

IMA/PIRR ADCON At-A-Glance

Individual Reservists (IRs) are under a shared administrative control (ADCON) between HQ RIO and their assigned active component (AC) unit. The purpose of this chart is to assist IRs in understanding what office or entity to go to for common tasks and information. Use the information and links in the NOTES section, as well as the IR Guide, to get started. Many of the links direct to myPers, which can be accessed with a CAC or username/password. You can also access myPers from your smartphone with the username/password option. Click here for instructions: [ANDROID iPhone](#)

Benefits and Entitlements					
	Assigned Unit	Detachment	myPers/TFSC	Self-Service	Notes
DEERS Updates	✓		✓	✓	Some updates can be done on milConnect -or at a nearby DEERS office. You can also submit a myPers ticket – IMA Management, subject DEERS Update
Education Benefits			✓		Guidance HERE
ID Cards	✓			✓	Updates and appointments HERE
Reserve Component Survivor Benefit Plan				✓	Information available HERE
Reserve Tuition Assistance			✓		Guidance HERE
Uniforms			✓		Guidance HERE
VA Home Benefit/Mortgage Letter				✓	Guidance HERE
vRED Assistance			✓	✓	Use vMPF . If you have issues, contact the TFSC .
20-Year Letter				✓	Guidance HERE

Career Management

	Assigned Unit	Detachment	myPers/TFSC	Self-Service	Notes
Board for Corrections of Military Records				✓	Guidance HERE
Career Advisor			✓		Contact the Career Assistance Advisor
Classification/Upgrade 2096 Request (AFSC alignment/updates)	✓				Unit will provide the 2096 to the Detachment
Décor 6 (Decorations)	✓				Talk with your AC CSS
Duty History Change Request			✓		Guidance HERE
Enlisted Development Education Board (EDEB)			✓	✓	Guidance HERE
Enlisted Promotion Updates			✓		Info HERE
ETS Separation		✓			Contact your Det HERE
Formal School/PME Submissions	✓	✓			Talk with your AC UTM to initiate request Contact your Det HERE
Future AFR vacancies/assignments		✓		✓	1288 route to detachment Contact your Det HERE
Letter of Evaluation (LOE) AF 77	✓				Form HERE
Officer Promotions	✓				Guidance HERE
Officer/Enlisted Evaluations	✓		✓		Final is updated by AFRC Officer Guidance HERE Enlisted Guidance HERE
Process Awards and Decorations after submission from RegAF MPS			✓		

Career Management (continued)

	Assigned Unit	Detachment	myPers/TFSC	Self-Service	Notes
MSD/HYT Waiver		✓			Contact your Det HERE
Provide assistance for officer/enlisted promotion/decoration		✓	✓		Updates done at ARPC Contact your Det HERE
Reenlistment & Extension (ETS Management)		✓			Contact your Det HERE
RDEDB and RSSB – Developmental Education			✓	✓	Watch for announcements via myPers
R-EDP			✓	✓	Form HERE
Reduced Retired Pay Eligibility Date				✓	Guidance HERE Quick Guide (coming soon)
Seasonal Training Program		✓			Contact your Det HERE

Participation and Point Credit

	Assigned Unit	Detachment	myPers/TFSC	Self-Service	Notes
Career Data Brief (CDB)				✓	Click HERE for Quick Guide
DD 214			✓		Guidance HERE
Fiscal Year Participation Waiver	✓	✓			Signed by unit, then submitted to detachment HERE
Point Credit Summary (PCARS)				✓	Click HERE for Quick Guide
Point Corrections			✓		Guidance HERE
1095 Waiver	✓	✓			Process begins with the unit you'll be on orders supporting.

Military Pay

	Assigned Unit	Detachment	myPers/TFSC	Self-Service	Notes
Bonus Applications		✓	✓		Contact the Career Assistance Advisor
Foreign Language Proficiency Pay			✓		Contact the Career Assistance Advisor
Leave Carryover			✓		Guidance HERE Submit HERE
Leave Request			✓		Guidance HERE Submit HERE
Military Pay			✓		Guidance HERE Submit HERE
Servicemembers' Group Life Insurance Enrollment System (SGLI)(SOES)				✓	Visit the SGLI website via milConnect
Special Duty Assignment Pay			✓		Contact the Career Assistance Advisor
Travel Voucher Pay			✓		Guidance HERE Submit HERE

Assignments

	Assigned Unit	Detachment	myPers/TFSC	Self-Service	Notes
IR Assignment Processing/Orders		✓			Contact your Det HERE
Joint Credit			✓		Guidance HERE
Key/Command/Joint Assignments		✓			KCJ Management (vacancies and applications) HERE Contact your Det HERE
Officer Accessions/Appointment Orders		✓			Contact your Det HERE
Telecommute Agreements	✓				Fill out this form and have your AC supervisor sign it

Deployments

	Assigned Unit	Detachment	myPers/TFSC	Self-Service	Notes
Deployment Equipping	✓				Talk with your AC deployment manager or supervisor
Deployment processing	✓	✓	✓		Starts with assigned unit completing SOU, routes to detachment, HQ RIO works with AC UDM Guidance HERE Contact your Det HERE
Exercises	✓	✓			Work with your AC unit and Det to process paperwork and the SoU
Mobilizations	✓	✓	✓		Begins with HQ RIO completing a Mobilization notification

Orders and Travel

	Assigned Unit	Detachment	myPers/TFSC	Self-Service	Notes
Government Travel Card (GTC)	✓				Contact your unit GTC Manager To manage your card online, go HERE
Sanctuary Waivers		✓			Sanctuary SoU HERE Contact your Det HERE
Submit IDT Plan in UTAPs				✓	Access AROWS-R, then choose UTAPS from the menu
Transition Assistance Program (TAP)			✓		Guidance HERE
IDT Lodging Reimbursement			✓		Guidance HERE Quick Guide HERE Submit HERE

Readiness

	Assigned Unit	Detachment	myPers/TFSC	Self-Service	Notes
AFPAAS				✓	Update your information HERE
CAC Reader		✓			Contact your Det HERE
Computer account/access/email issues	✓				Contact your unit comm help desk
Dental Records	✓		✓*		Civ Dental form HERE Submit to your servicing Medical Treatment Facility (MTF)
Family Care Plan	✓				Form HERE
Line Badge	✓				
Medical Records	✓		✓*		Contact your servicing Medical Treatment Facility (MTF)
Physical Fitness Assessment	✓				Go through your units Fitness Program Manager (UFPM)
Security Clearance	✓				Talk to your unit's Security Manager

* If you have difficulty submitting medical or dental records to your servicing MPF, you may submit it via a myPers ticket [HERE](#) using the IMA Management Category and the subject "Medical/Dental record update."

NOTE: Many of the tasks which involve your assigned unit can also be accomplished by talking to your Unit Reserve Coordinator (URC). For those in the legal, medical, and chaplain career fields, contact Detachment 5 in place of a URC.