

VIRTUAL RSD: PLANNING AND EXECUTION GUIDE (MAY EDITION)

LIMIT ALL EVENTS TO UNCLASSIFIED DISCUSSIONS/INFORMATION ONLY!!

Commanders, Supervisors, Airmen:

Please follow this step-by-step guide carefully.

As you know, **COVID-19 has forced us to postpone both our April and May Regularly Scheduled Drills (RSDs)**. For the majority of our Airmen that means rescheduled RSDs for later in the year as things return to normal. However, given the environment caused by COVID-19, **we will reach out to all of our Airmen monthly through their direct supervisors to check on their well-being**. Commanders are responsible for ensuring 100 percent contact. As we do this, we will also **make non-live, virtual April-May drill periods optional** for all Airmen with more immediate reasons to participate. We will continue to **inform them on the potential for voluntary and involuntary State Active Duty (SAD)** as part of COVID-19 response and provide/receive other pertinent information by polling each member with a series of questions.

Regardless of duty status choice (rescheduled or virtual), the Wing has posted valuable information and help guides on the Wing's public website and the Wing App to allow everyone to get caught up on current events...and to navigate the Virtual Drill if they opt to use it.

As we progress into June and if we find ourselves still under the guidelines of social distancing, we may consider other options for RSD weekend events. There are several logistics hurdles to sort out to make a more interactive option possible, so we are sticking to a user-driven format for the April-May RSD periods. **For now, please follow the guidance below to reach out to 100% of your Airmen.**

100% Contact Guide / RSD Planning and Execution:

- **First action:** Decide/rate what option(s) among the three available RSD options provides each Airman the greatest to the least training value. Be prepared to discuss those options to help guide prudent decisions based on both your supervisory determination and the Airman's availability/capability to perform those options
- **Second action:** Supervisors contact all Airmen and ask the following questions. Record answers on the 100-Contact Log-May UTA spreadsheet. **Since this is a follow-on call for May, please note some changes have occurred to the April questions:**
 - Are you receiving AtHoc messages from the Wing?
 - If no, troubleshoot and resolve contact information
 - Are you able to access additional information via the Wing website and App to receive a Commander's update, virtual RSD guidance, and further information?
 - If no, guide them to this public information at: <https://www.171arw.ang.af.mil/> or app download on App Store (Apple) or Google Play (Android)
 - We may be mailing you information and tools to better assist you with completing required RSD activities. Is your address on file current?
 - If not current, note current mailing address on the spreadsheet
 - You now have **three** potential RSD options to choose from. When choosing, please consider where you can get the most training and readiness value and work closely with your supervisor on making a determination (*Note: CCs, Chiefs and supervisors should exclude the third on-location option, if beyond commuting distance or if social distancing and/or training value cannot be achieved. Consider that we are already teleworking to create social distancing. On-location attendance should not undermine that same objective of social distancing!*)

- **Option 1:** Reschedule RSD for later in the year (an additional drill weekend may be added to the schedule to help accommodate this—TBD)
 - **Option 2:** Complete a virtual RSD under their own timeline to achieve up to four RSD periods during the month of May and another four under the month of April
 - If yes, member and supervisor must submit ANGI 36-8001 Attachment 2 ANG Telecommuter Work Agreement ASAP. (Located on the Wing public site)
 - Once all are received, 171st leadership will complete Attachment 3 *Commander's Authorization for Off Base Duty*
 - **Option 3:** If training dictates and social distancing requirements can be met, you may also have the option to complete RSD at the wing during the normal work week; you will be medically screened at the front gate and must have a mask on your person. **Under no circumstances should you report if you are flu/COVID symptomatic or under any form of self-isolation due to potential or actual exposure to someone that is a presumed or verified positive for COVID-19.**
 - Which of these three April-May RSD option do you choose: (Reschedule, virtual, or on-location during the week)?
 - How are you and your family?
 - Document any significant issues for follow-up by **Family Readiness** (non-COVID related) or **Public Health** (COVID-related)
 - Do you have any questions?
- **Third action:** Supervisors report *100-Contact Log – May UTA* spreadsheet through Chiefs to CSS/admin staff for consolidation and forward to the unit commander
 - **Fourth Action:** For Airmen opting to reschedule, code them as “R” for the RSD. For remaining Airmen that elect to complete the virtual or on-location RSD:
 - Supervisors set goals: consult UTM, MDG for info on due/overdue medical readiness/training requirements; use the UTM, MDG info, menu of coursework/tasks below to set goals for Airmen
 - Some items are mandatory (below); the rest are tailorable to each Airman or duty section
 - Each goal has a time-factor associated with it. Four hours completed activities = one RSD period for up to a total of four periods per month = 16 hours = fully completed RSD; members have the option to complete makeups for both April and May
 - Those requiring immediate RSD period completion—supervisors work that planning first
 - Afterwards, plan for the remaining Airmen with more flexible schedules during the month of May
 - Supervisors may simplify planning by assigning similar tasks by work center; however, individual planning provides an opportunity to tailor training, readiness and work activities down to each Airman’s specific needs (as identified by UTM, MDG, supervisors, trainers)
 - **Fifth action:** Supervisors collect completion documentation (completed/signed *171 ARW Training Log*, training certificates, turned in EPRs/OPRs, etc…) and validate credit for each Airmen with the proper RSD periods for work completed (by signing the *171 ARW Training Log* and submitting a 105S) to their CSS’s. If an electronic 105S with AROWS signature isn’t possible, paper copies are acceptable; AROWS is highly encouraged, if feasible. Please complete the *171 ARW Training Log* for both the virtual and on-location RSDs (or any combination of the two, which is also permissible—flexibility!
 - **Fifth action:** Supervisors report “mission complete” up the chain of command to the unit commander at the following intervals:
 - 1) 100% contact is achieved
 - 2) 100% either marked “R” or scheduling is set for those opting for virtual or weekday RSD

