

United States Air Force Reserve

Integrity - Service - Excellence

Roles & Responsibilities



U.S. AIR FORCE



- **What is an IR?**
- **Who's Who**
- **OPCON/ADCON**
- **Responsibilities**
- **IR Survival Tips**
- **Quick References**



What is an IR?

- The Individual Reservist is an Individual Mobilization Augmentee (IMA) and the Participating Individual Ready Reserve (PIRR)
- The IR is assigned/attached to an active duty. Their sole purpose is to augment AD when deployed or deploy/mobilize themselves to meet combatant commander requirements
- IMA (Category "B")
 - Follow both the R/R and FY participation requirements
- PIRR (Category "E")
 - Primarily participate for points only (AT and IDT) and are attached to AD units
 - May earn pay and points on MPA or RPA status
 - DO NOT have a FY "AT or IDT" requirement
 - Assignments are only valid for up to 3-years

Who's Who for You

Active Duty

Active Duty (AD) MAJCOM / COCOM

AFELM CC (COCOMs)
Section CC (MAJCOMs)

AD Unit Commander / Director

AD Supervisor

Reserve Advisor (RA)

Unit / Directorate Reserve Coord (URC)

AF Reserve

AF Reserve Command (AFRC)
Robins AFB, GA

Air Reserve Personnel Center (ARPC) Buckley AFB, CO

HQ Readiness & Integration Organization (RIO) Buckley AFB, CO

CC: Col Kelli B. Smiley

HQ RIO/Detachment
Det Commander

Reserve Pay Office (RPO)
Buckley AFB, CO

IMA Travel Pay Office
Buckley AFB, CO

YOU!!





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Who Does What?

*Responsibilities
Defined*



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Detachment Responsibilities

AFI 36-2629, para 2.22

- **Serve as conduit between HQ RIO/CC and Active Component organization**
 - **Send Welcome Letters/Packages; Conduct Welcome Briefing to IRs**
 - **Advise Active Component organizations on their responsibilities to their IRs**
 - **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/Director's Responsibilities

AFI 36-2629, para 2.27

- **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**
 - **Initiate and 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**
-



Supervisor Responsibilities

AFI 36-2629, para 2.32

- **Ensure IR complete readiness requirements (FA, IMR, PHA) by their due date**
 - **Accomplish feedback & evaluations (same as AD)**
 - **Work closely with IR to establish realistic/meaningful training schedule in advance of execution IAW AFI 36-2254 Vol. 1**
 - **Manage IR participation**
 - **Use UTAPSWeb to develop/approve IDTs NLT 15 August for upcoming FY**
 - **Counsel, recommend & monitor IRs participation in developmental education courses, schools & other developments opportunities**
 - **Submit recommendations for Promotions & Awards/Decs when eligible & appropriate**
 - **Ensure IR is aware of his/her role in mobilization & receives the training necessary to remain current & proficient**
 - **Evaluate and certify accomplished training**
-



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Unit Reserve Coordinator (URC) Responsibilities

AFI 36-2629, para 2.29

- **Unit/Directorate focal point for IR concerns**
 - **Be designated in writing by Active Component Commander/Director**
 - **IRs cannot be designated as a primary URC**
 - **Complete initial & recurring URC training**
 - **Conduct initial orientation & in/out processing briefings for IRs**
 - **Notify commander/directorate of such action**
 - **Provide Detachment In/Out Processing Checklist/Ensure Completion**
 - **Ensure IRs are incorporated into unit & unit programs/events**
 - **Ensure IR & supervisor are aware of their responsibilities**
 - **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**
-



IR Responsibilities

AFI 36-2629, para 2.32

- **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**
-



MPS Responsibilities

AFI 36-2629, para 2.25 and FSS PSDG

- **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 (UPMR, EPRs, OPRs, Officer Upgrade Suspenses, Training Rosters, Evaluation Rosters, etc.)**
 - **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**
-



MPS Responsibilities (cont.)

