



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

ARPCM 26-04

12 June 2026

MEMORANDUM FOR AFR MEMBERS

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

SUBJECT: HQ ARPC Reserve Assignments (DPAAA) Air Reserve Personnel Center Memorandum (ARPCM)

1. This ARPCM defines the standard operating procedures to execute all officer and enlisted Reserve Assignments including the roles and responsibilities of HQ ARPC/DPAAA members, HQ RIO Detachment and Force Support Squadron (FSS) personnel. It provides guidance and explains internal and external processing procedures as well as proper procedural guidelines within myVector, ETMS2 (Enterprise Task Management Software Solution) and myFSS.
2. The Reserve Assignments Branch (DPAAA), a sub-branch of HQ ARPC/DPA Assignments Division, manages the Individual Mobilization Augmentee (IMA) population (E-1 to O-6) as well as Individual Ready Reserve (IRR) to IMA/Traditional Reserve (TR)/Air National Guard (ANG) assignments. They facilitate gain, loss, and classification actions for IMA and Participating Individual Ready Reserve (PIRR) programs while overseeing over 25 assignment variations. DPAAA partners with AF/REG Senior Leader Management Office, HQ AFPC, HQ RIO, Recruiting Services, ARPC internal partners, and Air Force Reserve (AFR) and ANG FSSs.
3. Reserve Assignments Branch ensures the accuracy of assignment requests, validates necessary waivers, processes assignments in accordance with DAFI 36-2110, *Total Force Assignments* and provides operational guidance for standardized, tactical-level execution of officer and enlisted Reserve Assignments.
4. Process deviations are approved by HQ ARPC/DPAAA subject to ARPC/DPA approval as needed to ensure Reserve Assignment process transparency and consistency.
5. All Human Resources and Administration personnel, supervisors, Command Chief Master Sergeants, senior raters, and wing commanders must understand the application process for officer and enlisted Reserve Assignments.
6. For questions specific to Reserve Assignments Branch processes, contact Lt Col Charissa Kopecko, ARPC/DPAA at charissa.kopecko.2@us.af.mil, DSN: 847-3716, or COMM: 720-847-3716.

KRISTIANA K. GERDES, Colonel, USAF
Director of Assignments

1. Reserve Assignments

1.1. HQ ARPC DPAAA Key Functions:

IAW DAFI 36-2110, HQ ARPC DPAAA is the transactional authority for assignment actions post accession for the IMA program, as well as IMA to TR, IRR to TR/ANG, REG O6 Management and Reserve Chief billets. In addition, DPAAA has oversight of the indispensability, Voluntary Limited Period of Active Duty Program (VLPAD) and IMA Special Duty Assignment Pay (SDAP) programs. For assignments processing, DPAAA will accept documents from ARPC/DPAR, RSOO, HQ RIO Detachment and/or FSS via MyVector application. Current service level agreement is 15 days from receipt of complete MyVector application. Det/FSSs should make every effort to project Effective Date of Change of Strength Accountability (EDCSA) to allow all functions efficient time for processing. When not feasible, and if EDCSA has surpassed 30 days upon submission a Memorandum for Record (MFR) signed by the HQ RIO CC, MPF CC or delegated authority providing justification for backdate is required. Once documents have been received, DPAAA will perform the following actions:

- Performs quality checks on assignment applications to ensure all required documentation has been completed and loaded into MyVector from either ARPC/DPAR, RSOO, HQ RIO Detachment, & FSS(s)
- If the assignment application is complete and accurate, execute Military Personnel Data System (MILPDS) gain actions, projections or suspense the application until MILPDS updates can be accomplished.
- If the assignment application is incomplete, return without action for corrections and resubmission
- Provide application updates within the MyVector messaging platform
- Upload final gain Single Unit Retrieval Format (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 (when applicable) and upload all other source documents to the service member's Automated Records Management System (ARMS) record that were received in the MyVector application

Note: A reassignment order must be generated by the losing organization and provided for reassignment from the ANG and TR components. The Department of the Air Force (DAF) 100 **must** be provided for Regular Air Force (RegAF) and Active Guard Reserve (AGR) transfers to the IMA/PIRR. Assignments to the ANG should include a DD4/Oath of Office. All products must be loaded in MyVector with the original assignment request.

