

Headquarters U.S. Air Force

Integrity - Service - Excellence

Individual Reservist (IR) Assignments URC's Role



RIO/Det 6

24 March 2017 at 1000 EST

MacDill AFB

Bldg 296 (927th ARW)

CC Conf Rm (2nd Floor)

DCS link:

<https://conference.apps.mil/webconf/FDBriefing>

Telecon: (813) 828-8255 (Mtg ID & PIN: 808)



Overview

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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.**





IR Assignments Process: AFI 36-2115

- **Unit POC (normally URC)**
 - **Forwards position description (PD) to Det staff – this is only for unique requirement within your unit, not for AFSC specific work**

- **Detachment POC**
 - **Advertises position via RMVS**
 - **RMVS is the Reserve Management Vacancy System**
 - **RMVS is located on the AFPC secure website**
 - **Vacancy is advertised until someone is hired**
 - **Det receives application packages & QCs**
 - **Forward only qualified application packages (AF 1288, last 3 evals & resume) are forwarded to URC**
 - **2 week suspense for all interviewed required positions (O-4/E-7 & above, intel, top secret billets)**
 - **All others Det 6 is the hiring authority, however we send these applications to the URC with a 1 week suspense**
 - **Monitor suspenses and process once returned**



IR Assignments Process: AFI 36-2115

- Det 6 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 item but ARCNet hasn't updated to reflect the completion
- Members can check their personal readiness at any time at:
<https://www.my.af.mil/reservenetprod/resnet/classic/home.asp>

Overall Readiness	Fully Ready	Position #	3A0000409
Duty Title	STAFF ACD MGR, SPACE SYSTEMS	PAS	BP3AF005
Det	Det 11 - AFOW11 WFO	OPCS Symbol	RC07E
UNS	0000 AFELM DCMA AD	Location	SEAL BEACH CTY CA
MDD		DAVA	
NYT		DAVL	
ETG		DAVT	
Medical Readiness		DLG Status	Green
Overall MRR Status	Fully Ready		Date From MRR: 06/07/2009
Actions Needed	None		
HERSHEL		Dental	
MRR Status	Green	Dental Status	Green
Last PHA Date	17 Feb 2010	Dental Class	3
MRR Source	MRR	Dental Date	22 Feb 2010
		Dental Source	DDSW
Immunization		Lab	
MRR Status	Green	Lab Status	Green
MRR Source	MRR	Lab Source	MRR
Chemical Readiness			Date From AFPC: 06/07/2009
Phase Status	Green/Ready		
Next Due Date	21 May 2010		
Security Clearance Readiness			Date From MRRS: 06/07/2009
Security Status	NOBISUFT		
Date Invert. Compl.	20 Sep 2005		
Years Valid	10		
SAE of Person	0		
Clearance Awarded	SECRET		
AFSC Training Readiness			Date From MRRS: 06/07/2009
AFSC Training Status	Fully Ready		
PAFSC/DAFSC/CAFSC	-03A3-03A3NONE		
Training Status Code	-		
Training Status Date			

