



**DEPARTMENT OF THE AIR FORCE
AIR FORCE RESERVE COMMAND**

ARPCM 25-03

13 Feb 2025

MEMORANDUM FOR ALL AFR MEMBERS

FROM: HQ ARPC/DPAAA
18420 E Silver Creek Ave
Buckley AFB, CO 80011

SUBJECT: HQ ARPC Reserve Assignments (DPAAA) ARPCM

1. This ARPCM defines the standard operating procedures to administer, plan, and execute all officer and enlisted Reserve Assignments including the roles and responsibilities of HQ ARPC/DPAAA members, HQ RIO Detachments and FSS personnel. It provides guidance and explains internal and external processing procedures as well as proper procedural guidelines within MyVector, TMT (Task Management Tracker) and MyFSS.
2. The Reserve Assignments Branch (DPAAA), a sub-branch of HQ ARPC/DPA Assignments Division, manages the IMA population (E-1 to O-6). They facilitate gain, loss, and classification actions for IMA and PIRR members and oversees 24 assignment programs, partnering with HQ/AFPC, HQ RIO, AFR and ANG FSSs, Recruiting Services, and the HAF/REG Senior Leader Management Office, along with ARPC internal partners.
3. Reserve Assignments Branch ensures the accuracy of assignment requests, validates necessary waivers, and processes assignments in accordance with policy documented in DAFI 36-2110, *Total Force Assignments* and provides operational guidance for the standardized, tactical-level execution of all officer and enlisted Reserve Assignments.
4. All processes and procedures contained in this document should be considered "standard" IAW governing policy, and internal processes of execution established to ensure the consistency, fairness, impartiality, and objectivity of the Reserve Assignments process. Any deviation from the standard must be approved initially by the HQ ARPC/DPAAA technician, in conjunction with the Chief, Assignment Division or Superintendent, Reserve Assignments Branch as appropriate. Further deviations from these standards may require ARPC/DPA approval.
5. Please ensure this message is given the widest possible dissemination. All enlisted members, supervisors, CCMs, senior raters, and wing commanders should be familiar with the process of submitting applications for all officer and enlisted Reserve Assignments.
6. For more information or questions specific to the Reserve Assignments Branch and processes, contact Maj Charissa Kopecko, ARPC/DPAA at charissa.kopecko.2@us.af.mil, DSN: 847-3293, or COMM: 720-847-3293.

CHRISTY L. SHAW, Colonel, USAF
Director of Assignments

1. Reserve Assignments

1.1. HQ ARPC DPAAA Key Functions:

HQ ARPC DPAAA will accept documents from the Detachments and/or FSS. Once documents have been received, DPAAA will perform the following actions:

- Perform quality checks on assignment applications to ensure all required documentation has been completed and loaded into MyVector from either the Detachment or FSS.
- If assignment application is complete and accurate, execute Military Personnel Data System (MILPDS) gain actions, projections or suspend the application until MILPDS updates can be accomplished.
- Provide application updates within the MyVector messaging platform.
- Upload final gain SURF for initiator review.
- Provide application completed actions to initiator within MyVector.
- Perform MILPDS loss actions for members of the IMA, PIRR, and Ready Reserve components to TR and ANG components.
- Generate reassignment orders and upload to the service member's Automated Records Management System (ARMS) record.

Note: A reassignment order must be generated by the losing organization and provided for reassignment from the ANG and TR components. (AF100 must be provided for RegAF and AGR transfers to the IMA/PIRR.)

Note: Assignment application packages will be returned to the initiator without action if the package is incorrect/incomplete. Corrective action messaging will be provided to the initiator.

1.2. HQ RIO Detachments Responsibilities

Individual Mobilization Augmentees (IMA)

- Ensure all required documents and personnel actions are accomplished and submitted to HQ ARPC/DPAAA prior to the members gain date or EDSCA.
- Perform quality checks on member qualifications, service dates, separation IDs (if applicable) and overage status.
- Ensure precise position data through the RMVS platform via <https://af.okta.mil/>
 - RV (Reserve Vacancies)
- The gaining detachment will forward the gain package to HQ ARPC/DPAAA through MyVector (Only).
 - For more information about assignments and links to helpful sites, visit the ARPC Assignments Splash page [Reserve Assignments](#)
- Coordinate with member if departing ANG component.
- Coordinate with member if departing FSS component
- Manage the Unit Personnel Management Rosters (UPMR)
- Initiate leveling actions
- Process assignment/separation actions for members
- Publish orders for IMA-to-IMA assignments

- Coordinate with Recruiting for members who request early release or are completing their term and wish to serve in the IMA program. This will initiate the assignment request for that member.

