



U.S. AIR FORCE

# ***United States Air Force Reserve***

*Integrity - Service - Excellence*

## **Individual Reservist (IR) Assignments & In-Processing**



**HQ RIO  
Integration Cell  
Buckley AFB CO**

**U.S. AIR FORCE**

*Fly, Fight and Win...*



- **IR Assignments Process**
  - **Det Responsibilities**
  - **Unit Responsibilities**
- **Reserve Vacancies/RMVS**
  - **Colonel Vacancies**
  - **Overages & Over-grade**
  - **Rated AFSCs**
  - **Retraining**
- **Select/Non-Select Process**
- **Unit In-Processing**
  - **URC Responsibilities**
  - **IR Responsibilities**





# *IR Assignments Process:*

## *AFI 36-2115*

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- **Unit POC**
  - **Forwards position description (PD) to Det staff**
- **Detachment POC**
  - **Advertises position via RMVS**
    - **RMVS is the Reserve Management Vacancy System**
    - **RMVS is located on the AFPC secure website**
    - **Vacancy is posted with a close-out date**
  - **Det receives application packages & QCs**
  - **Application packages & hire sheet/1288 will be forwarded to URC \***
- **URC**
  - **Ensures Unit CC receives packages**
  - **Normally Unit CC is the hiring authority\*\***
    - **makes the decision to select/non-select**
  - **URC sends hiring sheet and/or 1288 back to the Det**
  - **Include applicant's personal & work email**

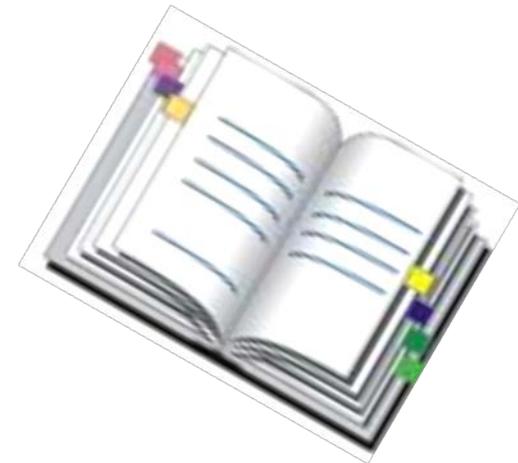
**Note: \*Contact applicable Det with questions regarding hire sheet/1288**

**\*\*Please reference next slide for additional AFI guidance**



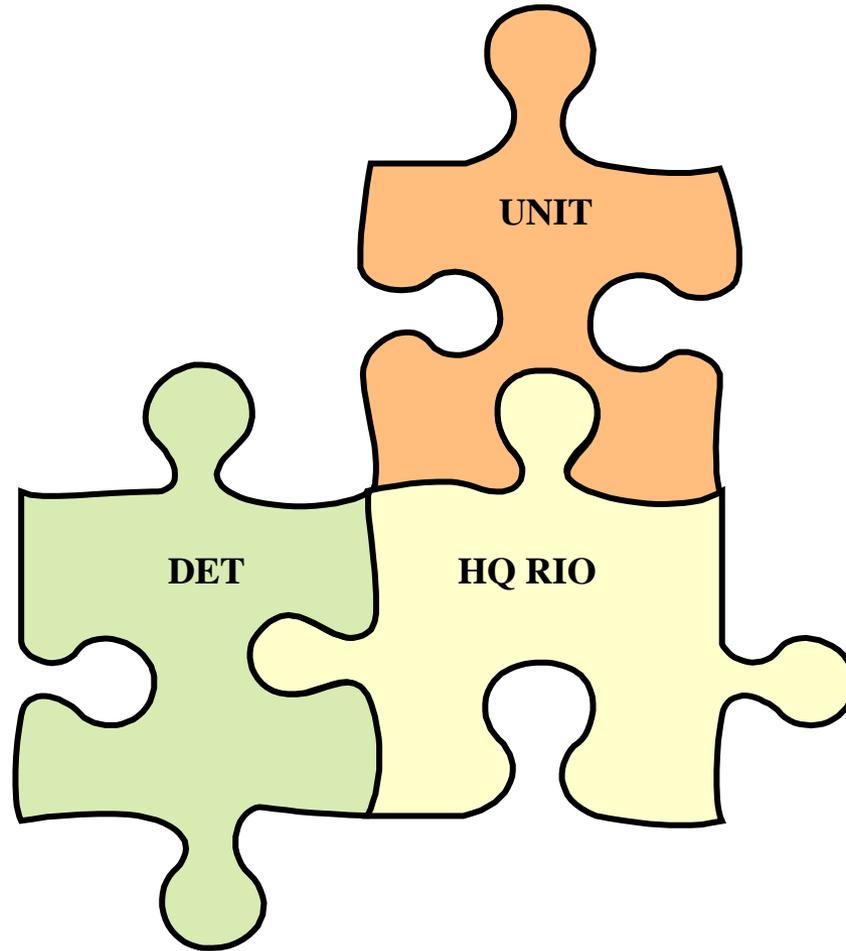
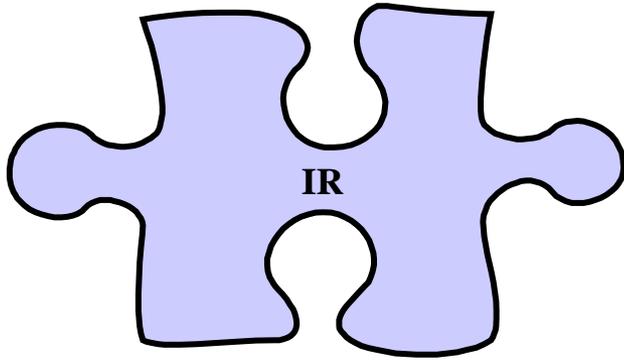
# ***IR Assignments Process: AFI 36-2115***

