

FREQUENTLY ASKED QUESTIONS

INDIVIDUAL READY RESERVE MUSTER

FOR: IRR MEMBERS

Current as of August 2025

OPR: Personnel Readiness Branch (ARPC/DPAMX)

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I. QUESTIONS PERTAINING TO DAY OF MUSTER

a. What do I need to get on base?

Valid/current REAL ID or Military ID. If you do not possess a military ID and have not submitted your driver's license information for inclusion on the EAL, the Security Force will deny you entry. In this situation, you will need to be sponsored by someone who has base access at the visitor center. Additionally, please be aware that the Real ID requirement went into effect on May 7, 2025, and is mandatory at all DOD installations. This means that if you lack base access, you must have a Real ID to gain entry to the installation. Without a Real ID, entry will not be permitted.

b. Do I need to be in uniform?

No. Military uniform is **NOT** required during an IRR Muster. However, dress & appearance should be neat and presentable.

c. Do I need to meet Dress & Appearance standards?

No. However, dress & appearance should be neat and presentable.

d. My military ID card has expired and/or lost. How do I get on base?

Security Forces should maintain a comprehensive roster of all muster attendees, ensuring that each individual has provided their driver's license number along with the corresponding issuing state (which must be REAL ID compliant). For any questions or inquiries, attendees are encouraged to contact the muster host's point of contact by calling the DPAMX line.

e. The muster is over, where's my pay?

IRR members are expected to receive their compensation within 45 days after the scheduled muster date. If this timeline is not met, the ARPC/DPAMX will notify the DPAMX Branch Chief and will take follow-up actions with the Finance Office to ensure resolution.

f. How long is the muster scheduled to last?

IRR musters generally last four hours, although they may be shortened to as little as two hours in certain situations

g. Can I bring my kids with me?

No. IRR members should refrain from bringing anyone with them as space is often limited. Individuals not required for muster duty may distract other attendees.

h. Are travel expenses paid for?

IAW DoD 7000.14-R Financial Management Regulation Vol 7A, Chapter 58 Paragraph 2.5.3, Payment, Muster Duty Allowance (MDA) shall constitute the single, flat-rate monetary allowance authorized for the performance of muster duty and shall constitute payment in full to the member, regardless of grade or

rank in which serving, as compensation for travel to the immediate vicinity of the designated muster duty location, transportation, subsistence, and the special or extraordinary costs of enforced absence from home and civilian pursuits, including such absence on weekends and holidays. Note: FY25 Muster Duty Pay is \$253.75 upon completion of muster duty.

II. QUESTIONS PERTAINING TO DIFFERENT ADDRESSES

a. My address is different; do I still need to attend?

When ARPC/DPAMX processes an update to a member's address in the system, the member's status will be adjusted accordingly. If the new address shows that there is no IRR Muster scheduled at an Air Force installation within 150 miles, the MilPDS will be updated to reflect the member as 'excused.' However, if an IRR Muster is scheduled for an Air Force installation within that 150-mile radius, DPAMX will reschedule the member for an alternate date and location.

b. I was notified at my parents' address; I don't live there any longer. Do I need to attend?

Same answer as above. Selection to attend a muster is based on proximity to muster site from where members currently reside.

c. I reside overseas and got selected to attend a muster stateside. Do I need to attend?

IRR members residing overseas are not obligated to attend a muster, unless an Air Force installation in Alaska or Hawaii is hosting the event and their registered address falls within 150 miles of that installation. Prior to approving any requests for excusal, DPAMX will verify the overseas address provided.

III. QUESTIONS PERTAINING TO RESERVE STATUS

a. Why was I chosen to attend a muster?

