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

- IR Assignments Process
  - AFI References
  - Det Responsibilities
  - Unit Responsibilities
- Reserve Vacancies
  - Colonel Vacancies
  - Overages & Over-grades
  - Rated AFSCs
  - Retraining
- New Hires
  - Det Responsibilities
  - Unit Responsibilities
- Additional URC info
  - Support Tools
  - Det 6 Contact info
- Questions
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 (0-4/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
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 items but ARCNet hasn’t updated to reflect the completion

Members can check their personal readiness at any time at:

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

Breaking Barriers ... Since 1947
Reserve Vacancies

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*

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### Air Force Reserve Enlisted Vacancies

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

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*B r e a k i n g  B a r r i e r s  ...  S i n c e  1 9 4 7*
**Snapshot of Reserve Vacancy By Location**

Air Force Reserve Enlisted Vacancies

<table>
<thead>
<tr>
<th>Location</th>
<th>Type of position</th>
<th>Career Field (AFSC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barksdale AFB, LA</td>
<td>IMA</td>
<td>3S071 - Personnel</td>
</tr>
<tr>
<td>Buckley AFB, CO</td>
<td>IMA</td>
<td>3S051 - Personnel</td>
</tr>
<tr>
<td>Hurlburt Field ABS, FL</td>
<td>IMA</td>
<td>3S071 - Personnel</td>
</tr>
<tr>
<td>Ft. Belvoir AFB, VA</td>
<td>IMA</td>
<td>3S071 - Personnel</td>
</tr>
<tr>
<td>Ft. Eustis AFB, VA</td>
<td>IMA</td>
<td>3S071 - Personnel</td>
</tr>
<tr>
<td>Ft. Hood AFB, TX</td>
<td>IMA</td>
<td>3S071 - Personnel</td>
</tr>
<tr>
<td>Homestead ARB, FL</td>
<td>IMA</td>
<td>3S071 - Personnel</td>
</tr>
<tr>
<td>B. Langlely-Eustis ABS, VA</td>
<td>IMA</td>
<td>3S071 - Personnel</td>
</tr>
<tr>
<td>MacDill AFB, FL</td>
<td>IMA</td>
<td>3S051 - Personnel</td>
</tr>
<tr>
<td>Miami Cty, FL</td>
<td>IMA</td>
<td>3S071 - Personnel</td>
</tr>
<tr>
<td>Offutt AFB, NE</td>
<td>IMA</td>
<td>3S071 - Personnel</td>
</tr>
<tr>
<td>Patrick AFB, FL</td>
<td>IMA</td>
<td>3S051 - Personnel</td>
</tr>
<tr>
<td>Pentagon ADM, VA</td>
<td>IMA</td>
<td>3S071 - Personnel</td>
</tr>
<tr>
<td>Ramstein ABS, Germany</td>
<td>IMA</td>
<td>3S051 - Personnel</td>
</tr>
<tr>
<td>Scott AFB, IL</td>
<td>IMA</td>
<td>3S071 - Personnel</td>
</tr>
<tr>
<td>Tyndall AFB, FL</td>
<td>IMA</td>
<td>3S051 - Personnel</td>
</tr>
</tbody>
</table>

Results of Search for Vacancies for AFSC 3SXXX, for Position Type C
Click Here to Refine Search

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Snapshot of Reserve Vacancy Announcement

Enlisted Position Information

- **Position Number:** GS0028351
- **Duty Title:** Personnel
- **Advertisement Closeout Date:** 5/31/2015
- **Auth AFSC:** 35071
- **Retraining Auth:** N
- **RPI Code:** Z
- **Program Element Code:** 53121A
- **Tng Req:** 24 IDTs 14 AT
- **Training Atchment Auth:** N
- **Location:** BARKSDALE AFB, LA
- **PRP Indicator:**
- **Overgrade Waiver:** N
- **Manpower Auth (current + 11 months):** 1111111111111
- **Exp Date:**
- **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
- **MPP/IMA Program Manager POC:** - 318 456-9637

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

**Reserve Category:** IMA/B
(A=48 IDTs / B=24 IDTs)

**Unit POC**
Det POC

*Breaking Barriers ... Since 1947*
Example of AF Form 1288

- First Page
  - Member completes
Example of AF Form 1288

- **Second Page**

  1. **1st Ind Losing CC or recruiter**
  2. **2nd Ind Det 6**
  3. **EDCSA (projected gain date)**

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B r e a k i n g  B a r r i e r s  ...  S i n c e  1 9 4 7
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


- 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
Oversages / Over-grades

- Overage Waivers
  - Oversages are allowed depending on AFRC Manning & guidance at the time
    - Currently oversages are allowed with justification & get well plan
  - Oversages are good for two years, with an option to extend an additional year, if justification is provided by AD/CC & approved by Det/CC. Oversages 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
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 (AFECSD)

- 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 MilPDS
    - 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, UFP, GTC Monitor & CSS (if applicable) of new member
  - Ensure member in-processes using the unit’s in-processing checklist
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.
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)


- 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