- **IAW AFI 36-2115, Assignments Within The Reserve Components**
- **Para 1.8.1.6.2. In the IMA program, interviews are to be conducted for all E-7 or O-4 and above positions; all positions in the chapel, legal, and medical career fields regardless of grade; all HQ USAF/XOI-RE and AFOSI positions regardless of grade; and all AFSCs requiring a Top Secret, or above, security clearance.**
- **Para 1.25.1.1. A fully qualified IMA airmen must have a skill level 5 or higher AFSC than the assignment AFSC. A fully qualified IMA officer must have a company grade level or higher AFSC than the assignment AFSC or have completed a formal training course with an entry-level AFSC.**
- **Para 1.25.1.2. Assign fully qualified IMAs without MAJCOM review to positions that are not in special categories, do not require interviews (TSgt/Capt and below), require waivers, or are not centrally managed.**



# *How to Apply for Vacant Reserve Position*

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**AIR FORCE  
PERSONNEL CENTER**

My Staff | Privacy & Security Policy | Contact

**AFPC Secure**

[CAC and DoD PKI Information](#) | 
 [Read FAQ](#) | 
 [Create UserID/Password](#) | 
 [Logout](#)

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Welcome, User...

Your current AFPC Secure e-mail address is:

Phone Number:

[Click here to update your information](#)

Message Center...

- \* Updated data posted: 20 Feb 2015 \*
- Force Shaping Information**

Separating/Retiring? Please take time to create a UserID/Password before your departure. Go to "Create UserID/Password" tab, located upper right, next to Logout. This will allow you to login after you turn in your CAC ID and access/download your DD Form 214 for 60 days after official separation/retirement date.

**Civ Career Brief Data Issues**

Civilian employees can now access their Civilian Career Brief via the MyBiz+ application. To access MyBiz+, please go to DCPDS Portal to access your account. Once you are in your account, you will see a link under "Key Services" for Civilian Career Report. If you do not see the "Key Services" window, you can click on the "Reports" icon at the bottom of the page and under "Employee Reports" you will see the Civilian Career Report. You are able to customize your report to view all or some of the categories as well as be able to view on-line or print. If you experience any problems accessing your MyBiz+ account, please contact the Air Force Personnel Operations Agency (AFPOA) A1 Service Desk at DSN 665-5004 or commercial, 210-565-5004.

Available Applications... Top Viewed Sites

Click on the column headers to sort the list by that column. Click it a second time to reverse the sort order.

Click Here...	Application Title...
<a href="#">ACMS</a>	Acquisition Career Management System
<a href="#">ADP</a>	Airmen Development Plan
<a href="#">AFFMS II</a>	Air Force Fitness Management System II
<a href="#">AMS</a>	Assignment Management System
<a href="#">EPROM Release</a>	Virtual Enlisted Promotion Release Web
<a href="#">Fill RPA Status Report</a>	Fill RPA Status Report
<a href="#">HPERB</a>	Health Professions Education Requirements Board
<a href="#">Pascodes</a>	PAS Code Information Provider
<a href="#">PERSTEMPO</a>	Personnel Quality-Of-Life Measurement Tool
<a href="#">PRDA</a>	Personnel Records Display Application
<a href="#">RAW</a>	Retrieval Applications Web
<a href="#">Reserve Vacancies</a>	Reserve Vacancy Finder
<a href="#">Retraining</a>	Retraining Vulnerability Listings for NCO Retraining Program
<a href="#">RMVS</a>	Reserve Management Vacancy System
<a href="#">TEMPO TrackingNET35</a>	TEMPO Management and Tracking System Dot Net 3.5
<a href="#">vMPF</a>	Virtual Military Personnel Flight Suite of Applications
<a href="#">vPSC RBA</a>	Virtual Personnel Service Center - Role Based Access

