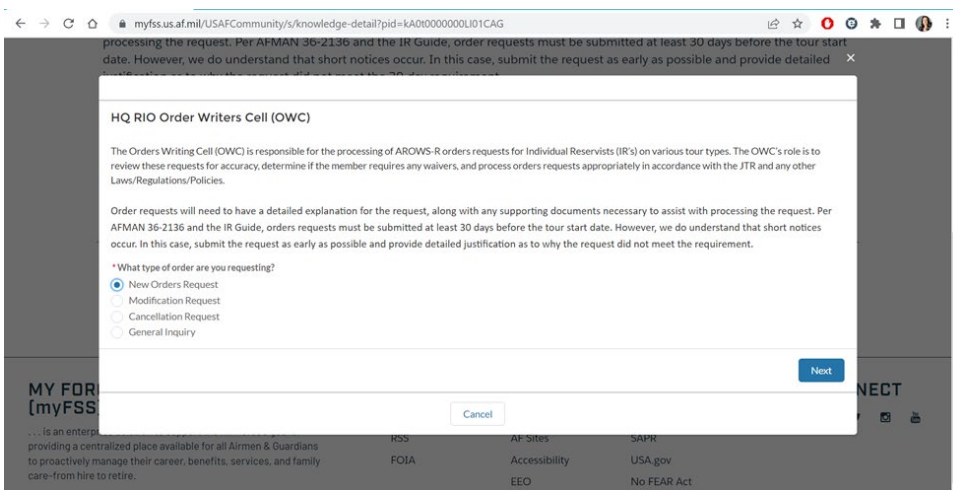


In the search box, type “orders” and click on **AFR RIO Orders Writing Cell**

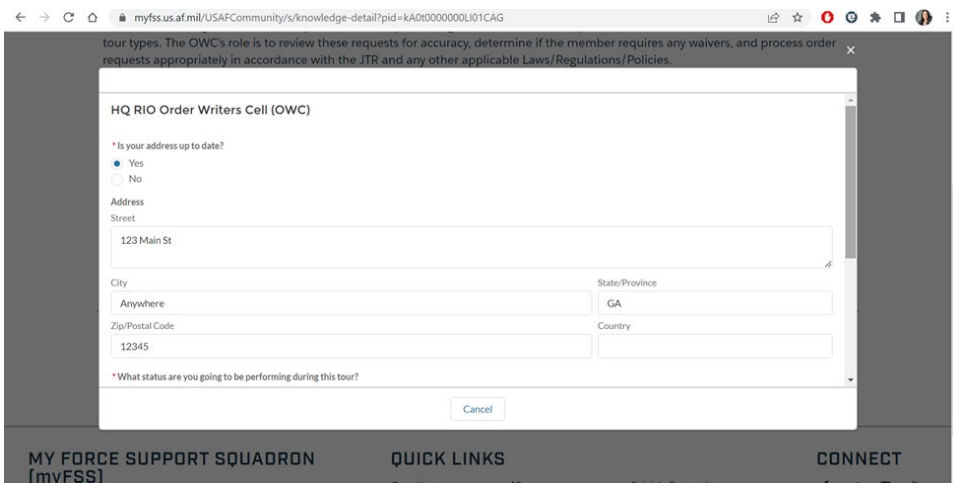




Click **CREAT REQUEST**



Select **New Orders Request**, click **NEXT**.



Select if address is up to date and provide address in the blank fields.



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Zip/Postal Code: 12345 Country: [Dropdown]

\*What status are you going to be performing during this tour?

- ☒ Individual Mobilization Augmentee (IMA)
- ☐ DoD Civ
- ☐ AGR/RegAF
- ☐ Participating Individual Ready Reserve (PIRR)
- ☐ Mobilization Assistant (MA) - 90GO

☒ By checking this box, I confirm that I have completed all readiness items required for this tour. I acknowledge that if any readiness items are not completed at the time of this application, processing of my order request could be delayed.

☒ By checking this box, I acknowledge that IAW AFMAN 36-2136, I have completed, scheduled and/or had my Annual Training waived prior to performing any other order type. This includes having my IDTs being performed, waived or scheduled in UTAPS WEB for the upcoming fiscal year before any order types being requested.

