

United States Air Force Reserve

Integrity - Service - Excellence

Individual Reservist Roles & Responsibilities

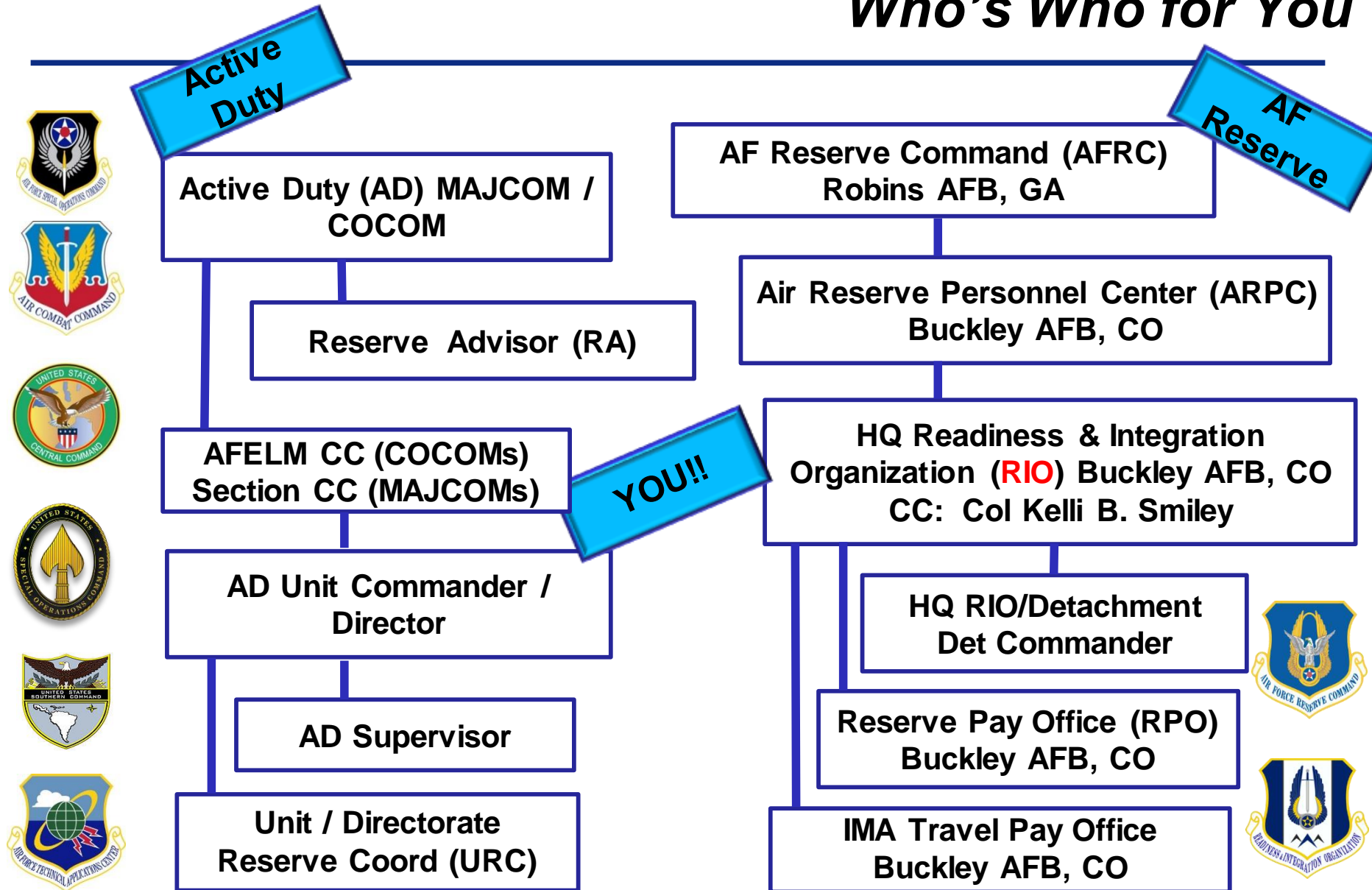


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RESERVE

22 May 2018

- **What is an IR?**
- **Who's Who**
- **OPCON/ADCON**
- **Responsibilities**
- **IR Survival Tips**
- **Common AFIs**
- **RIO Resources**
- **Quick Reference**