**Application List Display Preferences**

Use Paging:  Yes  No      # Items per Page: 10

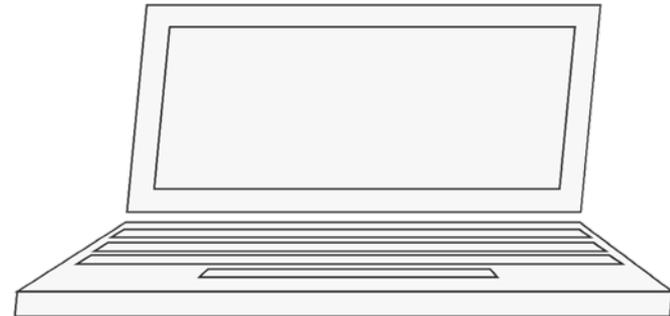
<https://w20.afpc.randolph.af.mil/AFPCSECURENET20/CheckPortal.aspx>



# Reserve Vacancies Civilian URC Access

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- **Civilian URC**
  - **Contacts AFPC/A1 service desk for assistance**
  - **Email: [afpoa.a1.sd.sd@us.af.mil](mailto:afpoa.a1.sd.sd@us.af.mil)**
  - **DSN: 665-5004**
  - **All email requests must be digitally signed**
  
- **AFPC/A1**
  - **Creates trouble ticket**
  - **Access granted within 24 hours**
    - **If not, contact service desk & reference trouble ticket number**





# Snapshot of Reserve Vacancies By AFSC

## Air Force Reserve Enlisted Vacancies

Vacancy Type:

Career  
Click on a career to see a more detailed breakout.

- 1AXXX - Aircrew Operations
- 1BXXX -
- 1CXXX - Command Control Systems Operations
- 1NXXX - Intelligence
- 1SXXX - Safety
- 1TXXX - Aircrew Protection
- 1WXXX - Weather
- 2AXXX - Aerospace Maintenance
- 2FXXX - Fuels
- 2GXXX - Logistics Plans
- 2SXXX - Material Management
- 2TXXX - Transportation and Vehicle Maintenance
- 2WXXX - Munitions & Weapons
- 3AXXX -
- 3DXXX - Cyberspace Support
- 3EXXX - Civil Engineering
- 3NXXX - Public Affairs
- 3PXXX - Security Forces
- 3SXXX - Mission Support
- 4AXXX - Health Services Management
- 4BXXX - Bioenvironmental Engineering
- 4EXXX - Public Health
- 4NXXX - Aerospace Medical Service
- 4YXXX - Dental
- 5JXXX - Paralegal
- 5RXXX - Chaplain Assistant
- 6CXXX - Contracting
- 6FXXX - Financial
- 7SXXX - Special Investigations
- 8DXXX - Strategic Debriefing
- 8PXXX - Defense Attache





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# Snapshot of Reserve Vacancy By Location

## Air Force Reserve Enlisted Vacancies

Results of Search for Vacancies for AFSC 3SXXX, for Position Type C  
[Click Here to Refine Search](#)

AFSC	Location	Type of position	Career Field (AFSC) Click to see details/apply
3S071	BARKSDALE AFB, LA	IMA	3S071 - Personnel
3S051	BUCKLEY AFB, CO	IMA	3S051 - Personnel
3S071			3S071 - Personnel
3S091			3S091 - Personnel
3S271			3S271 - Education and Training
3S071	HURLBURT FIELD ABS, FL	IMA	3S071 - Personnel
3S071	FT BELVOIR AIN, VA	IMA	3S071 - Personnel
3S071	FT EUSTIS AIN, VA	IMA	3S071 - Personnel
3S071	FT HOOD AIN, TX	IMA	3S071 - Personnel
3S071	HOMESTEAD ARB, FL	IMA	3S071 - Personnel
3S071	JB LANGLEY-EUSTIS ABS, VA	IMA	3S071 - Personnel
3S051	MACDILL AFB, FL	IMA	3S051 - Personnel
3S051	MIAMI CTY, FL	IMA	3S051 - Personnel
3S071	OFFUTT AFB, NE	IMA	3S071 - Personnel
3S051	PATRICK AFB, FL	IMA	3S051 - Personnel
3S071	PENTAGON ADM, VA	IMA	3S071 - Personnel
3S051	RAMSTEIN ABS, GERMANY	IMA	3S051 - Personnel
3S071	SCOTT AFB, IL	IMA	3S071 - Personnel
3S071			3S071 - Personnel
3S051	TYNDALL AFB, FL	IMA	3S051 - Personnel
3S051			3S051 - Personnel