This application would be returned



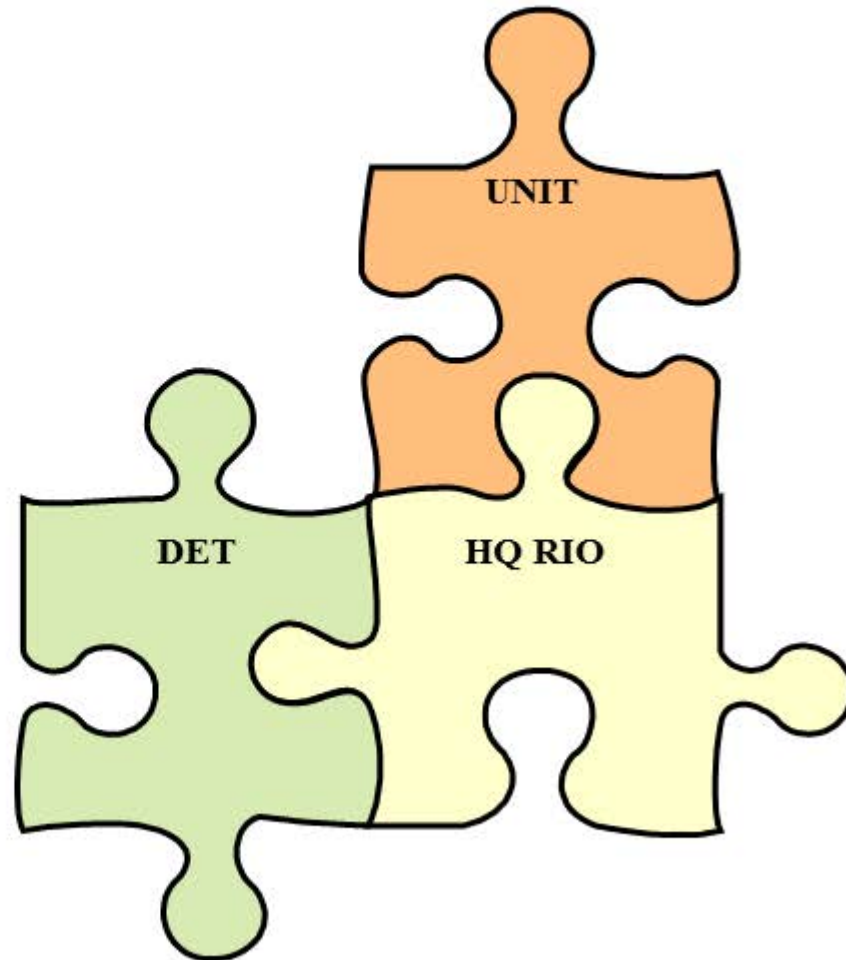
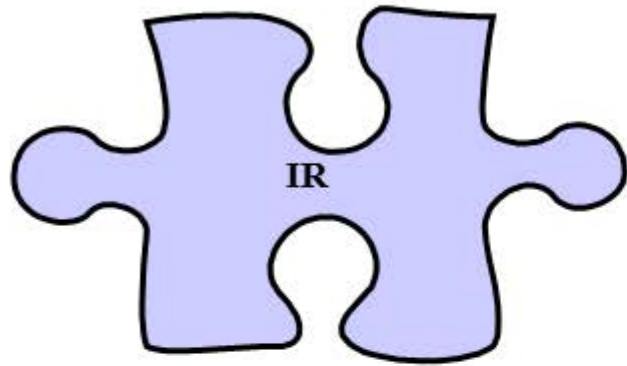
IR Assignments Process: AFI 36-2115

- **Unit will**

- **Ensures Unit/CC or delegated hiring authority receives packages**
- **Interview applicants as required (mandatory for 0-4/E-7, intel & top secret billets)**
- **Hiring authority makes the decision to select/non-select**
- **Provides hiring decision to Det 6 by the suspense date (please request a suspense extension if needed, however keep in mind the applicant & that we owe them a timely response)**
 - **If selected, provide rater, duty title & AEF Indicators**
 - **If not selected, provide a valid reason as to why (not able to perform full time is not valid)**
- **Provide member with a sponsor (normally supervisor or URC)**
- **In-process new IRs**



How to Apply for Vacant Reserve Position





Reserve Vacancies

My Stuff | Privacy & Security Policy | Contact

AIR FORCE PERSONNEL CENTER

AFPC Secure

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

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...

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...
ACMS	Acquisition Career Management System
ADP	Airmen Development Plan
AFFMS II	Air Force Fitness Management System II
AMS	Assignment Management System
EPROM Release	Virtual Enlisted Promotion Release Web
Fill RPA Status Report	Fill RPA Status Report
HPERB	Health Professions Education Requirements Board
Pascodes	PAS Code Information Provider
PERSTEMPO	Personnel Quality-Of-Life Measurement Tool
PRDA	Personnel Records Display Application
BAW	Retrieval Applications Web
Reserve Vacancies	Reserve Vacancy Finder
Retraining	Retraining Vulnerability Listings for NCO Retraining Program
RMVS	Reserve Management Vacancy System
TEMPO TrackingNET35	TEMPO Management and Tracking System Dot Net 3.5
YMPE	Virtual Military Personnel Flight Suite of Applications
VPSC RBA	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

- **Civilian URC**
 - **Contacts AFPC/A1 service desk for assistance**
 - **Email: 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





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](#)

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



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: 35071

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

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 if you recruiter to apply.