Note: Members currently assigned to the Active-Duty component who request early release or are completing their term and wish to serve in the IMA program should consult a Reserve recruiter to initiate the assignment process. Once secured, the assignment is projected in MilPDS by the Air Force Personnel Center (AFPC). Active-Duty officers must be scrolled and reappointed into the Reserve component. AFPC will generate a projection upon the member's completion of service.

1.3. FSS Responsibilities

Traditional Reservists

- Ensure all required documents and personnel actions are accomplished and submitted to DPAAA prior to the members gain date or EDSCA.
- Perform quality checks on member qualifications, service dates, separation IDs (if applicable) and overage status.
- Ensure precise position data through the RMVS platform via <https://af.okta.mil/>
 - RV (Reserve Vacancies)
- Forward the gain package to DPAAA through MyVector (Only).
 - For more information about assignments and links to helpful sites, visit the ARPC Assignments Splash page [Reserve Assignments](#)
- Coordinate with member if departing ANG component
- Coordinate with member if departing IMA component
- Manage the Unit Personnel Management Rosters (UPMR)

Note: A reassignment/loss order must be generated by the losing organization and provided for gain actions to accomplished.

Required Documents: DAF 1288 (*Mandatory*), AF 2096 (*If applicable*), DD4 (*If applicable*), DAF 100 (*If applicable*), DD 214 (*If applicable*), Appointment Order (*If applicable*), Enlistment Order (*If applicable*), Statement of Understanding (SOU) (*If applicable*)

2. Air Force Reserve Indispensability

Retired Air Force Reserve (AFR) back into a Participating Status

The Air Force Reserve Indispensability Program authorizes RegAF, Reserve, and/or Air National Guard retirees to serve in the Air Force Reserve. This program is used sparingly to address critical manning challenges, filling positions that require specific skill sets or are located in hard-to-fill areas. Therefore, indispensability should not be viewed as a tool to fill any vacant position but rather for those that meet a critical AFR need.

U.S.C. Title 10, Chapter 1005, Section 10145, Ready Reserve, authorizes retired members to serve in the Air Force Reserve if they meet specific and critical AFSC and/or skill levels to address vital manning needs. Retired individuals who have not reached their Mandatory Separation Date (MSD) or High Year Tenure (HYT) may request Unit, IMA, and ART assignments based on the Air Force Reserve Indispensability Policy. The Chief of the Air Force Reserve (HAF/RE) is the delegated approval authority for these assignment requests. If approved, individuals will be restricted to an initial 2-year contract. Extensions may be requested in 2-year increments but may be curtailed based on AFR needs.

If a member serving under this policy is selected for another position or promotion, they must submit a new indispensability application for HAF/RE approval before changing positions or rank.

IMPORTANT NOTES: Refer to the HAF/RE Indispensability Policy Addendum for information on AFSCs where some program restrictions have been temporarily lifted based on AFR mission requirements. A retired RegAF officer holding a Regular commission seeking to enter the AFR must request an appointment into the AFR and be approved on an OSD scroll before AF/RE approval. A retired RegAF enlisted member seeking to enter the AFR under indispensability, must be HAF/RE approved prior to enlistment into the AFR.

The responsibility for the Air National Guard Indispensability Program lies with NGB/A1. For additional information and assistance with initiating the process, please contact the Air National Guard Recruiting office.

2.1. Initial Application Process

Applicable to: Air Force Reserve Retirees

1. Interested members should apply by submitting an application with an Air Force Reserve recruiter. The recruiter will work with the gaining unit's servicing Force Support Squadron (FSS) or RIO Detachment to route the member's request for approval.
2. The gaining FSS or Detachment must submit all Retiree to SelRes requests on an AFRC Snowflake through the Task Management Tool (TMT) for NAF/CC or RIO/CC concurrence.
3. Units and Detachments must route a complete package to the following organizations within TMT:
 - Wing/CC or Det/CC

- NAF/CC or RIO/CC
 - The NAF/CSS or RIO/Det will utilize TMT to manage/assign the application to the "ARPC DPAAA Workflow" for additional coordination and processing as follows:
 - AF/REG (Col's Group as required)
 - AFRC/CFM
 - AFRC/A1
 - AFRC/CD
 - AF/REP
 - AF/RE
4. HQ ARPC/DPAAA will notify the gaining NAF/Wing or RIO/Det of approval or disapproval actions.
- a. If the request is approved, HQ ARPC/DPAAA will communicate any additional actions with the FSS or DET and update the member's assignment with a gain date no earlier than the date of HAF/RE approval.
 - b. If the request is denied, no additional action will be taken by HQ ARPC/DPAAA.