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# Snapshot of Reserve Vacancy Announcement

## Enlisted Position Information

 Position Number: GS0028351      **Position Number**  
 Duty Title: Personnel

 Advertisement Closeout Date: 5/31/2015      **Advertisement Closeout Date**  
 Auth AFSC: 3S071      Auth Rank: MSgt  
 Retraining Auth: N  
 RPI Code: Z  
 Program Element Code: 53121A  
 Tng Req: 24 IDT 14 AT  
 Training Atchment Auth: N  
 Location: BARKSDALE AFB, LA  
 PRP Indicator:  
 Overgrade Waiver: N      Exp Date:  
 Rater Info:  
 Manpower Auth (current + 11 months): 11111111111111  
 Job Description:  
 Remarks: Do not apply online. Position may be filled prior to advertisement closeout date. If you are currently a participating IMA or TR, submit your last three EPRs, 1288 and mil/civ resume to [julie.scott@us.af.mil](mailto:julie.scott@us.af.mil) If you recruiter to apply.  
 Interview Required?: Y  
 If Yes, Unit POC: - 318 456-8900 - [jamie.green.1@us.af.mil](mailto:jamie.green.1@us.af.mil)      **Unit POC**  
 MPF/IMA Program Manager POC: - 318 456-9637      **Det POC**

Vacancy Status Code: M  
 AGR Tour Length: 0  
 EDCSA/RNLTD:  
 Reserve Category: IMA/B       Reserve Category: IMAB  
 Functional Account Code: 16B100  
 Funct Acct ClearText: MILITARY PERS  
 Auth SEI:  
 Milage Waiver: N  
 Mil Phone:



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# Example of AF Form 1288

## First Page

APPLICATION FOR READY RESERVE ASSIGNMENT					
PRIVACY ACT STATEMENT					
<p><b>AUTHORITY:</b> Title 10 U.S.C., Section 275 and Executive Order 9397.</p> <p><b>PRINCIPAL PURPOSES:</b> Request for Ready Reserve assignment must contain current personal information to complete processing. Use of the member's social security number is necessary to make positive identification of the individual and his or her records.</p> <p><b>ROUTINE USE:</b> This information may be disclosed, upon request, to Federal, State, and local agencies for law enforcement purposes or in pursuit of their official duties and to the Department of Justice for litigation.</p> <p><b>DISCLOSURE IS VOLUNTARY:</b> An individual who chooses not to submit necessary documentation will not be eligible for Ready Reserve assignment.</p> <p><b>INSTRUCTIONS:</b> Complete the application in duplicate. If you need additional space for any item, attach another sheet which indicates the applicable item number(s).</p>					
1. NAME (Last Name, First, Middle Name)		2. RANK	3. DATE OF RANK	4. SSN	
APPLE, GREEN R.		CAPT	20150401	123-45-6789	
5. HOME ADDRESS (if different than permanent address, indicate both.)			6. PHONE (Include prefix)	7. AFSC	
111 SUGER LANE BALTIMORE MD 21222			(office) 937-625-1111	(Primary) 21A3	
E-MAIL ADDRESS EXAMPLE@YAHOO.COM			(home) 410-111-22222	(Additional) N/A	
8. DATE OF BIRTH	9. HEIGHT (Inches) (Mandatory)	10. WEIGHT (Mandatory)	11. % DISABILITY COMP RECEIVED 10 (IF APPLICABLE)		12. AIRMAN (ETS)
19800814	72	175			20151010
13. OFFICER <input checked="" type="checkbox"/> REGULAR <input type="checkbox"/> RESERVE			14. REMARKS/AERONAUTICAL RATING (Indicate if on flying status. If requested assignment will authorize flying duty, indicate flying experience by type of aircraft and hours in each, date and type of instrument card now held, and date of last physical examination.)		
DATE OF ORIGINAL COMMISSION 19750210			IF APPLICABLE		
15. PRESENT ASSIGNMENT AND ATTACHMENT (Indicate military branch, unit address, training, and retirement category, MPF street address, and phone.)			16. ASSIGNMENT DESIRED (Indicate unit preferred, specific program training, and retirement category or description of type of training desired.)		
375 MXS 1801 TURKEY POINT ROAD DOBBINS ARB GA 21222/625-1111			HQ RIO/DET 4/CAT B/21A4/POSITION: ##### SEE RESUME		
17. MILITARY SCHOOLS ATTENDED (Indicate date, course number, title, and location.)			18. MILITARY EXPERIENCE (Indicate DAFSC, position title, level of command, highest grade, and duration. List only experience that directly substantiates your qualifications for assignment requested.)		
SEE MILITARY RESUME			SEE MILITARY RESUME		
19. CIVILIAN EDUCATION (Indicate years completed, major subject, and degree, if any.)			20. CIVILIAN EXPERIENCE (In chronological order showing latest experience first. Indicate pertinent experience to include employers, positions held, and duration.)		
SEE MILITARY RESUME			SEE MILITARY RESUME		
21. I have been counseled concerning the Air Force direct deposit/electronic funds transfer.				Applicant's Initials	
22. I certify I have/ have not (circle one) misused any government travel charge card (used for other than official government travel), or been seriously delinquent (payments not received by card issuer within 60 days from the billing date). I understand if I make a fraudulent statement, I am subject to immediate discharge action.				Applicant's Initials	
23. For individuals requesting assignment to a training site beyond 100 miles or 3 hours one-way driving time (AFI 35-2115). I acknowledge my responsibility for any hardships, including financial, incurred in performing the duties of the assignment. I understand I will not be reimbursed for travel expenses incurred for inactive duty training.				Applicant's Initials	
24. For all individuals requesting assignment to the Ready Reserve (Cat A Unit, IMA position, Cat E Points Only Program, Individual Ready Reserve). I certify that I have/ have not (circle one) had a UIF established (or similar derogatory information file which may include an Article 15, Captain's Mast, or Court Martial action) within the last 2 (enlisted) or 5 (officer) years. I understand that if I make a fraudulent statement I am subject to immediate discharge action.				Applicant's Initials	
25. I have been briefed on the Anthrax vaccine immunization program. I understand I will be immunized against anthrax if required under the new Air Force Anthrax Implementation Plan, dated, 11 October 2002, and its successor guidance.				Applicant's Initials	
26. If this assignment requires retraining, I agree to attend the applicable technical school.				Applicant's Initials	
27. I certify that the data contained herein are true and correct to the best of my knowledge. I also acknowledge that upon my assignment to the Ready Reserve, I am responsible to notify my employer of my Ready Reserve status and that as a Ready Reservist, I shall be subject to involuntary order to active duty in time of war or national emergency declared by the Congress, a national emergency declared by the President, or when otherwise authorized by law.					
SIGNATURE OF APPLICANT Wet Signatures			DATE (YYYYMMDD)		
			20150410		