[Click here to download RIO CC Expectation Memo](#)

Previous Next

Cancel

Related Resources

- [Mandatory Use of AROWS-R Memo](#)
- [RIO-GTC Mandatory Use Policy](#)

Under the status question, select **IMA**.

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HQ RIO Order Writers Cell (OWC)

NOTE: Order requests will need to have a detailed explanation for the request along with the following documents included in the request for it to be processed. \*\*Fiscal limitations could impact when RPA/AT funded orders are processed\*\*

- Reporting Instructions - If Available/Provided
- Sanctuary Waiver - If Applicable (Not required for Annual Training)
- MAS Task ID - If an MPA Tour
- Funding Authorization Memo - If using funds other than RIO/Detachments
- Telecommute Agreement - If applicable (Member & Supervisor must sign prior to submitting)
- Download Rental Car Justification

\*I have been approved to telecommute for this tour

No

Select order Type:

Annual Training

IAW AFMAN 36-2136 and HQ RIO IR Guide AT order request must be submitted 31 May each FY. This is to ensure they are published by 30 June each year. (Submissions after 31 May, requires justification/explanation of the late request for approval. HQ RIO is the approval authority for the late AT submissions).

Cancel

Related Resources

- [Mandatory Use of AROWS-R Memo](#)
- [RIO-GTC Mandatory Use Policy](#)

In the drop-down menu select **NO** for telecommute and **ANNUAL TRAINING** for Order Type

U.S. AIR FORCE SPACE FORCE

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\*If special mission/training requirements require an IR to split AT (CONUS/OCNUS) or performing AT away from home station the IR must provide justification by submitting an Annual Training Special Request Form (ATSRF) and approved by their DET/CC.

NOTE: If Applicable, Members will need to complete the automated Annual Training Special Request Form (ATSRF), to include providing Active Duty Supervisor contact information within the ATSRF. Additionally, members should upload applicable Reporting Instructions.

☒ I certify that I have requested and received approval from my Active Duty Supervisor to perform this Annual training Tour.

\*Does your AT Request require an Annual Training Special Request Form (ATSRF)? Le Split AT and/or AT away from home station?

- ☒ Yes
- ☐ No

\*Supervisor Rank/Name

Brandon Markette

\*Supervisor Email

brandon.markette@us.af.mil

Please upload the following documents:

- Reporting Instructions (optional)

Cancel

Related Resources

- [Mandatory Use of AROWS-R Memo](#)
- [RIO-GTC Mandatory Use Policy](#)

Select **YES** to Special Request (AT tour away from home station)  
Add supervisor information.



myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t0000000U01CAG

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HQ RIO Order Writers Cell (OWC)

Subject: New Orders Request

\* For IMAs/PIRR's and DET AGR/Civilians, please select your Detachment. For RIO AGR's/Civilians and Active Duty assigned to HQ RIO, select HQ RIO:

Det 5

Member First Name:

Member Last Name:

Enter TDY Location Information

\* Report to:

☐ PDS/Home Station

☒ Other

\* Is this TDY OCONUS? (To include AK, HI, US Territories)

☐ Yes

☒ No

Cancel

Related Resources

- Mandatory Use of AROWS-R Memo
- RIO GTC Mandatory Use Policy

myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t0000000U01CAG

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\* Report to (Unit Name):

2 BW/HC

\* TDY Address:

123 Douhet Dr

\* TDY City/Installation:

Barksdale AFB

\* TDY State (Enter Abbreviation):

LOUISIANA

\* TDY Zip Code:

71110

Home Station: ROBINS AFB

Assigned Unit: [varPersonnelRecord.Unit\_Identification\_Code\_c]

Pascode: [varPersonnelRecord.PAS\_Code\_c]

\* Where are you deatline from?