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, and a new MyVector case submission will be required and should include all source documents to expedite the assignment action.

1.2. HQ RIO Detachments Responsibilities

Individual Mobilization Augmentees (IMA)

- Perform quality checks on member qualifications, service dates, separation IDs (if

applicable) and Overage/ Over Grade status IAW DAFI 36-2110

- Ensure precise position data through the RMVS platform via <https://af.okta.mil/>
- Submit the complete gain package to HQ ARPC/DPAAA through myVector (Only) prior to the member gain date or EDCSA
 - Incomplete packages will be returned without action for resubmission
 - Submissions loaded in myVector 30+ days past EDCSA require a justification Memorandum For Record (MFR) from HQ RIO/ Det CC
 - Request for EDCSA adjustments on previously processed assignment actions require a justification MFR from HQ RIO/ Det CC
 - For more information about assignments and links to helpful sites, visit the ARPC Assignments Splash page [Reserve Assignments](#)
- Coordinate with members if departing ANG component
- Coordinate with members if departing TR
- Manage the Unit Personnel Management Rosters (UPMR)
- Initiate and effectively manage leveling actions IAW DAFI 36-2110
- Coordinate assignment/separation actions for members
- Publish orders for respective IMA-to-IMA assignments
- Coordinate with Recruiting on accession/assignment process
- Coordinate and route accordingly all assignments actions requiring higher level approval authority (i.e., HQ RIO/CC, HQ AFRC/CD, etc.)

Note: Members currently assigned to the RegAF 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). RegAF officers must be scrolled and appointed into the Reserve component; processed through ARPC/DPAR. AFPC will generate a projection upon the member's completion of service.

Required Documents for Assignment actions:

DAF 1288 (*Mandatory*)

DAF 2096 (*If applicable*)

DD 4 (*If applicable*)

Oath of Office (*If applicable to ANG*)

DAF 100/Discharge Order (*If applicable*)

DD 214 (*If applicable*)

Appointment Order (*If applicable*)

Assignment Order (*If applicable*)

Overage/Over Grade Statement of Understanding (SOU) (*If applicable*)

MFR (*if applicable*)

1.3. TR FSS Responsibilities

IRR to TR

- Perform quality checks on member qualifications, service dates, separation IDs (if applicable) and Overage/ Over Grade status IAW DAFI 36-2110
- Submit the complete IRR to TR gain package to HQ ARPC/DPAAA through myVector (Only) prior to the member gain date or EDCSA.

- Incomplete packages will be returned without action for resubmission
- Submissions that are loaded in myVector 30+ days past EDCSA require a justification MFR from FSS
- Request for EDCSA adjustments on previously processed assignment actions require a justification MFR from FSS
- For more information about assignments and links to helpful sites, visit the ARPC Assignments Splash page [Reserve Assignments](#)
- Coordinate with members if departing TR program
 - HQ RIO/Det responsibility to submit TR to IMA myVector cases

Note: A reassignment/loss order must be generated by the losing organization and provided by the gaining authority for gain actions to be accomplished. Delay of generation and delivery of loss orders adversely affect process flow and members participation dependent on established EDCSA.

Required Documents for Assignment actions:

DAF 1288 (*Mandatory*)

DD 4 (*If applicable*)

MFR (*if applicable*)

1.4. ANG FSS Responsibilities

IRR to ANG

- Perform quality checks on member qualifications, service dates, separation IDs (if applicable) and Overage/ Over Grade status IAW DAFI 36-2110
- Submit the complete IRR to ANG gain package to HQ ARPC/DPAAA through myVector (Only) prior to the member gain date or EDCSA.
 - Incomplete packages will be returned without action for resubmission
 - Submissions that are loaded in myVector 30+ days past EDCSA require a justification MFR from ANG FSS CC
 - Request for EDCSA adjustments on previously processed assignment actions require a justification MFR from ANG FSS CC
 - For more information about assignments and links to helpful sites, visit the ARPC Assignments Splash page [Reserve Assignments](#)
- Member transferring to the guard must process through Recruiting Services
 - Coordinate with members if departing ANG component

Note: A reassignment/loss order must be generated by the losing organization and provided by the gaining authority for gain actions to be accomplished. Delay of generation and delivery of loss orders adversely affect process flow and members participation dependent on established EDCSA.