- 100% of planned objectives are met for those completing the virtual RSD. Unit/CCs keep Group/CCs apprised on progress.
-

Again, each Airman and Supervisor should discuss these options and maximize the training value of this non-standard way of conducting RSD. Flexibility is the key to success. Work with your Airmen based on their availability and ability to access information in order to make the most of these non-standard RSDs.

The *Training Log* is provided to simplify the documentation workload on supervisors. **Integrity matters to completion. The log includes a signature block where Airmen will affirm having completed the training and supervisors will verify. False statements are punishable under PCMJ Title 51** as annotated near the signature block.

VIRTUAL/WEEKDAY RSD: TRAINING AND CONNECTIVITY OPTIONS

Note: The entirety of training options is now located on a separate spreadsheet called: 171st ARW Curriculum List. Info below outlines priorities and methods for virtual performers to connect.

Mandatory Requirements: These items are must-do activities/credit completed at the beginning of the 16-hour block

- **May 2020 Virtual Wing Commander's Call:** All virtual schedules will include time to view—located on the Wing public page and Wing App
- **PA State Active Duty (SAD 101) (30 Min) if not completed previously** —located on the Wing public page and Wing App
- **Technology time** (Virtual RSD only): credit Airmen with 30 minutes per RSD periods (up to two hours per full drill) of creditable time for navigating technology in support of completing the virtual drill option (**2 hr**)
- **Commander/1st Sgt/Supervisor administrative time:** Those with supervisory responsibilities will use this creditable time to properly annotate training records/provide reports back up to leadership on Airman performance (**1 hr**)
 - *For training documentation, supervisors will complete the Training Log (MS Excel) listing members and what training was completed. The UTM/Commander-designated person will later use these to update ARCNET, etc....*

Priority Requirements: Case-by-case based on supervisor, UTM and MDG feedback; examples:

- **Medical requirements:** Members requiring a PHAQ , MHA or PHA will complete via phone or online and return to MDG—see instruction on the Wing public page and Wing App (**30 min/each**)
- **EPRs/OPRs:** Most-late reports come first! (<https://mypers.af.mil/>) (**2 hr per completed EPR/OPR**)
- **Awards and Decorations:** Recognize those that are deserving! (**2 hr per decoration**)
- **MICT / IGEMS:** Close these out (**Completion times are event-driven**)
- **UEI Survey:** <https://www.surveymonkey.com/r/171ARW20> (**30 min**)

Additional Options:

- **Chapel Service:** Optional for members
- **Specified AFSC training:** Supervisor-identified options as annotated on the *Training Log*
 - Example: Career-field specific CBTs found in ADLS Gateway, click on career-field (generates a certificate) (**time is measured by course**)

- **Outlook Web Access (Email):** <https://web.mail.mil/> for supervisor/Airman communications/creditable assignments (**Requires a CAC reader**)

CAC Enabled Training: The 171st Air Refueling Wing is working toward purchasing CAC readers for all members who were identified last month as needing a CAC reader. Having current addresses is key to timely distribution

Thank you for your diligence and patience as we try continue through this time of social distancing. **Please document issues for continuous process improvement going forward.**