Cancel

Related Resources

- Mandatory Use of AROWS-R Memo
- RIO GTC Mandatory Use Policy

Add base information.

myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t0000000U01CAG

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Search Knowledge Articles

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HQ RIO Order Writers Cell (OWC)

Enter TDY Information

\* Trip Duration:

12 hours or less

\* What is Travel Start Date:

Jul 3, 2023

\* TDY Initial Report Date:

Jul 4, 2023

\* TDY Release Date:

Jul 18, 2023

\* Travel End Date:

Jul 25, 2023

Cancel

Related Resources

- Mandatory Use of AROWS-R Memo
- RIO GTC Mandatory Use Policy

Add tour dates, if in conjunction with IDT-add the last day of IDT as your travel day.



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Search Knowledge Articles

My Apps

Jul 4, 2023

\*TDY Release Date

Jul 18, 2023

\*Travel End Date:

Jul 25, 2023

\*What is the mode of Transportation

Commercial Air

\*Departure Airport:

Atlanta

\*Arrival Airport:

Shreveport

Previous Next

Cancel

Related Resources

- Mandatory Use of AROWS-R Memo
- RIO GTC Mandatory Use Policy

Add additional travel information.

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Enter TDY Information

\* IDT in conjunction with TDY?

☒ Yes

☐ No

\* IDT in conjunction w/start date:

Jul 19, 2023

\* IDT in conjunction w/end date:

Jul 25, 2023

\* Do you require a Rental Car?

☒ Yes

☐ No

\* Do you have a GTCC

☒ Yes

☐ No

Cancel

Related Resources

- Mandatory Use of AROWS-R Memo
- RIO GTC Mandatory Use Policy

If applicable, select yes for IDT in conjunction with AT.  
Add IDT dates (make sure you have built these days in AROWS first)  
Select applicable YES/NO to rental car and GTCC questions.

Knowledge Home > Uncategorized > AFR RIO Orders Writing Cell

HQ RIO Order Writers Cell (OWC)

Annual Training Special Request Form

The Detachment Commander will consider approving split annual training and annual training away from home station on a case-by-case basis. Each request will be highly scrutinized based on annual requirements and cost. **NOTE: If splitting your AT within local corporate limits/commuting distance to duty station, this form is not required.**

- AFMAN 36-2136 states, "The primary purpose of AT is to provide individual and/or unit readiness training, but AT MAY support active component missions and requirements."
- Annual training approval authority for IMAs is the DET Commander. It also states "routine ATs are limited to NORMAL expenses incurred to send the IMA to their authorized training location. AT funding management is still the responsibility of the Detachment Commander's and they are held accountable for their misuse."
- "Split tours are a management tool allowing DET Commanders to split members AT when it is in the best interest of the Air Force. Use split AT only to accommodate special missions or training requirements."
- If the training requirement is at a location other than the unit of assignment/attachment, then the member may train at the alternate site if approved by the DET Commander. The tour should conform with the duty hours of the unit involved, and be scheduled to avoid loss of a productive day.

Based on this and due to budget constraints, the detachment has been tasked to manage annual training spending.

**NOTE: Annual Training is not to be used to attend courses, DT panels, and most conferences.**

Cancel

Related Resources

- HQ RIO Telecommute Agreement
- RENTAL CAR REQUEST
- FY23 IDT Travel Reimbursement Guide V3



AFR RIO Orders Writing Cell

HQ RIO Order Writers Cell (OWC)

Member First Name:

Member Last Name:

\* Type of Special Request

AT Away from Home Station

Initial AT Start Date: July 4, 2023

AT Initial End Date: July 18, 2023

NOTE: Only 1 travel day is normally authorized within CONUS, unless otherwise authorized/justified.

\* Are IDT's being performed in conjunction with the 1st part of tour?

☒ Yes

☐ No

\* All other comments/justification (Note: If you are doing IDT in conjunction with Split AT request, provide those dates/information in the justification/remarks area below):

Chaplain Candidate Internship Tour

Cancel

In the drop-down menu select **AT Away from Home Station**  
 Select applicable YES/NO  
 In the notes add **CHAPLAIN CANDIDATE INTERNSHIP TOUR**

HQ RIO Order Writers Cell (OWC)

Rental Car request Form

First Name:

Last Name: (!Get\_Personnel\_with\_RecordID.LastName)

Rank: (!Get\_Personnel\_with\_RecordID.RANK\_c)

AT Start Date: July 4, 2023

AT Initial End Date: July 26, 2023

\* Type of Tour

AT

\* Do you reside within commuting distance of your duty station? \*\*Members residing within 400 miles of their duty station may not be eligible for a rental car

☐ Yes

☒ No

\* Justification for Rental Car: \*\*Please annotate the justification for the rental car in the box below. If applicable, include justification for any rental vehicle class other than compact.