Required Documents for Assignment actions:

DAF 1288 (*Mandatory*)

DD 4 (*If applicable*)

Oath of Office (*If applicable to ANG*)

MFR (*if applicable*)

2. Air Force Reserve Indispensability

The AFR Indispensability Program authorizes RegAF, Reserve, and/or ANG

retirees to serve in the AFR. This program is used sparingly to address critical manning challenges, filling positions that require specific skill sets or are 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 AFR if they meet specific and critical Air Force Specialty Code (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 Air Reserve Technician (ART) assignments based on the AFR 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 two-year contract. Extensions are based solely on the needs of the AFR and may be curtailed.

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.

Note: 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 have HAF/RE approval prior to enlistment into the AFR.

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

2.1. Initial Application Process

Applicable to: AFR Retirees

- Interested members should apply by submitting an application with an AFR recruiter. The recruiter will work with the gaining unit's servicing FSS or HQ RIO Detachment to route the member's request for approval.
- The gaining FSS or HQ RIO 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.
- 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
 - HAF/REP
 - HAF/RE
- HQ ARPC/DPAAA will notify the gaining NAF/Wing or RIO/Det of approval or disapproval actions.
 - 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.
 - If the request is denied, no additional action will be taken by HQ ARPC/DPAAA.

Applicable to: RegAF (Regular Air Force) Retirees

- RegAF retiree members should contact an AFR Recruiter for assistance with initiating an application for the AFR 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 AFR and Retired RegAF members currently participating under Indispensability

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

- The member must submit an extension request through their chain of command for approval.
- The member's servicing FSS or Det must submit all extension requests on an AFRC Snowflake through the TMT.
- 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
- HQ ARPC/DPAAA will notify the owning NAF/Wing or RIO/Det, upon approval/disapproval.
- If the request is denied, the member will return to a retired status upon completion of their contracted assignment.

- 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 AFR and Retired RegAF members currently participating under Indispensability

IAW the HAF/RE memo dated 13 Jun 17, "... 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

- Individuals currently participating in the Indispensability Program should apply for reassignment by submitting a position move request through their servicing FSS (TR) or HQ RIO Detachment (IMA) on an AFRC Snowflake utilizing the TMT for NAF/CC or RIO/CC concurrence.
- 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
- Upon HAF/RE action on the request, HQ ARPC/DPAAA will notify the gaining NAF/Wing or RIO/Det of approval or disapproval actions.
- If approved HQ ARPC/DPAAA will provide additional instructions to the servicing FSS or DET in order to accomplish the position move.
- 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 process from the time HQ ARPC/DPAAA receives it via TMT.

2.4. Indispensability (Return to Retired Status)

Applicable to: Retired AFR and Retired RegAF members currently participating under Indispensability

Retired members currently approved for participation into the AFR who no longer desire to participate should contact their servicing FSS or HQ 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 HQ RIO 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)
 - 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"

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.

HQ RIO Individual Reserve (IR) Talent Management Actions:

- Must review monthly SDAP rosters and have rosters certified quarterly by the designated HQ RIO IR Talent Management Commander.

- Must initiate a DAF Form 2096, Classification/On-the-Job Training Action, for supervisor signature and HQ RIO IR Talent Management Commander certification as required to start, stop or change SDAP.
- A completed DAF Form 2096 will then be sent by the appropriate HQ RIO IR Talent Management team to HQ ARPC/DPAAA Reserve Assignments Section for the MilPDS update via MyVector.
- Any SDAP submission not received directly from the IR Talent Management team 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.”

