United States Air Force Reserve

Integrity - Service - Excellence

Roles & Responsibilities

U.S. AIR FORCE
Overview

• What is an IR?
• Who’s Who
• OPCON/ADCON
• Responsibilities
• IR Survival Tips
• Common AFIs
• RIO Resources
• Quick Reference
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

Reserve Advisor (RA)

AFELM CC (COCOMs) Section CC (MAJCOMs)

AD Unit Commander / Director

AD Supervisor

Unit / Directorate Reserve Coord (URC)

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
Who Does What?

Responsibilities
Defined
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
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
**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
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
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 IRSs
  • 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 IRSs
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
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!
Hands On Training

Login:
Ready vs. Not Ready
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
Questions?