Applicable to: RegAF (Regular Air Force) Retirees

1. RegAF retiree members should contact an Air Force Reserve Recruiter for assistance with initiating an application for the Air Force Reserve Indispensability Program.

Timelines: Requests can take 120-180 days to be processed/approved from the time HQ ARPC/DPAAA receives them via TMT.

2.2. Extension Request Process

Applicable to: Retired Air Force Reserve and Retired RegAF members currently participating under Indispensability

Upon completing an initial 2-year assignment, individuals may request extensions in one-year increments. The Air Force Reserve Command Deputy Commander (AFRC/CD) is the approval authority for these requests.

1. The member must submit an extension request through their chain of command for approval.
2. The member's servicing FSS or Det must submit all extension requests on an AFRC Snowflake through the TMT.
3. Units and Dets must route a complete package to the following organizations within TMT:
 - Wing/CC or Det/CC
 - NAF/CC or RIO/CC

- The NAF/CSS or RIO/Det will then manage/assign the TMT application to the "ARPC DPAAA Workflow" for additional coordination and processing as follows:
 - AF/REG (Col's Group as required)
 - AFRC/CFM
 - AFRC/A1
 - AFRC/CD
- 4. HQ ARPC/DPAAA will notify the owning NAF/Wing or RIO/Det, upon approval/disapproval.
 - a. If the request is denied, the member will return into a retired status upon completion of their contracted assignment.
 - b. If approved, HQ ARPC/DPAAA will request an updated Indispensability contract, coordinate any additional actions with the FSS or DET and update MilPDS accordingly.

Timelines: Requests can take up to 90 days to process from the time HQ ARPC/DPAAA receives it in TMT.

2.3. Position Move Request

Applicable to: Retired Air Force Reserve and Retired RegAF members currently participating under Indispensability

In accordance with the Chief of the Air Force Reserve (HAF/RE) memo dated 13 Jun 2017, "... since indispensability is needs-based, members selected to fill another position or selected for promotion must submit a new request for HAF/RE indispensability approval prior to being moved or changing positions due to promotion."

NOTE: Colonel assignments must first have HAF/REG concurrence

1. Individuals currently participating in the Indispensability Program should apply for reassignment by submitting a position move request through their servicing Force Support Squadron (Traditional Reservist) or RIO Detachment (IMA) on an AFRC Snowflake utilizing the Task Management Tool (TMT) for NAF/CC or RIO/CC concurrence.
2. Units and Dets must route a complete package to the following organizations within TMT:
 - Wing/CC or Det/CC
 - NAF/CC or RIO/CC
 - The NAF/CSS or RIO/Det will then manage-assign the TMT application to the "ARPC DPAAA Workflow" for additional coordination and processing as follows:
 - AFRC/CFM
 - AFRC/A1
 - AFRC/CD
 - AF/RE
3. Upon HAF/RE action on the request, HQ ARPC/DPAAA will notify the gaining NAF/Wing or RIO/Det of approval or disapproval actions.
 - a. If approved HQ ARPC/DPAAA will provide additional instructions to the servicing FSS or DET in order to accomplish the position move.

- b. If disapproved, HQ ARPC/DPAAA will take no additional actions, and the member will remain assigned to their current position.

Timelines: Requests can take 120-180 days to be processed from the time HQ ARPC/DPAAA receives it via TMT.

2.4. Indispensability (Return to Retired Status)

Applicable to: Retired Air Force Reserve and Retired RegAF members currently participating under Indispensability

Retired members currently approved for participation into the Air Force Reserve who no longer desire to participate should contact their servicing Force Support Squadron (FSS) or RIO Detachment and apply for reassignment back to Retired Status (RegAF or Reserve Retired Status).

Traditional Reservists

- The losing FSS will generate a loss order for Unit assigned retirees and submit a copy to HQ ARPC/DPAAA via MyVector. The gaining assignment details for the order will be the PAS Code/unit the member was assigned to while they were in a retired status.
 - NOTE: If assignment details are unknown, the servicing FSS should contact HQ ARPC/DPAAA via MyVector for details.