Force Management

- Evaluations
 - Reviews rosters to ascertain when performance reports are due
 - Orders performance report notice for all assigned/attached Irs
 - Updates MilPDS file (Rank Info, supervision date)
 - Coordinates with losing & current unit if CRO actions are required
 - Monitors the completion/submission of performance reports
 - Reviews all performance reports for accuracy/compliance
 - Distributes completed performance reports via vPC
 - Provides technical assistance/training/guidance regarding evaluations to raters/additional raters/endorsers/reviewers/senior raters, etc.
 - Decorations
 - Provide décor 6 to unit as requested
 - Process decoration just like AD decorations & provide signed decoration/order to Unit and/or IR
 - Provides guidance and information on overall management of UIFs on IRs
-



Base/Unit Training Mgr (UTM)

FSS PSDG

- **Provides oversight/assistance to IRs on all training related issues, as required**
- **Identifies & obtains IR training publications & references as needed**
- **Assists Det/CCs with tracking IRs in Upgrade Training, CDC Failures & other training related issues**
- **Assists & directs IR members requesting CDC course enrollment, extension & change of address via myPers website**
- **Serves as test control officer for IR mandatory CDC course examinations**



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Military Treatment Facility (MTF) Responsibilities

AFI 36-2629, para 2.26

- **Administer PHA, dental exams, immunizations, labs & update in the Medical systems**
- **Verify IRs are in duty status at the time of appointment for 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**



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Who Does What?

IR Survival Tips



IR Survival Tips

- 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” guy!**



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READINESS

Ready vs. Not Ready



ARCNet Individual Readiness Detail
 Chart: All
 Type: Details
 Printed: 4/4/2019 10:17:40 AM
 "FOR OFFICIAL USE ONLY" (IAW DoDM 5200.01, Volume 4, DoD Information Security Program: Controlled Unclassified Information)

[Click here for the definition of Mobilization and Participation Readiness](#)

General Info Data From MIPOG as of 3/5/2019

Name: [Redacted] Mob Auth: [Redacted]
 Participation Readiness: **Fully Ready** Position #: [Redacted]
 Mobilization Readiness: **Ready** PAS: [Redacted]
 Duty Title: AIRLIFT/SPEC MSN AC MAINT SPROT Office Symbol: [Redacted]
 Det: RIO Det 4 Location: [Redacted]
 Unit: 76 AIRCRAFT MAINT GP [Click here to see the definition of DAV codes](#)

MSD	HYT	ETS	TAFMS	Last Decoration	DAVA	DAVL	DAVP	DAVT
4/1/2033 12:00:00 AM		9/30/2022	40820	6/30/2018				

Medical Readiness* Data From ASIMS as of 4/3/2019

Overall IMR Status: **Fully Ready** DLC Status: **Green**

Actions Needed: None

HRR/PHA

Status	Last PHA Date	Source	Status	Class	Date	Source
Green	Apr 17 2018	PIMR	Green	2	Mar 25 2019	CDA

Immunization

Status	Source	Status	Source
Green	PIMR	Green	PIMR

Fitness Readiness Data From AFFMS as of 3/21/2019

Fitness Status: **Pass**

AC	Cardio	Pushups	Situps	Overall score
20.00	0.00	10.00	10.00	100.00

Test Date: 20 Mar 2019 Next Due Date: Oct 19 2019

Security Clearance Readiness* Data From MIPOG as of 3/5/2019

Security Status Indicator: **Valid/Sup**

Date Invest Completed	Years Valid	SAR of Position	Clearance Awarded
02 Nov 2017	10	6	SECRET

AFSC Training Readiness Data From MIPOG as of 3/5/2019

AFSC Training Status: **Fully Ready**

PAFSC	DAFSC	CAFSC	Status Code	Status Date	CAAC	FP	CTIP	RFT	SAPR	SP
-2A590	-2A590	-2A590	R	01 Jan 2011	05/02/18	06/19/18	07/24/18	05/23/17		

TFAT Readiness* Data From ADLS as of 4/4/2019

Total Force Ancillary Training Status: **Awaiting Action**

Course	Study Method	Date
NCO ACADEMY	NON-RESIDENCE	16 Apr 2008
USAF SENIOR NCO ACADEMY (BASIC PHASE III)	NON-RESIDENCE	05 Sep 2018

Evaluation* Data From MIPOG as of 3/9/2019

Projected Evaluation (EPR / OPR): **Missing Data**

PME Data From MIPOG as of 3/9/2019

Course	Study Method	Date
AIRMAN LEADERSHIP SCHOOL	1	Invalid Date
AIRMAN LEADERSHIP SCHOOL	RESIDENCE	05 Nov 2015

Comments [Manage Comments](#)

* AFCHIPS data source filters out certain data sets * SELRES individuals should contact their Unit Security Manager to resolve issues.
 * Does not calculate into Participation Readiness

ARCNet Individual Readiness Detail
 Chart: All
 Type: Details
 Printed: 4/4/2019 10:37:27 AM
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[Click here for the definition of Mobilization and Participation Readiness](#)