Note: 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 case file 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 HQ RIO.

4. Colonel (O-6) Assignments

All O-6 Assignment actions are submitted to DPAAA Reserve Assignment Branch by AF/REG Senior Leader Management via a MyVector application. HQ ARPC/ DPAAA will **only** accept documents from AF/REG.

4.1. **Part I: Colonels (O-6) in Lt Col (O-5) Positions**

HQ ARPC DPAAA Key Functions

- Retrieve and review roster from ARPC/PSM, sending copies to AF/REG and servicing detachments for IMA members selected for O-6 positions but serving in O-5 positions.
- Communicate roster to AF/REG as the primary contact for unassigned Colonels (O-6s).
 - Members not in O-6 positions will be projected IAW DAFI 36-2110, para 9.7.10., members who elect to pin on O-6 while in an O-5 position will be projected into the IRR 6 months after pin-on. Example: Promotion Date: 1 Mar 24 (IRR Projection Date: 1 Sep 24).
- DPAAA will coordinate members’ IRR projection with HAF/REG & HQ RIO.
 - If a member elects to pin on and 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 Department of the Air Force (DA) order will be issued no earlier than 60 days before the IRR assignment gain date/ EDSCA.
 - DPAAA will cancel the projection if member secures a position after the IRR projection or is notified by HAF/REG prior to assignment

projection.

- DPAAA will reverse assignment actions and rescind the order if member secures a position after IRR placement and an order was generated prior to entry.

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

- If a member secures an O-6 position, DPAAA will process the MyVector application within the service level agreement.
- Action a MyVector application from HAF/REG with specific assignment instructions.
- Assess members qualifications using the following sources documents as required:
 - DAF Form 2096 for AFSC updates (necessary for changing and awarding an AFSC).
 - Host Aviation Resource Management (HARM) approval for rated AFSCs (11XX, 12XX, 13BX).
 - Waiver for Overage/ Over Grade.
 - DAF 1288 if members transitioning from RegAF, ANG, and IRR status.
 - Reassignment order if members transitioning from TR or ART status.
 - Guard separation order from losing component if member is transitioning from ANG status.
 - DAF100 if the member is an AGR or RegAF.

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 provides administrative support for the following programs:

- VLPAD
- Classification & Reclassification (upon initial assignment only)
- IMA PURGE Management
- Key Employees
- Colonels (O-6) not in Colonel positions

ARPC/DPAAA provides coordination and liaison support between departments for these programs. For immediate support please contact your local FSS or HQ RIO Detachment personnel.

6. MyVector

Reserve Assignments exclusively operates within the MyVector platform. Please only send correspondence through MyVector not via myFSS, email or Teams.

- MyVector “Submit AFR Assignment General Inquiry” Workflow:
 - Submit your questions related to HQ ARPC/DPAAA related programs via the appropriate MyApplications submission page. DO NOT use the “AFR

Assignment Action Request” workflow for general inquiries.

- Log in to MyVector: [MyVector](#)
 - Select “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 14 calendar days. Incomplete applications will be returned to the initiator for correction and resubmission. **DO NOT** resubmit on closed cases; if warranted reference previously closed MyVector#.
 - The DPAAA technician will finalize a complete MyVector application. The initiator is notified upon completion, providing a gain SURF, a signed DAF Form 2096 (if applicable), and a reassignment order (if applicable).

Note: To avoid processing delays only submit complete application packets in MyVector.

7. Resources

- DAFI 36-2110, *Total Force Assignments*
- Members are encouraged to regularly visit the [ARPC Assignments Splash page](#) and [myFSS knowledge article](#) for updates and requirements related to the Reserve Assignments Branch.
- Review Frontline Messaging/myFSS messaging when distro’d
- TEAMS meetings are offered for mission partners including HQ RIO, ARPC/DPAR Accessions, ANG, Recruiting, and NAF/FSS POCs to discuss issues related to assignments.
 - [General | DPAAA Reserve Assignments | Microsoft Teams](#)

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.