AF IMT 1288, 20040803, V1

PREVIOUS EDITIONS ARE OBSOLETE

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# Example of AF Form 1288

■ Second Page

FIRST ENDORSEMENT			
TO HQ RIO DET 4 (GAINING DET CC)		FROM 375 MXS/CC (LOSING UNIT/CC)	
<input type="checkbox"/> RECOMMEND		<input checked="" type="checkbox"/> APPROVAL	
DISAPPROVAL (State reason(s) in the "REMARKS" section.) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
MEMBER <b>HAS/HAS NOT</b> COMPLETED THE FITNESS PROGRAM (DATE LAST TEST IF APPLICABLE) AND <b>DEES/DOES NOT</b> MEET THE PHYSICAL QUALIFICATIONS FOR CONTINUING SERVICE. MEMBER <b>MEETS/DOES NOT MEET</b> OTHER QUALITY FORCE STANDARDS FOR CONTINUING SERVICE.			
REMARKS UNIT DET PM ENSURES READINESS DATA IS CURRENT. ANNOTATE 1288 DATA. PHA: __ DENTAL: __ FITNESS: __ (Note: Red DLC codes need SG confirmation member medically approved for assignment.)			
NAME AND TITLE (Please type) LOSING UNIT COMMANDER		SIGNATURE	DATE (YYYYMMDD)
SECOND ENDORSEMENT			
TO 375 MXS/CC (LOSING COMMANDER)		FROM HQ RIO DET 4/PM (GAINING CC)	
<input type="checkbox"/> RECOMMEND		<input checked="" type="checkbox"/> APPROVAL (Furnish assignment date)	
DISAPPROVAL (State reason(s) in the "REMARKS" section.)			
AUTHORIZED GRADE MAJ	AUTHORIZED AFSC 21A4	FUNCTIONAL CODE 31B100	TRAINING & RETIREMENT CATEGORY CAT B
UNIT OR TYPE OF ASSIGNMENT	UNIT <input checked="" type="checkbox"/> MA <input type="checkbox"/> OTHER (Specify)	ASSIGNMENT LOCATION	
RESERVE SECTION CODE MC	DUTY POSITION NUMBER 1L00033548	SCOTT AFB IL	
UNIT OF ATTACHMENT 375 MXS PAS SFILFRY3	REPORTING OFFICIAL (Name and SSN) AF Active Duty Rater: Input Full SSAN xxx-xx-xxxx Active Duty Rater (other services): Input Full Name only Civilian Rater: Input Full Name and grade only UNIT OF ATTACHMENT PAS		
EDCSA 1 May 2015 GRADE WAIVER	RECRUITER ID CODE	RECRUITER DUTY PHONE (DDN and Commercial)	
REMARKS MEMBER HAS BEEN INTERVIEWED AND ACCEPTED. Note: Interviews req for MSGt and above/Maj & above positions for Chaplain, Medical, Legal, Top Secret, OSL regardless of grade.			
NAME AND TITLE (Please type) HQ RIO Det 4 PM (GAINING PM) PROGRAM MANAGER		SIGNATURE Wet Signatures	DATE (YYYYMMDD)
THIRD ENDORSEMENT (Do not include assignment date except to correct original date)			
TO HQ RIO DET 4 PM (GAINING PM) PROGRAM MANAGER		FROM 375 MXS/CC (LOSING UNIT/CC)	
<input type="checkbox"/> RECOMMEND		<input checked="" type="checkbox"/> APPROVAL	
DISAPPROVAL (State reason(s) in the "REMARKS" section.)			
REMARKS UNIT DET PM ENSURES READINESS DATA IS CURRENT. ANNOTATE 1288 DATA. PHA: __ DENTAL: __ FITNESS: __ (Note: Red DLC codes need SG confirmation member medically approved for assignment.)			
NAME AND TITLE (Please type) GAINING AC COMMANDER		SIGNATURE Wet Signatures	DATE (YYYYMMDD)