General Info Data From MIPOG as of 3/5/2019

Name: [Redacted] Mob Auth: [Redacted]
 Participation Readiness: **Not Ready** Position #: [Redacted]
 Mobilization Readiness: **Ready** PAS: [Redacted]
 Duty Title: OPERATIONS MGMT JOURNEYMAN Office Symbol: [Redacted]
 Det: RIO Det 4 Location: [Redacted]
 Unit: 22 CIVIL ENGINEER SQ [Click here to see the definition of DAV codes](#)

MSD	HYT	ETS	TAFMS	Last Decoration	DAVA	DAVL	DAVP	DAVT
12/1/2043 12:00:00 AM		8/30/2019	40628	4/6/2015				

Medical Readiness* Data From ASIMS as of 4/3/2019

Overall IMR Status: **Not Ready** DLC Status: **Green**

Actions Needed: [Influenza/Dental]HIV(In-Person PHA)

HRR/PHA

Status	Last PHA Date	Source	Status	Class	Date	Source
Red	Jun 9 2017	PIMR	Red	4	Mar 14 2017	CDA

Immunization

Status	Source	Status	Source
Red	PIMR	Red	PIMR

Fitness Readiness Data From AFFMS as of 3/21/2019

Fitness Status: **Past Due**

AC	Cardio	Pushups	Situps	Overall score
20.00	53.70	8.80	10.00	92.50

Test Date: 20 Mar 2017 Next Due Date: Mar 31 2018

Security Clearance Readiness* Data From MIPOG as of 3/5/2019

Security Status Indicator: **Valid/Sup**

Date Invest Completed	Years Valid	SAR of Position	Clearance Awarded
24 Sep 2011	10	6	SECRET

AFSC Training Readiness Data From MIPOG as of 3/5/2019

AFSC Training Status: **In Upgrade Training**

PAFSC	DAFSC	CAFSC	Status Code	Status Date	CAAC	FP	CTIP	RFT	SAPR	SP
-3E651	-3E651	-3E651	C	01 Apr 2017	03/15/17	11/23/17	03/16/17	11/24/17		

TFAT Readiness* Data From ADLS as of 4/4/2019

Total Force Ancillary Training Status: **Not Ready**

Course	Study Method	Date
AIRMAN LEADERSHIP SCHOOL	1	Invalid Date
AIRMAN LEADERSHIP SCHOOL	RESIDENCE	05 Nov 2015

Evaluation* Data From MIPOG as of 3/5/2019

Projected Evaluation (EPR / OPR): **Missing Data**

PME Data From MIPOG as of 3/9/2019

Course	Study Method	Date
AIRMAN LEADERSHIP SCHOOL	1	Invalid Date
AIRMAN LEADERSHIP SCHOOL	RESIDENCE	05 Nov 2015

Comments [Manage Comments](#)

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Five Readiness Factors

- Annual PHA (to include Immunizations and Lab work).
 - IR completes AF Web HA located on the AF Portal



• Annual Dental



- Civilian or military dentist (member must see military dentist every 3rd year)
- DD Form 2813 used to document civ provider dental exams then provided to mil dentist

• Fitness

- IR contacts AD Unit Fitness Program Manager (UFPM) to schedule test date



• Security Clearance

- IR coordinates with AD Unit Security Manager (USM) to initiate reinvestigation

• AFSC Training

- IR coordinates with Unit Training Manager (UTM) for upgrade training matters



Quick References



HQ RIO - <https://www.arpc.afrc.af.mil/hqrio.aspx>



Headquarters RIO

Headquarters Individual Reservist Readiness and Integration Organization

Home	Resources	Travel	Pay
Detachments	Training	Vacancies	Force Development
Awards & Boards	Benefits & Entitlements	Orders Writer Cell	Activation & Deployments

Note: If accessing this page from a .mil computer, you may need to refresh the browser cache to see the latest content. (Windows OS, use Ctrl+F5)

Resources

- Forms (DD 2813, Telecommute Worksheet)
- Participation Waiver
- UTAPS Link (Instruction on how to schedule IDTs)
- Uniform Replacement

Training

- Understanding R/R & FY Calendars
- AROWS-R Instruction
- UTAPS Link (Instruction on how to schedule IDTs)
- How to track readiness
- UTAPS (Supervisor Role)



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Quick Reference

AROWS-R - <https://arowsr.afrc.af.mil/arows-r/>

UTAPS - <https://utapsweb.afrc.af.mil/utapsweb/Home.aspx>

ARCnet - <https://www.my.af.mil/arcnetprod/arcnet/Members/Home/MemberProfile>

myPERS - <https://mypers.af.mil/app/home>



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Questions?