Individual Mobilization Augmentees (IMA)

- The losing Detachment will submit the IMA assigned retiree member's approved request to HQ ARPC/DPAAA via MyVector.
- HQ ARPC/DPAAA will generate reassignment orders and reassign the member to the PAS Code/unit the member was assigned to while they were in a retired status.

Submit a MyVector request using the following steps:

- Log in to MyVector: [MyVector \(af.mil\)](https://myvector.af.mil)
- Select "My Applications": Navigate to the "My Applications" section on the left-hand side of the MyVector Dashboard.
- Locate "ARPC AFR Assignments": Under the Applications Catalog.
- Select "Indispensability (Return to Retired Status)"
- Click "Apply"

Special Note for ALL RETIREES: After returning to retired status, members should request a service re-computation via MyFSS through the HQ ARPC Retirements Branch.

3. Special Duty Assignment Pay (SDAP)

HQ ARPC/DPAAA is responsible for processing SDAP requests for **IMAs ONLY**. All other statuses/components (TR, AGR, ANG) should submit requests through their servicing FSS.

To be eligible for SDAP, an IMA member must:

- Be qualified, trained and/or certified **AND** performing the duty independently.
- Meet all eligibility requirements listed in the applicable rule on the USAF SDAP Table located on the MyFSS platform at:
<https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA08300000000m2CAA>
- Submissions will be completed through the appropriate RIO Detachment.

RIO Detachment Actions:

- Must review monthly SDAP rosters and have rosters certified by the Det Commander
- Must initiate a DAF Form 2096, Classification/On-the-Job Training Action, for supervisor signature and Det Commander certification as required to start, stop or change SDAP.
- A completed 2096 will then be sent by the appropriate RIO Detachment to HQ ARPC/DPAAA Reserve Assignments Section for the MilPDS update via MyVector. Any SDAP submission not received directly from the RIO Detachment, will be returned without action and the MyVector request will be closed.
- Submit MyVector requests following the below steps:
 - **Log in to MyVector:** [MyVector \(af.mil\)](https://myvector.af.mil)
 - **Select “My Applications”:** Navigate to the “My Applications” section on the left-hand side of the MyVector Dashboard.
 - **Locate “ARPC AFR Assignments”:** Under the Applications Catalog.
 - **Select “IMA SDAP Request,”** then click “**Apply.**”

It is important to remember the MilPDS update **DOES NOT** generate a pay transaction to DFAS for Reserve members. Upon update in MilPDS, HQ ARPC/DPAAA will endorse the DAF Form 2096, submit the source document for upload into the member’s ARMS record and generate a MyFSS casefile to the RIO Reserve Pay Office for update in the pay system.

The SDAP payments will be paid in arrears.

IMA members should direct all questions regarding SDAP to their servicing RIO Detachment

4. Colonel (O-6) Assignments

All O-6 Assignment actions are submitted to DPAAA Reserve Assignment Branch by HAF/REG Senior Leader Management via a MyVector application. HQ ARPC DPAAA will **only** accept documents from HAF/REG. Once documents have been received, DPAAA will perform the following actions:

4.1. Colonels (O-6) in Lt Col (O-5) Positions

HQ ARPC DPAAA Key Functions:

- a) Retrieve and review roster from ARPC/PSM, sending copies to HAF/REG and servicing detachments for IMA members selected for O-6 positions but serving in O-5 positions.
- b) Create MyVector application and designate HAF/REG as the primary contact for unassigned Colonels (O-6s).
- c) Provide a MILPDS SURF to HAF/REG to verify members' Date of Rank (DOR) and authorized grade.
 - Members not in O-6 positions will be projected into the IRR no earlier than six months of their pin-on date, as per DAFI36-2110, Para 9.7.10. Example: Promotion Date 1 Mar 2024 (IRR Projection Date 1 Sep 2024).
- d) DPAAA will coordinate members' IRR projection with HAF/REG through MyVector.
 - If a member doesn't secure a valid O-6 position within six months, they will be reassigned to the IRR, with the EDCSA set six months after the promotion date. A DA Order will be issued no earlier than 60 days before the IRR assignment gain date/EDSCA.
 - If a member secures a position after IRR projection or placement or is notified by HAF/REG, DPAAA will cancel the projection and close the MyVector application.
 - If a member secures a position after IRR placement and an order was generated prior to entry, DPAAA will rescind the order if it's in effect or revoke if it is not.