AF IMT 1288, 20040803, V1 (REVERSE)



U.S. AIR FORCE

# *What does EDCSA stand for?*

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**EDCSA stands for**

**Effective Date Of Change Of Strength Accountability:**

**It specifies the exact date the member is counted as officially joining new unit**

- **i.e. Gain date**



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# Colonel Vacancies

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- **AF/REG manages all Col Key/ Command/ Joint billets & advertises via the link below**
- **AFRC/A1L manages all Col positions & advertises via link below:**
- **<https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?channelPageId=s6925EC134CCC0FB5E044080020E329A9&command=org>**
- **The left side of the page is owned by A1L and half way down the page you will find vacant positions**
- **The right side of that page is owned by REG where all the KCJ O-6 assignments are advertised**
- **Det will coord with A1L/REG & URC on Vacancy Announcement**
- **Applicants applying must follow application instructions**
- **Once the position has closed, all applications will be reviewed by A1L/REG & AFRC/CV**
- **Valid packages will be placed on the A1L/REG SharePoint site for the hiring authorities review**
- **Hiring authorities must rack & stack their top 5 choices & forward to the Det**
- **Det will send the selections to A1L/REG**
- **A1L/REG will NOT double billet an O-6 position earlier than 60 days prior to it becoming vacant**



- Det checks readiness prior to sending ANY application to URC
  - Member must be green/yellow (exception is security clearance but it must be initiated)
  - If a package is submitted & the member is red (not-ready), then the package will be returned without action
- Documentation must be provided if member has completed a readiness items but ARCNet hasn't updated to reflect the completion
- IRs can check their personal readiness at any time at:  
<https://www.my.af.mil/reservenetprod/resnet/classic/home.asp>

Overall Readiness	<b>Fully Ready</b>	Position #	3A0000409
Duty Title	STAFF ACG MGR, SPACE SYSTEMS	PAS	BPSAFDCS
Det	Det 11 - AFDW/11 WG	Office Symbol	NONE
Unit	0000 AFELM DCMA AG	Location	SEAL BEACH CTY CA
MSD		DAVA	
HYT		DAVL	
ETS		DAVP	
		DAVT	
<b>Medical Readiness</b> <span style="float: right;">Data From PMR as of 7/29/2010</span>			
Overall IMR Status	<b>Fully Ready</b>	DLC Status	Green
Actions Needed	None		
<b>HRR/PHA</b>		<b>Dental</b>	
HRR Status	Green	Dental Status	Green
Last PHA Date	17 Feb 2010	Dental Class	2
HRR Source	PMR	Dental Date	22 Feb 2010
		Dental Sour	DDSW
<b>Immunization</b>		<b>Lab</b>	
Immun. Status	Green	Lab Status	Green
Immun. Source	PMR	Lab Source	PMR
<b>Fitness Readiness</b> <span style="float: right;">Data From AFFMS as of 7/29/2010</span>			
Fitness Status	<b>Good (Expd)</b>		
Next Due Date	21 May 2010		
<b>Security Clearance Readiness</b> <span style="float: right;">Data From MIPDS as of 7/28/2010</span>			
Security Status	<b>Valid/Suff</b>		
Date Invest. Compl.	20 Sep 2005		
Years Valid	10		
SAR of Position	6		
Clearance Awarded	SECRET		
<b>AFSC Training Readiness</b> <span style="float: right;">Data From MIPDS as of 12/24/2009</span>			
AFSC Training Status	<b>Fully Ready</b>		
PAFSC/DAFSC/CAFSC	-63A3/-63A3/NONE		
Training Status Code	-		
Training Status Date			

