

The DPAAA Reserve Assignments Branch is spearheading efforts to foster positivity within our organization and improve communication with our mission partners. Through the EVOLVE initiative, we aim to shed light on the responsibilities of Reserve Assignments concerning promoted IMA O-6s in O-5 positions.

The AF/REG Cols Group manages all O-6 assignments. The Reserve Assignments team handles O-6 assignment actions within MILPDS for IMA's only.

Part I: Promoted IMA O-6s in O-5 Positions

Reserve Assignments Responsibility and Process

1. Reserve Assignments receives a monthly roster of members promoted to O-6 but serving in O-5 positions, sent by ARPC/PSM to the AF/REG Cols Group, servicing Detachments for IMA members, and HQ ARPC Reserve Assignments.
2. Reserve Assignments creates an application in My Workflow via MyVector and designates AF/REG as the primary contact for all unassigned O-6s.
3. Reserve Assignments retrieves a SURF from MILPDS to verify members' Date of Rank (DOR) and authorized grade for their assigned positions.
4. Reserve Assignments projects members into the IRR (S731**** or 9631****) no later than six months from their pin-on date in accordance with DAFI36-2110, Para 9.7.10.
 - a. Example: Promotion Date 1 MAR 2024 (IRR Projection Date 1 SEP 2024)
5. Members projected to the IRR receive a DA Order no earlier than 60 days prior to the IRR assignment gain date or EDSCA.
6. Reserve Assignments notifies AF/REG of members' projections into the IRR via MyVector.

IMA O-6 Promotees Responsibilities

1. Members must secure a valid O-6 position within six months of their Date of Rank (DOR).
2. If a member secures a position or is notified by AF/REG of being hired into an O-6 position, DPAAA will cancel the projection to IRR and close the MyVector application.
3. If a member secures a position after being placed in the IRR and an order was generated prior to entry, DPAAA will:
 - a. RESCIND the IRR order if it is in effect (past EDSCA)
 - b. REVOKE the IRR order if it is not yet in effect
4. If a member secures a position after being placed in the IRR, AF/REG will direct the member to go through a recruiter and will submit via MyVector to DPAA once AF/REG receives the necessary documentation to proceed with the assignment action.

Part II: IMA O-6 Position Move or New Assignment

Reserve Assignments Responsibility and Process

When a member secures an O-6 billet, Reserve Assignments is responsible for processing the MyVector application.

1. Reserve Assignments receives the application through My Applications via MyVector from AF/REG, along with instructions for the new assignment and a snowflake/SSS with special instructions.
2. Reserve Assignments vectors the member's qualifications as needed, considering the following requirements:
 - a. AF 2096: AFSC updates (required for changes or awards)
 - b. HARM Approval: Rated AFSC (11XX, 12XX, 13BX, 48XX, 46XX, X14N4)
 - c. Waiver: Overage or Over Grade
 - d. AF IMT 1288: Required if coming from AD/ANG/IRR/PIRR status
 - e. Reassignment Order: Required if coming from TR or ART
 - f. Guard Separation Order: Required if coming from ANG

Timelines:

The estimated completion time is 14 days from the date of receipt application. Future date projections will be made no earlier than 60 days before the effective date.

Reserve Assignments Resources

Additional information, tools, guides, etc. may be found on the ARPC Assignment Splash Page - <https://www.arpc.afrc.af.mil/Services/Assignments/>

We are committed to addressing all customer concerns by providing clear guidance and pathways forward. Our Reserve Assignments team continuously EVOLVES to enhance communication and support future endeavors.

Thank you for your attention on this matter!

Chief, Assignments Division