Approved for Chaplain Candidate Internship Tour

Cancel

Select **AT** for type of tour.  
 Justification: Instructed by Chaplain Candidate Program Manager to obtain rental car

Please mark yes or no to the following questions:

\* Is gov't transportation available from the airport:

☐ Yes

☒ No

\* Will on-base lodging be available:

☒ Yes

☐ No

\* Is a base taxi/shuttle available:

☐ Yes

☒ No

\* Is a U-drive base vehicle available:

☐ Yes

☒ No

\* Additional Comments/Concerns:

N/A

Cancel



Respond to the **YES/NO** questions accordingly.

myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t0000000U01CAG

processing the request. Per AFMAN 36-2136 and the IR Guide, order requests must be submitted at least 30 days before the tour start date. However, we do understand that short notices occur. In this case, submit the request as early as possible and provide detailed

**HQ RIO Order Writers Cell (OWC)**

**Submit New AROWS-R Request**

**PLEASE READ before you submit your orders request!**

Once you submit this form, the following will steps will be taken by the OWC:

- The OWC will contact you with any questions or requests for additional documentation.
- The OWC will review the orders request and create your orders in AROWS-R using the information provided here.
- Once the OWC has initiated your orders in AROWS-R, you'll be able to track the status via [AROWS-R](#).

For requests submitted **45** or more days prior to the start date, you can expect to see the orders **routing** in AROWS-R roughly **3 to 4 weeks** prior to the start date.

For requests submitted **30-44** days prior to the start date, you can expect to see the orders **routing** in AROWS-R within **2 to 3 weeks** prior to the start date.

**Any request submitted 30 or fewer days prior to the start date will require late submission justification.**

Cancel

**MY FOR [myFSS]**

... is an enterprise providing a centralized place available for all Airmen & Guardians to proactively manage their career, benefits, services, and family care—from hire to retire.

FOIA Accessibility EEO USA.gov No FEAR Act

myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t0000000U01CAG

processing the request. Per AFMAN 36-2136 and the IR Guide, order requests must be submitted at least 30 days before the tour start date. However, we do understand that short notices occur. In this case, submit the request as early as possible and provide detailed

**HQ RIO Order Writers Cell (OWC)**

**Submit New AROWS-R Request**

**PLEASE READ before you submit your orders request!**

request.

- If everything is complete, click the submit button below.

**NOTE: After you submit your request, go to your MyFSS profile and make sure the email addresses listed are those you check regularly!**

\* Is your request less than 30 days prior to the tour start date?

☐ Yes

☒ No

**NOTE: provide any additional information to assist with processing your request in the comments area below:**

Add comments here:

Click Submit to send your request to HQ RIO OWC.

Previous Submit

Cancel

**MY FOR [myFSS]**

... is an enterprise providing a centralized place available for all Airmen & Guardians to proactively manage their career, benefits, services, and family care—from hire to retire.