Members of the Individual Ready Reserve (IRR) are required to complete annual screenings by U.S.C. Title 10, which includes participation in yearly muster duty. IRR members either have remaining time on their eight-year statutory military service obligation or are still subject to another contractual agreement, such as an enlistment contract or extension. During their military service obligation, each IRR member maintains their status within the IRR and is regarded as a mobilization asset, prepared for potential activation in times of national emergency.

b. I didn't realize I had a service obligation. Why am I being ordered to attend a muster?

Commissioned officers keep their commissions indefinitely, unless they resign or are discharged. As such, members remain in the IRR for quite some time. Upon completing the initial eight-year obligation, members may be transferred from the Obligated Reserve Section (ORS) to the Non-obligated, Non-participating Ready Personnel Section (NNRPS) where each member would remain for two years or three years if receiving separation pay. (*Contact the Reserve Service Programs Branch (DPAMR) for additional information*). If there is no remaining service contract, an officer member may submit a tender of resignation (TOR) to request release from the NNRPS early. Otherwise, officer members will be automatically discharged from the NNRPS at the completion of two years (three years for separation pay recipients). Members may submit a TOR via a myFSS ticket or contact the TFSC (800-525-0102) to begin the process.

Enlisted members are discharged from the IRR at the end of their military service obligation (MSO). If members enter the IRR after their MSO has been fulfilled, they will be discharged upon completion of their service contract.

c. I have transferred to another branch of the military. Do I need to attend?

No. Member must ensure a DD Form 368, Conditional Release, is completed and signed by ARPC/DPT. Once completed, DPAMX will excuse you from muster duty.

d. I'm a civilian contractor deployed overseas; what do I need to do to be excused?

Please submit supporting documentation by submitting a "Letter of Authorization" (LOA). If an LOA is unavailable, we will accept alternate source documentation, such as an employer contract or a letter of agreement from HR, that assigns the member to the deployed location.

e. I received a discharge order from ARPC; why was I selected to muster?

Sometimes MilPDS is updated for discharge after the muster data is pulled. Therefore, DPAMX will verify MilPDS and ARMS and will excuse the members from attending the muster.

f. I have completed my MSO/contractual obligations and have a DD214 showing my commitment is complete. Why did I get a muster letter?

Service dates in MilPDS can occasionally be inaccurate. In such cases, DPAMX will create a myFSS ticket to request verification and correction of these dates from DPAMR. Once DPAMR has verified and corrected the service dates, DPAMX will excuse the member from muster duty if their selection was based on incorrect information. However, if the service dates are accurate following DPAMR's review, the member is expected to attend muster duty as scheduled.

g. I've received notification that I've been passed over for promotion and will be discharged. Do I need to attend?

It depends on the effective date of discharge. Members are obligated/assigned to the IRR until the effective date of discharge. If the member is no longer a mobilization asset depending on date of discharge, DPAMX will approve the excusal request.

IV. QUESTIONS PERTAINING SCHEDULING CONFLICTS

a. I'm away from home temporarily. Do I still need to attend?

Justification is required to be excused. If you're a federal employee TDY, email DPAMX a copy of your TDY orders. If you're a civilian employee on a business trip, provide copies of the flight itinerary that shows you're out of town during the scheduled muster date. If you're a civilian contractor, submit a copy of "Letter of Authorization" (LOA) for excusal.

b. I'm scheduled to work on the muster date; what should I do?

Unfortunately, civilian employment alone is not a valid excuse for member absence. Employers are required under the Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994 to allow members to perform military obligations provided member gives advance notice of the duty. The notification members received from us is sufficient for this purpose. It advises the employer of the time and date of the muster and that their attendance at the muster is mandatory. If the employer still has concerns, we recommend that the employer refer to the Uniformed Services Employment and Reemployment Rights Act (USERRA) on the U.S. Department of Labor website at the following link: [USERRA | U.S. Department of Labor](#).

c. I've got a scheduling conflict; can I be excused?

DPAMX is committed to rescheduling IRR members whenever possible, provided there is another Air Force installation set to host a muster within 150 miles of your residence this fiscal year.

d. I have a vacation planned during my scheduled muster date; can I be excused?