Interview Required?: Y

If Yes, Unit POC: - 318 456-8900 - 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
(A=48 IDTs / B=24 IDTs)

Reserve Category: IMAB

Functional Account Code: 16B100

Funct Acct ClearText: MILITARY PERS

Auth SEI:

Milage Waiver: N

Mil Phone:



Example of AF Form 1288

- First Page
 - Member completes

APPLICATION FOR READY RESERVE ASSIGNMENT PRIVACY ACT STATEMENT											
<p>AUTHORITY: Title 10 U.S.C., Section 275 and Executive Order 9397. PRINCIPAL PURPOSES: 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. ROUTINE USE: 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. DISCLOSURE IS VOLUNTARY: An individual who chooses not to submit necessary documentation will not be eligible for Ready Reserve assignment. INSTRUCTIONS: 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) APPLE, GREEN R.			2. RANK CAPT		3. DATE OF RANK 20150401		4. DSN 123-45-6789				
5. HOME ADDRESS (if different than permanent address, indicate both.) 111 SUGER LANE BALTIMORE MD 21222						6. PHONE (include prefix) (Office) 937-625-1111		7. AFSC (Primary) 21A3			
8. E-MAIL ADDRESS EXAMPLE@YAHOO.COM						9. PHONE (Home) 410-111-2222		10. (Additional) N/A			
9. DATE OF BIRTH 19800814		10. HEIGHT (inches) (mandatory) 72		11. WEIGHT (mandatory) 175		12. % DISABILITY COMP RECEIVED 10 (IF APPLICABLE)		13. AIRMAN (ETC) 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, MRP street address, and phone.) 375 MXS 1801 TURKEY POINT ROAD DOBBINS AFB GA 21222/625-1111						16. ASSIGNMENT DESIRED (indicate unit preferred, specific program training, and retirement category or description of type of training desired.) HQ EJO DET 4 CAT B/21A4 POSITION: see resume SEE RESUME					
17. MILITARY SCHOOLS ATTENDED (indicate date, course number, title, and location.) SEE MILITARY RESUME						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					
19. CIVILIAN EDUCATION (indicate years completed, major subject, and degree, if any.) SEE MILITARY RESUME						20. CIVILIAN EXPERIENCE (in chronological order showing latest experience first, indicate pertinent experience to include employers, positions held, and duration.) 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 25-217E), 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 UAF established (or similar derogatory information file which may include an Article 15, Caskin's Mast, or Court Martial action) within the last 2 (retired) 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 appropriate 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 Reserve, 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



Example of AF Form 1288

Second Page

FIRST ENDORSEMENT			
TO HQ RJO DET 4 (GAINING DET CC)		FROM 375 MXS/CC (LOSING UNIT/CC)	
<input type="checkbox"/> RECOMMEND <input checked="" type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL (State reason(s) in the "REMARKS" section.) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
MEMBER HAS/HAS NOT COMPLETED THE FITNESS PROGRAM (DATE LAST TEST IF APPLICABLE) AND DOES/DOES NOT MEET THE PHYSICAL QUALIFICATIONS FOR CONTINUING SERVICE. MEMBER MEETS/DOES NOT MEET 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 number and medical approval for assignment.)			
NAME AND TITLE (Please type) LOSING UNIT COMMANDER		SIGNATURE DATE (YYYYMMDD)	
SECOND ENDORSEMENT			
TO 375 MXS/CC (LOSING COMMANDER)		FROM HQ RJO DET 4 PM (GAINING CC)	
<input type="checkbox"/> RECOMMEND <input checked="" type="checkbox"/> APPROVAL (Furnish assignment date) <input type="checkbox"/> 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 RESERVE SECTION CODE MC		ASSIGNMENT LOCATION SCOTT AFB IL	
UNIT OF ASSIGNMENT 375 MXS P&S SF1LFRY3		REPORTING OFFICIAL (Name and SSN) AF Active Duty Station: Input full SSAN (no SSN) Active Duty Station (Other service): Input full Name only Civilian Station: Input full Name and grade only UNIT OF ASSIGNMENT P&S SF1LFRY3	
EDCSA 1 May 2015 GRADE WAIVER	RECRUITER ID CODE <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> AUTH	RECRUITER DUTY PHONE (GSN and extension)	
REMARKS MEMBER HAS BEEN INTERVIEWED AND ACCEPTED. Note: Interviewers req for MSgt and above/Maj & above positions for Captain, Medical, Legal, Top Secret, OSI, regardless of grade.			
NAME AND TITLE (Please type) HQ RJO Det 4 PM (GAINING P&S) PROGRAM MANAGER		SIGNATURE Wet Signatures DATE (YYYYMMDD)	
THIRD ENDORSEMENT (Do not include assignment date except to correct original date)			
TO HQ RJO DET 4 PM (GAINING P&S) PROGRAM MANAGER		FROM 375 MXS/CC (LOSING UNIT/CC)	
<input type="checkbox"/> RECOMMEND <input checked="" type="checkbox"/> APPROVAL <input type="checkbox"/> 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 number medically approved for assignment.)			
NAME AND TITLE (Please type) GAINING AC COMMANDER		SIGNATURE Wet Signatures DATE (YYYYMMDD)	

1st Ind
Losing CC or recruiter

2nd Ind
Det 6

EDCSA
(projected gain date)



What does EDCSA stand for?