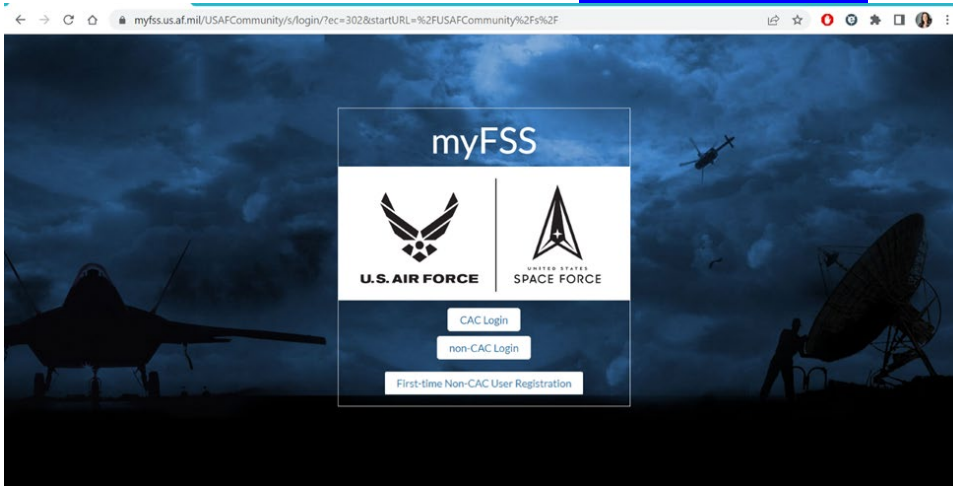
FOIA Accessibility EEO USA.gov No FEAR Act

Select **YES/NO** accordingly.  
Add **COMMENTS** if needed.  
Click **SUBMIT**

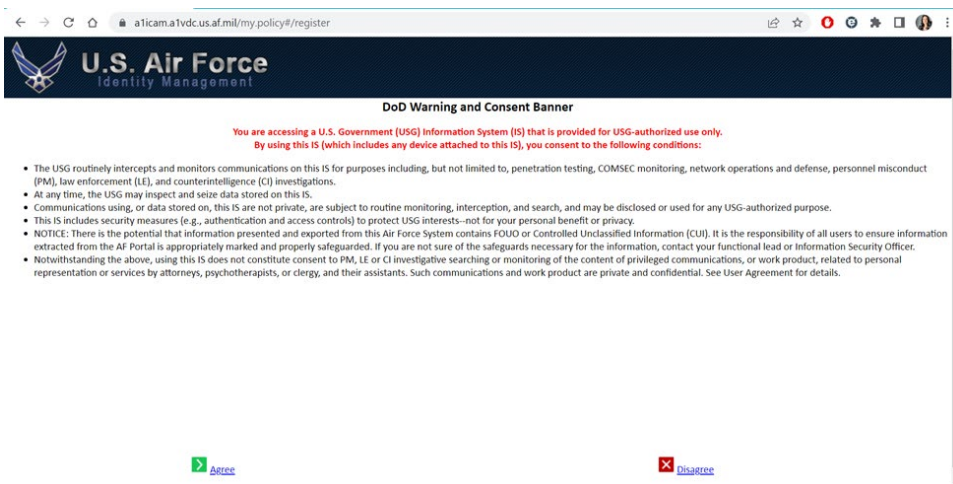


# APPENDIX S: Instructions For Creating myFSS Account

## [Top of the Document](#)



To access myFSS go to: <https://myfss.us.af.mil/USAFCommunity/s/>  
If you have a CAC and CAC reader, insert your CAC and click on **CAC LOGIN**, follow prompts.  
If you do not have a CAC, Select **FIRST-TIME NON-CAC USER REGISTRATION**

A screenshot of a web browser showing the 'Self-service Registration' form. The form is titled 'Self-service Registration' and has a subtitle 'Submit the following form to register.' Below this, there are three input fields: 'First Name' (with the value 'John'), 'Last Name' (with the value 'Chaplain'), and 'Email' (with the value 'chappy@gmail.com'). Below these fields is a section titled 'Verification Information'. This section contains a paragraph of text: 'AUTHORITY: 5 U.S.C. 552a, Records maintained on individuals and Executive Order 9397 (SSN), as amended. PURPOSE: To verify customer identity. Disclosure: Voluntary. However, failure to disclose or provide the SSAN or DoD Id Number in required fields may prevent account creation.' Below this text are two input fields: 'Personal Identifier' (a dropdown menu with 'Social Security Number' selected) and 'Date of Birth' (with the value '01/01/2001').

