

United States Air Force Reserve

Integrity - Service - Excellence

Individual Reservist Roles & Responsibilities

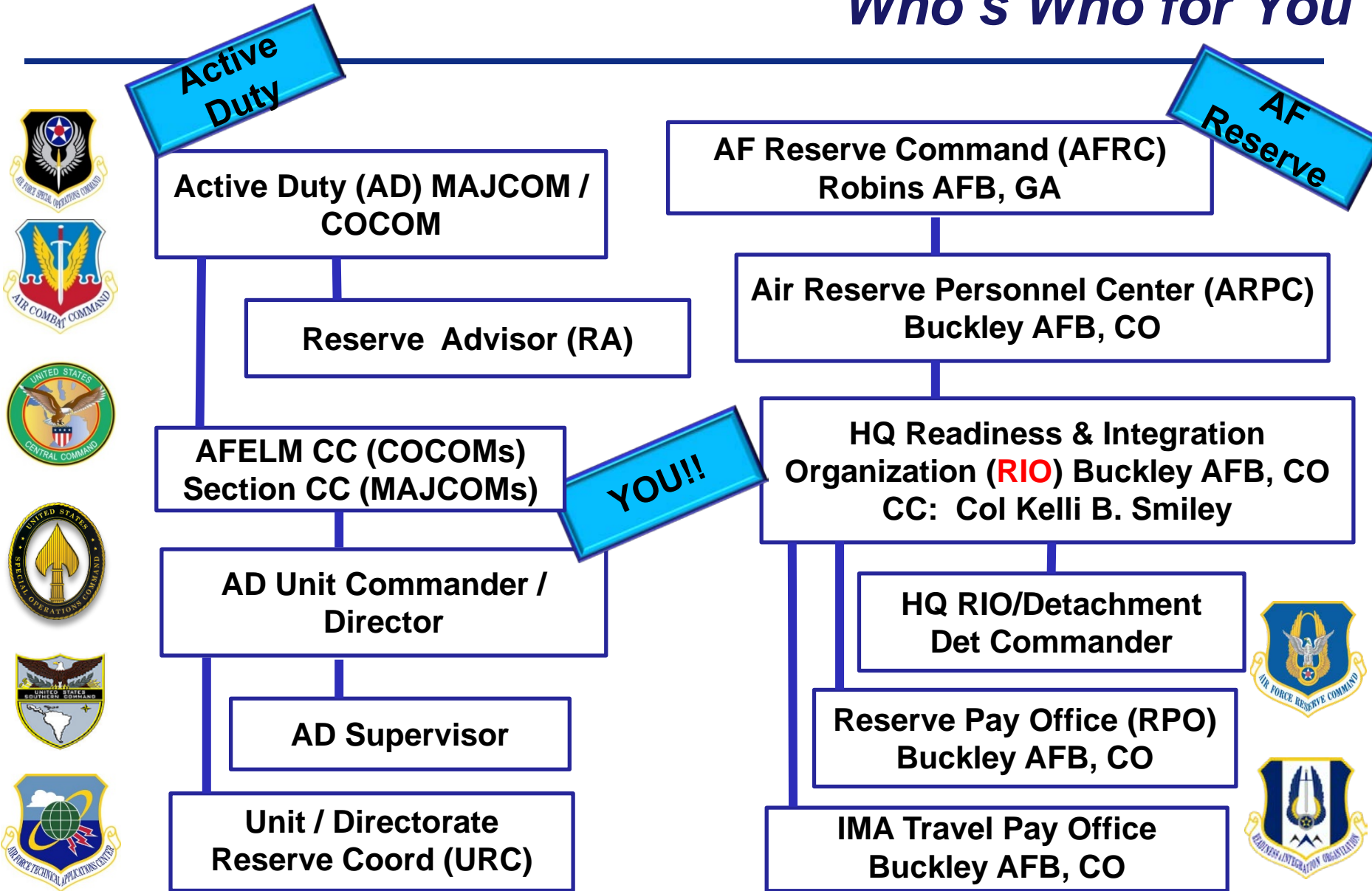


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- **What is an IR?**
 - **Who's Who**
 - **OPCON/ADCON**
 - **Responsibilities**
 - **IR Survival Tips**
 - **Common AFIs**
 - **RIO Resources**
 - **Quick Reference**
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Who's Who for You





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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**
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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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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**
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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**



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” IR**



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Questions?