Who's Who for You



***Responsibilities
Defined***

AFI 36-2629, para 2.18

- **Management of MAJCOM/COCOM assigned/attached IRs**
- **Execute IMA end-strength based on funded authorizations**
- **Process gains, losses, leveling actions**
- **Monitors Fiscal Year participation**
- **Approval authority for participation & sanctuary waivers**
- **Publish orders in AROWS-R, with limited VOCOs**
- **Manage Reserve Personnel Appropriations (RPA) budget (AT, IDT, School, ADT, etc)**
- **Advise & coordinate on Line Of Duty determinations**
- **Coordinate & assist AD commanders with mobilization, formal training & personnel programs**
- **Review & coordinate on Special Trophies & Awards**
- **Provide IR readiness oversight**

Commander/Directors Responsibilities

AFI 36-2629, para 2.24

- **Designate a Primary & Alternate Unit Reserve Coordinator (URC) in writing**
- **Submit manpower changes to A1/J1**
- **Command Authority over assigned IRs**
- **Participation management**
- **Quality force actions, to include discipline**
- **Process UIF actions & provide Detachment a copy**
- **Make Line Of Duty recommendations**
- **Ensure IR's supervisor is updated in MilPDS, feedbacks/evals are done & IRs are considered for decs**
- **Ensure Commander's programs are conducted for IRs**
 - **Physical Fitness, Drug Testing, Government Travel Card, Family Care, Annual PHA/Dental Exam, Security Clearance, Upgrade Training, & Recall Roster**

AFI 36-2629, para 2.27

- **Responsible for readiness of assigned IRs**
- **Accomplish feedback & evaluations (same as AD)**
- **Manage IR participation**
 - **Use UTAPSWeb to documents IDTs**
- **Ensure IR meets DAFSC training requirements**
 - **Evaluate & certify as required**
- **Submit recommendations for Promotions & Awards/Decs when eligible & appropriate**
- **Maintains recall rosters for assigned IRs**
- **Counsel on developmental opportunities**
- **Ensure duty title changes are submitted to Det using AF 2096**

Unit Reserve Coordinator (URC) Responsibilities

AFI 36-2629, para 2.26

- **Unit/Directorate focal point for IR concerns**
- **Complete initial & recurring training with RIO Force Management**
- **Maintain IR management folders (may be electronic)**
- **Maintain continuity data (may be electronic)**
- **Review management products & work within organization as required (i.e. alpha roster, OJT, readiness, etc.)**
- **Ensure IR & supervisor are aware of their responsibilities**
- **Ensure new IRs complete unit in-processing (same as AD)**
- **Ensure IRs complete readiness requirements, assist with appointment scheduling if needed**
- **Maintain recall roster/accountability at all times (even when not on duty)**
- **Ensure rater changes are sent to AD MPS for update in MilPDS**

AFI 36-2629, para 2.28

- **Comply with readiness requirements (Medical, Dental, Fitness, AFSC training, Security Clearance)**
- **Schedule IDTs in UTAPS NLT 15 Aug for the upcoming FY**
- **Submit AT in AROWS-R NLT 31 May or each year**
- **Ensure compliance with military standards (dress/appearance, physical fitness & training standards)**
- **Maintain family care arrangements with AF First Sergeant**
- **Complete mandatory training within prescribed time limits**
- **Report a disease, injury or hospitalization not previously reported to the commander, supervisor or MTF**
- **Update systems & keep AD chain of command & Det aware of changes in mailing address & any physical condition or other factors that may affect immediate availability of IR for active military service**