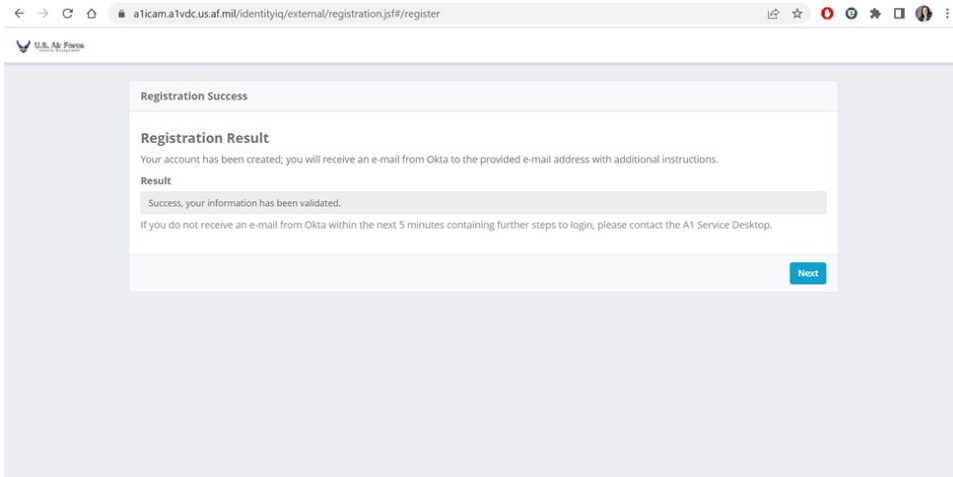


Add your information.

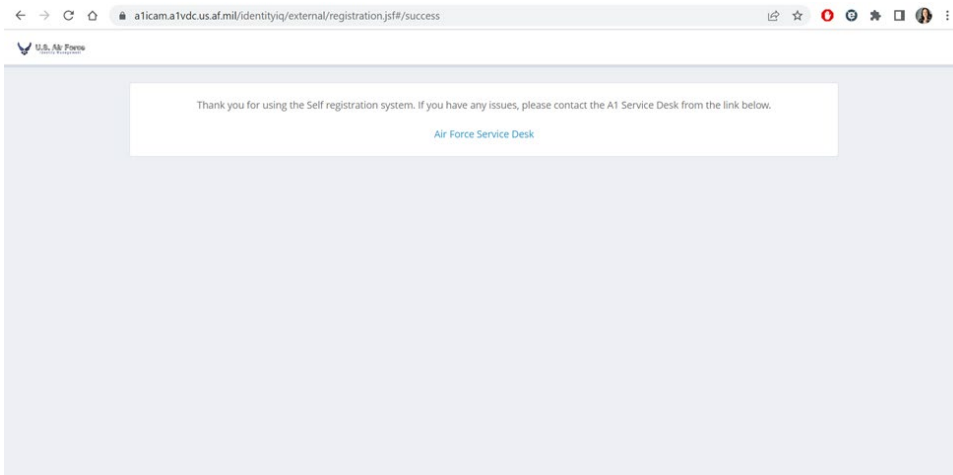


A registration form for a Social Security Number (SSN). It consists of three input fields. The first field is labeled 'Social Security Number 123' and contains three asterisks. Below it, a prompt says 'Please enter the first three numbers of your SSN'. The second field contains '45' and two asterisks, with a prompt 'Please enter the two numbers in the middle of your SSN'. The third field contains '6789' and four asterisks, with a prompt 'Please enter the last four numbers of your SSN'. At the bottom left is a 'Cancel' button, and at the bottom right is a blue 'Register' button.

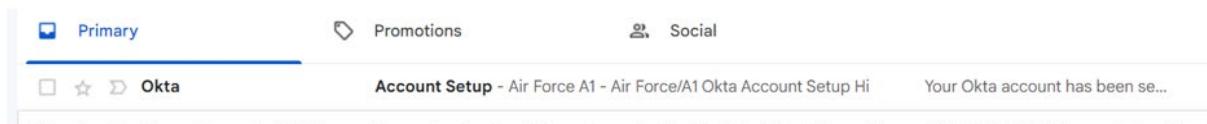
Click **REGISTER**



A screenshot of a web browser showing a 'Registration Success' page. The browser's address bar shows 'a1icam.a1vdc.us.af.mil/identityiq/external/registration.jsf#/register'. The page has a 'U.S. Air Force' logo in the top left. The main content area has a title 'Registration Success' and a sub-header 'Registration Result'. Below this, it says 'Your account has been created; you will receive an e-mail from Okta to the provided e-mail address with additional instructions.' Under a 'Result' section, a message states 'Success, your information has been validated.' and another line says 'If you do not receive an e-mail from Okta within the next 5 minutes containing further steps to login, please contact the A1 Service Desktop.' A blue 'Next' button is located at the bottom right of the message box.