Note: Members who secure positions after IRR placement are instructed by HAF/REG to go through a recruiter. The recruiter will submit their MyVector applications to HQ ARPC/DPAAA once HAF/REG provides the necessary documentation.

4.2. Part II: O-6 Position Move or New Assignment

HQ ARPC DPAAA Key Functions

- a) If a member secures an O-6 position, DPAAA will process the MyVector application within the service level agreement.
- b) Receive and review either a MyVector application or a Snowflake from HAF/REG with specific assignment instructions.
- c) Assess members qualifications using the following sources documents as required:
 - AF 2096 for AFSC updates (necessary for changing and awarding an AFSC).
 - HARM Approval for rated AFSCs (11XX, 12XX, 13BX, 48XX, 46XX, X14N4).
 - Waiver for overage or over grade.
 - DAF 1288 if members transitioning from AD, ANG, and IRR status.
 - Reassignment order if members transitioning from TR or ART.

- Guard separation order from losing component if members transitioning from ANG.
- AF100 if the member is an AGR and AD.

Timelines: The estimated completion time is 31 days from the date of receipt. Future date projections will be made no earlier than 60 days before the effective date.

5. Administrative Support

HQ ARPC/DPAAA also provides administrative support for the following programs: Voluntary Limited Period Active Duty (VLPAD), Classification & Reclassification (Upon initial assignment only), IMA PURGE Management, Key Employees and Colonels (O-6) not in Colonel positions. Although DPAAA does not have a major role in the programs, they do provide tracking, coordination and liaison support between departments. For immediate support please contact your local FSS or Detachment personnel.

6. MyVector

Reserve Assignments exclusively operates within this platform. Please **DO NOT** send correspondence via myFSS.

- MyVector General Inquiry Workflow:** Submit your questions related to HQ ARPC/DPAAA related programs to this workflow. **DO NOT** use this workflow for submitting assignment action requests.
 - **Log in to MyVector:** [MyVector](#)
 - **Select “My Applications”:** Navigate to the “My Applications” section on the left-hand side of the MyVector Dashboard.
 - **Locate “ARPC AFR Assignments”:** Under the Applications Catalog.
 - **Select “Submit AFR Assignment General Inquiry,”** then click **“Apply.”**
- Reserve Assignments will review MyVector requests within 30 business days. Incomplete applications will be returned to the initiator for correction.
- Returned MyVector applications will remain in waiting status for 60 days for corrective action. If no action is taken within this period, the application will be closed.
- Upon receiving the returned MyVector application and completing all necessary corrections, the DPAAA technician will update the records. They will notify the initiator upon completion, providing a gain SURF, a signed 2096 (if applicable), and a reassignment order (if applicable).

Note: To avoid processing delays, promptly upload the revised and/or additional documentation to the MyVector application.

7. Resources

- DAFI 36-2110
- Communication: AFR-TASKORD-1 directs a task specifically for communication with the field and mission partners. Below are lines of effort working toward improving communication.
- Members are encouraged to regularly visit the ARPC splash page and keep an eye on frontline and MyFSS messaging for updates and requirements related to the Reserve Assignments Branch. See the link for details [Reserve Assignments \(af.mil\)](#)
- Frontline Messaging/MyFSS Messaging
- Reserve Assignment program specific articles are located on MyFSS as a tool to assist with program processes.
- Meetings are held via TEAMS for mission partners including HQ RIO Detachments, ARPC/DPAR Accessions, ANG Separations, Recruiting & FSS POCs to discuss issues related to assignments.
 - DPAAA Reserve Assignments | ARPC RSOO | Microsoft Teams
 - DPAAA Reserve Assignments | HQ RIO OPS | Microsoft Teams
 - DPAAA Reserve Assignments | HQ RIO DETS | Microsoft Teams
 - FSS Support for Reserve Assignments (DPAAA) | General | Microsoft Teams
 - DPAAA/RIO Det SEL Communication Line | DPAAA and RIO Det SEL Communication | Microsoft Teams
 - HQ ARPC-DPAAA-Tiger Team Initiative | General | Microsoft Teams

Note: Responses will be provided within three business days.

The action office for this memo is HQ ARPC/DPAAA. For any questions, inquiries, or processes related to the ARPC Reserve Assignments Branch, please use the MyVector platform. Knowledge articles can be found within MyFSS.