EDCSA - Effective Date Of Change Of Strength Accountability

It specifies the date the member is assigned to new unit

- **i.e. Gain date**
 - **However, sometimes there may be a delay in the actual update in the personnel system**





Colonel Vacancies

- **AF/REG** manages all Col assignments, including Key/ Command/ Joint billets
- **REG** advertises vacancies at: <https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?channelPagelId=s6925EC1350B50FB5E044080020E329A9&command=org>
- Det 6 will coordinate with **REG & URC** on Vacancy Announcement
- Applicants applying must follow application instructions
- Once the position has closed, all applications will be reviewed by **AF/REG & AFRC/CV**
- Valid packages will be sent to the hiring authorities
- Hiring authorities must rack & stack their top 5 choices & forward to the Det
- Det will send the selections to **REG**



Note: A1L/REG will NOT double billet an O-6 position earlier than 60 days prior to it becoming vacant



Overages / Over-grades

■ **Overage Waivers**

- **Overages are allowed depending on AFRC manning & guidance at the time**
 - **Currently overages are allowed with justification & get well plan**
- **Overages are good for two years, with an option to extend an additional year, if justification is provided by AD/CC & approved by Det/CC. Overages will not exceed 3 years.**
- **Members should be looking for valid vacancies during the two years**

■ **Over-grade waivers**

- **Required if the member's current rank is over the authorized grade of position**
- **Det/CC is the approval authority for Over-grade waivers**

Note: Applicant **CANNOT** be an Overage & an Over-grade at the same time



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

- **Members must provide a current 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**



Retraining

- IR is a “Retrainee” if placed into a billet with 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 & 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 on the AF 2096
 - URC will review & obtain signatures

Note: If retraining is approved AFRC will pay for required AFSC formal courses. **Must attend technical training within 1st year of assignment**



New Hire

- **Detachment**
 - Sends IR Welcome Letter w/ copy to URC & supervisor once member is gained in MiIPDS
 - **Note:** Sometimes there may be a delay, depending various circumstances. However, member's gain date will be backdated to the date on the AF 1288
 - Provide Newcomer's Briefing to all newly assigned IRs
 - Always held the 3rd Thursday of each month
- **URC**
 - Sends unit level Welcome Letter to member & supervisor
 - Creates IR Management Folder
 - Informs UTM, UFPM, GTC Monitor & CSS (if applicable) of new member
 - Ensure member in-processes using the unit's in-processing checklist





Unit Reserve Coordinator (URC): AFI 36-2629

- **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**



Unit Reserve Coordinator (URC): AFI 36-2629

- **Create and maintain an IR Management Folder on all assigned unit/directorate IRs. Some documents you may maintain in the folder are:**
 - **AF 1288**
 - **AF 2096**
 - **Reserve appointment/ assignment Order**
 - **Promotion order**
 - **Reenlistment recommendation,**
 - **Current FY participation schedule**
- **Maintain an IR INTRO Program; ensure inbound IRs are sent a unit welcome letter & assigned a sponsor**
- **In process all newly assigned IRs (use unit in processing checklist)**
- **Integrate IRs into unit recall roster**
- **Ensure supervisor is current & update in MilPDS (MPS/A1/J1 can update)**
 - **Use an IR alpha roster to verify supervisor and duty info is correct in MilPDS**
- **Contact Det 6 when you have questions**

Note: AFI 36-2629 is currently in rewrite



Support Tools

- **Active Duty Force Support Squadron (MPS)/or CCQ-CSS**
 - OPRs, EPRs, Supervisor Updates (Force Management)
 - DEERS, ID Cards, SGLI (Customer Service)
 - Officer Promotions (Career Development)
 - Deployment out processing (Personnel Readiness)
 - Current duty title updates (Det 6)
- myPers website: via AF Portal or <https://gum-crm.csd.disa.mil/app/login/redirect/home>
- vPC (virtual Personnel Center): via AF Portal or <https://gum-crm.csd.disa.mil/>





Questions?



We welcome your feedback!

Please email the us your comments/suggestions to :

RioDet6@us.af.mil