A screenshot of a web browser showing a 'Thank you' message. The browser's address bar shows 'a1icam.a1vdc.us.af.mil/identityiq/external/registration.jsf#/success'. The page has a 'U.S. Air Force' logo in the top left. A central message box says 'Thank you for using the Self registration system. If you have any issues, please contact the A1 Service Desk from the link below.' Below the message is a blue link labeled 'Air Force Service Desk'.



A snippet of an email inbox. The top bar shows 'Primary', 'Promotions', and 'Social' tabs. Below, an email from 'Okta' is visible. The subject line is 'Account Setup - Air Force A1 - Air Force/A1 Okta Account Setup Hi'. The preview text says 'Your Okta account has been se...'. The email is marked with a star and a 'D' icon.

You will receive an email like the one above. Make sure to check Spam/junk folder.



## Air Force A1 - Air Force/A1 Okta Account Setup

Hi \_\_\_\_\_

Your Okta account has been setup or reactivated by your system administrator. To access the system, you will need to download the Okta Verify app on your smartphone or tablet.

Follow the steps below:

- 1) Open the app store on your smartphone or tablet (e.g., Apple App Store or Google Play Store)
- 2) Search for the Okta Verify app and download it
- 3) Launch / open the app and follow the instructions
- 4) At the Add Account / Choose Account Type screen, select Organization
- 5) Click on the link [below](#)
- 6) Follow the on screen instructions
- 7) Locate the QR Code displayed on the screen and scan it with the Okta Verify app (Step 4)
- (Note: You may need to allow Okta Verify access to your mobile device camera)
- 8) Continue to follow the app instructions

If you are unable to complete the steps or need help, please call us at 1-800-525-0102

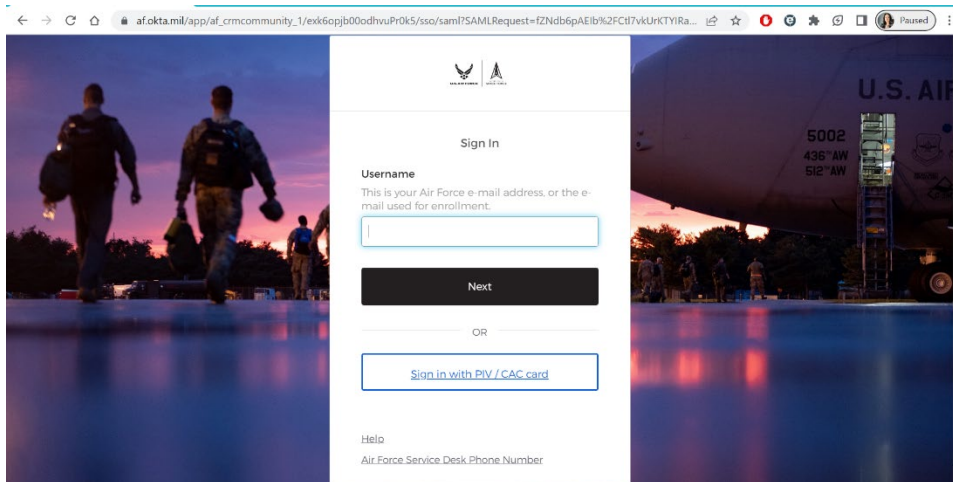
Click this link to setup the account for your username,

Reset Account

This link expires in 2023-06-01 19:39:07.0.

If you experience difficulties accessing your account, send a help request to your administrator:

Follow the prompts using the link provided.



Go back to the homepage and login to your account.