AFI 36-2629, para 2.21

- **MPS Specific (same POCs as Active Duty)**
 - **Provide casualty assistance IAW AFI 36-3002**
 - **Customer Support**
 - **Update Dependent information in DEERS**
 - **Prepare ID cards for IR & family members**
 - **Accomplish/distribute SGLI**
 - **The Airman & Family Readiness Center provides TAP briefings**
 - **MPS (same POCs as Active Duty)**
 - **Ensure PSMs provide MilPDS IR access to MPS**
 - **Provide base level products as required to commanders**
 - **Career Development – Officer Promotions**
 - **Provide commanders with eligibility lists for position vacancy & mandatory boards**
 - **Provide OPB, PRF notices & ROPs to Senior Raters**
 - **Monitor additions, deletions & senior rater ID changes**
 - **Notify commanders with results**

Force Management

- **Evaluations**
 - **Update rater changes**
 - **Ensure evaluation due dates are correct/updated as necessary (contact APRC if needed)**
 - **Provide management rosters to commanders**
 - **Review & forward completed evaluations to APRC for PRDA & MiLPDS update**
 - **Request feedback notices / evaluation shells**
- **Decorations**
 - **Provide décor 6 to unit as requested**
 - **Process decoration just like AD decorations & provide signed decoration/order to Unit and/or IR**

AFI 36-2629, para 2.21

- **Manage IR training IAW AFI 36-2101, 36-2254V1 & 2**
- **Coordinate training related issues with Det**
- **Provide upgrade training status to Det**
- **Complete CDC Course Request form via myPers online request process**
- **For AFSC changes/updates - initiate AF 2096 / obtain signatures / send completed form to Det for further processing & update**

Military Treatment Facility (MTF)

Responsibilities

AFI 36-2629, para 2.23

- **Administer PHA, dental exams, immunizations, labs & update in the Medical systems**
- **Verify IRs are in duty status at the appointment time of PHAs, treatment & immunizations**
- **Initiate medical LOD determinations on IRs when required**
- **Include IRs in the Deployment Availability Working Group (DAWG)**
 - **Track fitness assessment medical exemptions for IRs & take appropriate action per Unit Fitness Monitor/CC request**
- **Complete narrative summary for IRs with pending fitness for duty/medical evaluation board actions**

- **Be “value added” to your active duty unit/command**
 - **Immediately contact & establish rapport with unit & Det; check in regularly**
 - **Complete end of tour duty reports following each tour & provide copy to URC & supervisor**
 - **Ask for performance feedback/ACA, know when your eval closes-out & provide rater a draft**
- **Always be ready**
 - **Know your readiness requirement due dates & schedule IDTs/AT accordingly, points only as last resort**
 - **Review ARCNet Readiness Report monthly**
 - **Maintain job proficiency & attend training sessions offered by unit/AFRC**
- **Be the master of your domain – Citizen Airman**
 - **READ ARCNet messages, Det & Unit correspondence & take action as directed**
 - **Understand & use UTAPSweb, AROWS-R, DTS, ARCNet, myPers, vPC, vMPF, PRDA**
 - **Know the deadlines for IDT scheduling (15 Aug) & AT (31 May)**
- **Don't be “THAT” IR**

- **AFI 36-2629, IR Management**
 - **Outlines Det, Commander, URC, Supervisor & IR responsibilities**
- **AFI 36-2406, Officer & Enlisted Evaluation Systems**
 - **Outlines OPR/EPR requirements for AD & reservists**
 - **OPR is MPF Force Management Section**
- **AFI 36-2502 Ch. 8, Airman Promotion Program**
- **AFI 36-2504, Officer Promotions**
 - **AFRCI 36-2102, Reserve Service Commitments (RSC)**
 - **Promotion to MSgt through CMSgt**
- **AFI 36-2115, Assignments within Reserve Components**
 - **Reserve assignments, voluntary/involuntary reassignments**
- **AFI 36-2254v1, Reserve Participation; 2254v2 Training, 2254v3 Telecommute**
 - **Outlines participation requirements (AT, IDTs, MPA, school tours, points); training requirements & telecommute agreements**
- **AFI 36-2201, Air Force Training Program**
 - **Outlines Unit Training Monitor, Supervisor & Trainer responsibilities**

Questions?