To obtain approval, DPAMX requires submitting two supporting documents: 1. Travel documentation, such as a hotel reservation or airline itinerary, to confirm that the muster takes place during your vacation, and 2—proof of your current address.

Remember, you should not assume that you are excused from the muster until you receive formal confirmation from DPAMX.

e. I've got college finals during my muster date that I cannot miss or a full-time student. What should I do?

To begin with, check with your professor about the possibility of rescheduling your final exam to accommodate a military obligation. If that doesn't work out, please email DPAMX with your class schedule, clearly showing that your finals coincide with the muster date, along with a school acceptance letter that confirms your status as a full-time student. Once these documents are submitted, DPAMX will support your request for an excusal. After securing approval from your professor for an alternative exam date due to your military duty, make sure to submit the necessary documents to DPAMX. This includes your class schedule and acceptance letter, which will facilitate the approval process.

If your initial request for an excusal is not successful, please reach out to DPAMX again. In your email, include your school acceptance letter along with proof of course registration. This documentation will assist us in verifying your college enrollment and confirming any finals scheduled on the day of the muster, thus supporting your request for excusal approval.

f. I can't attend muster duty because I don't have anyone to watch my children.

Family care plans are essential for all Air Force personnel, and they detail the policies regarding dependent care in the event of mobilization. Effective planning is crucial to ensure that suitable arrangements for dependent care are in place. All members with dependents are expected to utilize all available resources to guarantee their dependents receive the necessary care, support, and supervision. The Family Care Plan must address short-term situations, such as musters, and long-term scenarios, such as mobilization. It should be comprehensive and structured, ensuring a seamless and prompt transition of responsibilities when required.

V. QUESTIONS PERTAINING TO TRAVEL ISSUES

a. My car broke down/I don't have a car, and I don't have any way of getting there. What should I do?

IRR members must make every attempt to find a way of attending. If there is no success, email DPAMX for an excusal request.

b. Are there any special requirements for riding a motorcycle to the muster?

If riding a motorcycle, helmet, gloves, long sleeves, long pants and reflective vests are mandatory while riding on any Department of Defense installation.

c. Can I attend a muster at an installation closer to my home?

It depends. Only if the base closer to IRR member's location is hosting this fiscal year. The muster season typically runs from February to early September each FY. An IRR was selected based on the database identifying an address in MilPDS is within 150 miles of an AF installation that is scheduled to host a muster. DPAMX will make every accommodation to reschedule members to a closer location; however, we cannot reschedule a member to a closer base if that base is not scheduled to host.

VI. QUESTIONS PERTAINING TO OTHER SPECIAL CIRCUMSTANCES

a. I'm pregnant; do I need to attend?

It depends. If there are no complications, IRR members are still required to attend. To request excusal, supporting documentation may include a letter from your OB-GYN with the following information: 1) under OB-GYN care, 2) delivery date, 3) any complications that warrant excusal from any formation (if applicable). If IRR member recently delivered and on maternity leave from employment, IRR member provides a copy of the hospital discharge instructions to substantiate the excusal.

b. I have a medical condition/issue that precludes me from traveling.

All Individual Ready Reserve (IRR) members, irrespective of their VA disability rating, are considered mobilization assets and may be subject to recall. When a member is mobilized, they undergo a medical assessment to determine their fitness for duty. If a member has a condition that prevents them from engaging in long-distance travel, they must submit a letter from a physician supporting their request for excusal.

c. I'm a key federal employee; am I exempt/excused from muster? The employer designates/identifies all positions that are essential. With that, ARPC/DPAMX would create a myFSS ticket to verify whether member is considered a key position employee; it is likely the member is in the incorrect PASCODE or the roster is outdated. If DPAMR confirms member is not a key employee, inform IRR member to contact the Civilian Personnel Office for additional guidance. Members are expected to attend the muster.