

United States Air Force Reserve

Integrity - Service - Excellence

Roles & Responsibilities



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Overview

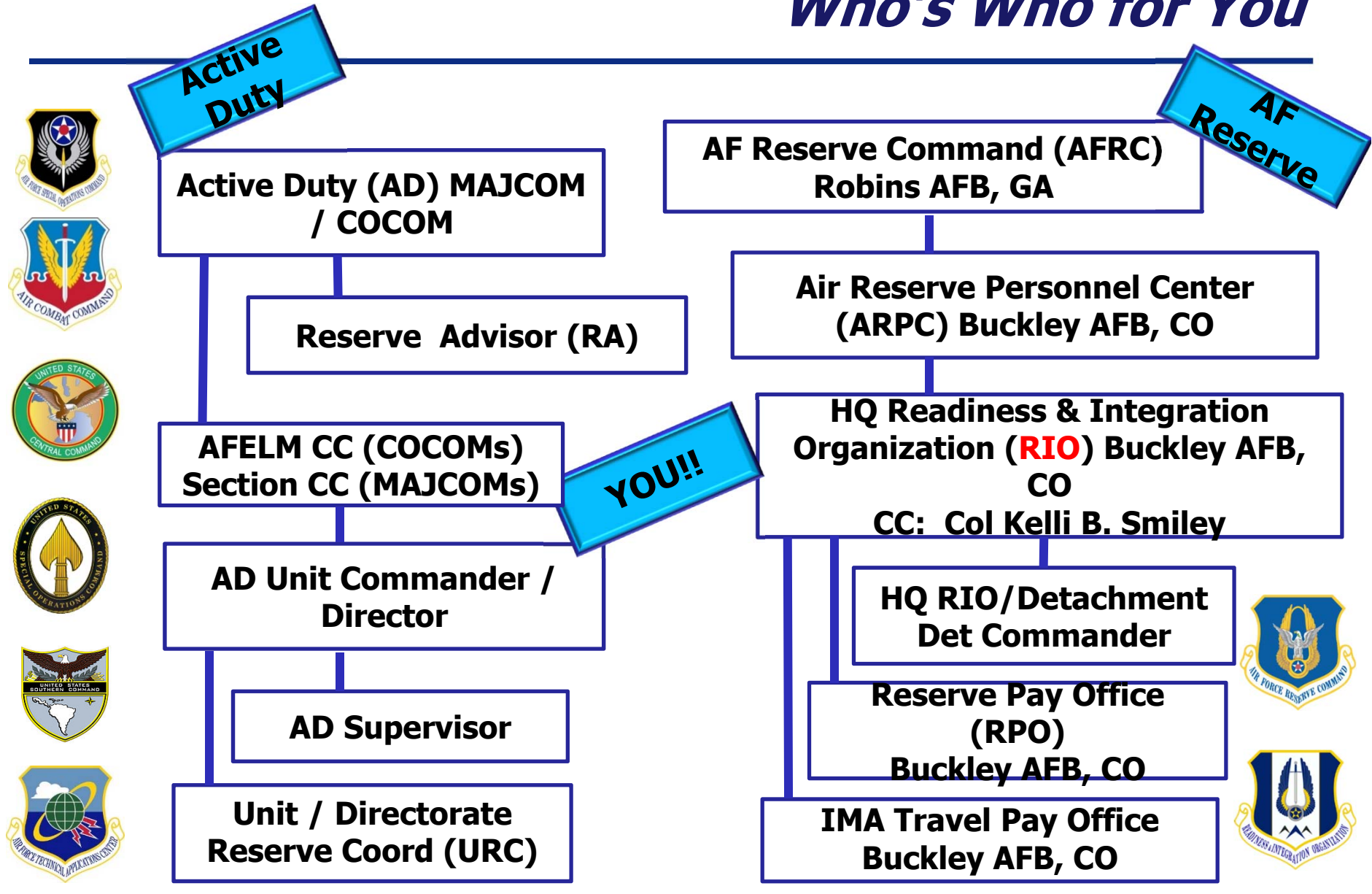
- **What is an IR?**
 - **Who's Who**
 - **OPCON/ADCON**
 - **Responsibilities**
 - **IR Survival Tips**
 - **Common AFIs**
 - **RIO Resources**
 - **Quick Reference**
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What is an IR?

- **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





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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**
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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**
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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**
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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**
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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**
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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**
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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**



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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Hands On Training

www.psdgraphics.com





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READINESS

Ready vs. Not Ready

ARCNet Individual Readiness Detail

[Click here for details on interpreting this information](#)

General Info

Name	C (SMS)	Mob Auth
Overall Readiness	Fully Ready	Position #
Duty Title	FIRE PROTECTION SUPERINTENDENT	PAS
Det	Det 4	Office Symbol
Unit	0021 CIVIL ENGINEER SQ	Location
MSD	4/1/2015	DAVA
HYT		DAVL
ETS	6/19/2015	DAVP
		DAVT

Medical Readiness

Overall IMR Status	Fully Ready	DLC Status
Actions Needed		

HRR/PHA

HRR Status	Green	Dental Status
Last PHA Date	01 Nov 2012	Dental Class
HRR Source	PIMR	Dental Date
		Dental Source

Immunization

Immun. Status	Green	Lab Status
Immun. Source	PIMR	Lab Source

Fitness Readiness

Fitness Status	Excellent (Exp-90)
Next Due Date	31 Jan 2013

Security Clearance Readiness

Security Status	Valid/Suff
Date Invest. Compl.	19 Feb 2009
Years Valid	10
SAR of Position	6
Clearance Awarded	SECRET

AFSC Training Readiness

ARCNet Individual Readiness Detail

[Click here for details on interpreting this information](#)

General Info

Name	TH J (SSG)	Mob Auth
Overall Readiness	Not Ready	Position #
Duty Title	COMPANY FIRE OFFICER	PAS
Det	Det 4	Office Symbol
Unit	0021 CIVIL ENGINEER SQ	Location
MSD	8/1/2004	DAVA
HYT		DAVL
ETS	10/22/2015	DAVP
		DAVT

Medical Readiness

Overall IMR Status	Need Attention	DLC Status
Actions Needed		

HRR/PHA

HRR Status	Green	Dental Status
Last PHA Date	15 May 2012	Dental Class
HRR Source	PIMR	Dental Date
		Dental Source

Immunization

Immun. Status	Yellow	Lab Status
Immun. Source	PIMR	Lab Source

Fitness Readiness

Fitness Status	Satisfactory (Exp)
Next Due Date	31 Jan 2012

Security Clearance Readiness

Security Status	Invalid/Expired
Date Invest. Compl.	21 May 2001
Years Valid	10
SAR of Position	6
Clearance Awarded	SECRET

AFSC Training Readiness



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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**



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Questions?