**This application would be returned**



# Overages / Overgrades

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- **Overage Waivers**
  - **Overages are allowed up to 110% of your IR manning (i.e. If you have 10 IR authorizations we can authorize 1 overage)**
  - **Justification must be submitted to the Det to go beyond 110%**
  - **This 110% cap is subject to change (depending on AFRC manning)\*\*\*currently no limit on overages**
  - **Overages are good for two years, with an option to extend an additional year. Overages will not exceed 3 years. Members should be looking for valid vacancies during the two years**
  - **Overages that exceed 3 years will be coordinated through Unit/ CC and approved/disapproved by Det/CC**
- **Overgrade waivers**
  - **Required if the member's current rank is over the authorized grade of position**
  - **Det/CC is the approval authority for Overgrade waivers**
  - **Applicant CANNOT be an Overage and an Overgrade at the same time**



# ***Rated AFSCs***

***(11X, 12X, 13B, 1AX, X & J prefix)***

- **Members must provide Flight History Report (FHR) and Individual Data Summary (IDS) to obtain rated AFSC approval from RIO/HARM prior to official consideration for assignment**
- **RIO/HARM verification/approval is mandatory if applicant holds or has *EVER* held a Rated AFSC**
  - **Required even if member is not going into a rated position**
- **If approved, applicant's Flight Records are maintained by the RIO/HARM office**



- **IR is a “Retrainee” if placed in an AFSC that he/she DOES NOT currently hold or has held**
  - **Note: If member has been out of the career field for so long and AFSC has been removed, mbr is a retrainee**
  
- **Retrainees must meet qualifications as outlined in:**
  - **Air Force Officer Classification Directory (AFOCD)**
  - **Air Force Enlisted Classification Directory (AFECD)**
  
- **AF 422 is mandatory for all Enlisted applicants retraining into a new AFSC. AF 422 verifies that mandatory physical qualifications have been met & can be obtained from MTF**
  
- **AF 2096 is required to reflect new AFSC**
  - **Det will assist by providing required data**
  - **URC will review & obtain signatures**

**Note: If retraining is approved AFRC will pay for required AFSC formal courses**



- **Unit CC**
  - **All assignment packages are reviewed**
  - **Conducts interviews (if applicable); then makes a selection**
  - **Completes the second endorsement area of the AF Form 1288 or hire sheet**
- **URC**
  - **sends completed 1288 or hire sheet to the Detachment**
- **Detachment**
  - **Informs the member of the selection/non-selection**
  - **Then routes the package through ARPC for gain actions**
- **IR**
  - **Begins duty anytime **AFTER** the EDCSA**



- **Integration Cell**
  - **Sends IR Orientation email**
  - **Schedules member for quarterly IR Orientation CY Sessions:**
    - **1<sup>st</sup> (Robins AFB GA)**
    - **2<sup>nd</sup> (Peterson AFB, CO)**
    - **3<sup>rd</sup> ( Washington, DC)**
    - **4<sup>th</sup> (MacDill AFB, FL)**
  
- **Detachment**
  - **Sends IR Welcome Letter w/ copy to URC & supervisor**
  - **Provide Welcome Brief to all newcomers**
  
- **URC**
  - **Sends unit level IR Welcome Letter to member & supervisor**
  - **Creates IR Management Folder**
  - **Informs UTM, UFPM, GTC Monitor & CSS (if applicable) of new member**
  - **Ensure members in-process using the unit's in-processing checklist**



- **Unit Responsibility**
- **In-process new IR into the unit on the first tour day**
- **Utilize unit's in-processing checklist**
  - **N/A items not pertaining to IRs**
  - **Establish mil pay account; contact servicing detachment for assistance**
  - **Ensure IR in-processes with UTM, UFPM, GTC coordinator, First Sgt, etc**





U.S. AIR FORCE

# ***Unit Reserve Coordinator (URC): AFI 36-2629***

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- **In order to be authorized to process assignment/separation actions on behalf of the Commander/Director, you must have a current URC appointment letter (within the last year)**
- **Only the Commander/Director is authorized to sign the URC Appointment Letter**
  - **RAs, IMAs to the CC, etc... are not authorized to sign the letter**
- **Coordinate with your Det to ensure your URC letter is accurate and up to date**
- **URCs must complete initial URC training and recurring URC training**
  - **These training sessions are offered monthly by RIO Integration Cell**

**\*More information can be found on the IC Website:  
<http://www.arpc.afrc.af.mil/Home/HQRIO/HQRIOIntegrat>**



U.S. AIR FORCE

# **Unit Reserve Coordinator (URC): AFI 36-2629**

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- **Create and maintain an IR Management Folder on all assigned unit/directorate IRs**
  - **AF Form 1288**
  - **AF Form 2096**
  - **Reserve Appointment Order**
  - **Promotion order**
  - **Reenlistment recommendation,**
  - **Current FY participation schedule**
  - **Unit welcome letter**
- **Maintain an IR INTRO Program; ensure inbound IRs are sent a unit welcome letter**
- **In process all newly assigned IRs (use unit in processing checklist)**
- **Integrate IRs into unit recall roster**
- **Maintain an IR supervisor roster (ensure supervisor is current!)**
  - **Use an IR alpha roster to verify supervisor and duty info is correct in MilPDS**

**Note: AFI 36-2629 is pending rewrite**



# Support and Tools

## **IMA Travel Companion**

[http://www.arpc.afrc.af.mil/Portals/4/Document s/RIO/RIO-IR-Travel-Guide.pdf](http://www.arpc.afrc.af.mil/Portals/4/Document%20s/RIO/RIO-IR-Travel-Guide.pdf)

**AROWS-R homepage or helpdesk:**

<https://arowsr.afrc.af.mil/arows-r/cac/login.do>

**Email:**

[AFRCFM.AROWSR@us.af.mil](mailto:AFRCFM.AROWSR@us.af.mil) (0700-1700 EST)

## **DTS/DoD Travel**

**Assistance Center: 1-888-435-7146 or**

<http://www.defensetravel.osd.mil/>

## **HQ RIO Website**

<http://www.arpc.afrc.af.mil/Home/HORIO.aspx>

## **HQ RIO Integration Cell Website**

<http://www.arpc.afrc.af.mil/Home/HORIO/HORIOIntegrationCell>

## **HQ RIO Integration Cell workflow**

[AFRC.HORIO.IntegrationCell@us.af.mil](mailto:AFRC.HORIO.IntegrationCell@us.af.mil)

## **HQ RIO Integration Cell Main Line**

Comm 720-847-3638 or DSN 847-3638

## **Orders Writing Cell (OWC)**

478-327-2167/DSN 497  
[rmg.orders@us.af.mil](mailto:rmg.orders@us.af.mil)

## **RIO Pay Office**

720-847-3711/DSN 847  
FAX: 847-3960  
[Arpc.riorpo.1@us.af.mil](mailto:Arpc.riorpo.1@us.af.mil)

## **Total Force Service Center (ARPC)**

1-800-525-0102

## **UTAPS Website**

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

**UTAPSweb Email:**

[AFRC.UTAPSweb@afrc.af.mil](mailto:AFRC.UTAPSweb@afrc.af.mil)

**IMA Travel: 1-800-808-5942**

**EMAIL:** [Dobbins.imatravel@us.af.mil](mailto:Dobbins.imatravel@us.af.mil)

**FAX:** 478-327-0625 or **DSN** 497-0625

**MAIL:** IMA TRAVEL

1392 Second St.

Dobbins ARB GA 30069-4823





# Support and Tools cont'd

- **Local Force Support Squadron (MPS)/or CCQ-CSS**
  - **OPRs, EPRs, Supervisor Updates (Force Management)**
  - **DEERS, Officer Promotions (Customer Service/Career Development)**
  - **Deployment out processing (Personnel Readiness)**
  
- **myPers website: <https://gum-crm.csd.disa.mil/app/login/redirect/home>**
  - **vPC-GR (virtual Personnel Center-Guard & Reserve)**
  
- **DTS/DoD Travel Assistance Center: 1-888-435-7146 or <http://www.defensetravel.osd.mil/>**
  
- **Your servicing detachment or Operating Location (OL)**
  - **Ref slide 4 to locate your Det**
  - **<http://www.arpc.afrc.af.mil/Home/HQRIC>**





**We welcome your feedback!**

**Please email the IC workflow box with your comments/suggestions...**

**[AFRC.HQRIO.IntegrationCell@us.af.mil](mailto:AFRC.HQRIO.IntegrationCell@us.af.mil)**