

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE INSTRUCTION 36-2629

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Personnel

**INDIVIDUAL RESERVIST (IR)
MANAGEMENT**

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This instruction implements AFD 36-26, *Total Force Development*, 27 September 2011. This instruction prescribes the Air Force administrative control (ADCON) guidance, responsibilities, and administrative management procedures for Individual Mobilization Augmentees (IMAs) and Participating Individual Ready Reservists (PIRRs), collectively termed Individual Reservists (IRs). This instruction does not apply to reservists who are not listed above or to Air National Guard (ANG) members. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFMAN 33-363, *Management of Records*, and disposed of IAW the Air Force Records Disposition Schedule located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. Send questions, comments, or recommended improvements via the AF Form 847, *Recommendation for Change of Publication*, through channels to Readiness Management Group Plans and Programs (RMG/XP), 233 North Houston Rd Ste 131A, Warner Robins GA 31093. Any subordinate policies or supplements should also be coordinated through RMG/XP.

The Privacy Act of 1974 applies. This publication requires the collection and or maintenance of information protected by the Privacy Act (PA) of 1974. The authority to collect and maintain the data prescribed in this Air Force Instruction (AFI) is Title 10, United States Code (U.S.C.), § 8013. Forms affected by the PA have an appropriate PA statement. The applicable Privacy Act System of Records Notice Numbers, F036 HQ AFPC C, *Military Personnel Records System* and F036 HQ AFPC Q, *Personnel Data System (PDS)*, apply and are available online at <http://www.defenselink.mil/privacy/notices/usaf>. Process proposed supplements to this AFI as outlined in AFI 33-360, *Publications Management Program*.

SUMMARY OF CHANGES

This instruction incorporates updated roles and responsibilities of the Readiness Management Group (RMG), RMG Detachment Program Manager (PM) and Base Individual Mobilization Augmentee Administrator (BIMAA) and formally delineates specified ADCON responsibilities for the IR program between AFRC, RMG and the active duty component to which the IR member is assigned or attached.

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Chapter 1

GENERAL POLICIES AND PROCEDURES

1.1. The Individual Reserve Program is composed of four categories of Individual Reservists: the IMA; the PIRR; non-participating Individual Ready Reserve (IRR) and the Standby Reserve. This instruction addresses the IMA and PIRR, not the entire Individual Reserve Program, as further delineated in paragraphs 1.1.1. and 1.1.2.

1.1.1. The Air Reserve Personnel Center (ARPC) maintains administrative control (ADCON) for the Standby Reserve and the non-participating Individual Ready Reserve.

1.1.2. The RMG exercise ADCON of assigned IMA and PIRR personnel, hereafter referred as IRs. IMAs are members of the Selected Reserve (SelRES) and assigned to training and retired category designator (TRC) "B". PIRR are assigned to TRC "E". Program Action Directive (PAD) 97-09, Reassignment of Forces to AFRC, directed the reassignment of all forces of the Air Force Reserve, to include IR, except those assigned to US South Command (USSOCOM), to Air Force Reserve Command (AFRC). Regular component organizations exercise specified ADCON of assigned or attached IRs further delineated in paragraph 2.24. ADCON of non-mobilized IRs is exercised by the AFRC commander through the RMG commander, who is, in turn, responsible to the Secretary of the Air Force.

1.1.2.1. IMAs authorizations are individual military Air Force Reserve assets functioning as a total-force multiplier to augment the Air Force in war, contingency operations, and peacetime to meet National Defense, strategic national interest, and domestic objectives. IMAs are assigned against validated and funded positions on the regular duty component manning document. Requirements are established IAW AFI 38-201, Chapter 9, *Management of Manpower Requirements and Authorizations* and AFI 38-204, Chapter 3, *Programming USAF Manpower*.

1.1.2.2. The PIRR consists of those Ready Reservists who are not in the SelRES and are in a non-pay training program. Members in this category are attached to an active duty or Reserve unit. The PIRR is normally for members who have lost a Selected Reserve position through no fault of their own and/or cannot secure a SelRES position due to lack of vacancies. PIRR encompasses Admissions Liaison Officers (ALO), Civil Air Patrol (CAP) and Ready Reinforcement Personnel Section (RRPS).

1.2. Reserve training and retirement categories (TRCs) for both IMAs and PIRRs are described in DoDI 1215.06, *Uniform Reserve, Training and Retirement Categories*. The primary purpose of all training is the enhancement of individual skill and unit effectiveness.

1.3. Guidance on assignment to IMA positions and attachment to the PIRR are detailed in AFI 36-2115, *Assignments Within the Reserve Components*.

1.4. Specific participation requirements for the IR are incorporated in AFI 36-2254, Volume 1, *Reserve Personnel Participation*.

1.5. Per PAD 97-09 when Air Reserve Component (ARC) unit forces are mobilized, Operational Control (OPCON) of those forces transfers in accordance with Secretary of Defense (SecDef) orders. The Commander of Air Force Forces (COMAFFOR) receives specified ADCON over all attached forces. Short of full mobilization, ADCON (other than specified ADCON) remains with AFRC, unless a specific agreement is made to integrate the ARC and regular components.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. Pursuant to 10 U.S.C. 10174, the Secretary of the Air Force (SECAF) shall:

2.1.1. Assign to AFRC all forces of the AF Reserve stationed in the continental United States other than forces assigned to the unified combatant command for special operations forces established pursuant to 10 U.S.C. § 10174.

2.1.2. Ensure procedures exist to maintain accurate personnel data of IR personnel by DoD Instruction (DoDI) 7730.54, *Reserve Components Common Personnel Data Systems (RCCPDS)*.

2.1.3. For IMAs, ensure plans and policies for the implementation and management of programs are consistent with DoDI 1235.11, *Management of Individual Mobilization Augmentees (IMAs)*.

2.2. Pursuant to HAFD 1-42, the Chief of Air Force Reserve (AF/RE) shall:

2.2.1. Establish guidance for IR personnel program management including determining Reserve personnel policies, review and approval/disapproval of exceptions to policy for the Air Force Reserve IAW HAFD 1-42, *Chief of Air Force Reserve*.

2.2.2. Establish the overall guidance for personnel readiness. Advise and coordinate on AF policy as it pertains to mobilization, demobilization, deployment and sustainment actions in support of combat or contingency operations within the Air Force Reserve.

2.2.3. Oversee Reserve General Officer Matters (AF/REG) which shall:

2.2.3.1. Validate and track Reserve general officer position requirements and provide strategic planning and oversight of Mobilization Assistant (MA) assignment actions.

2.2.3.2. Manage personnel actions for AF Reserve general officers and colonels assigned against general officer authorizations IAW AFI 36-2115.

2.2.3.3. Manage key command and joint positions and assignments for colonels.

2.2.3.4. Nominate Reserve members for assignment to general officer positions IAW AFI 36-2115.

2.2.3.5. Provide administrative support to all officers assigned to general officer MA positions.

2.2.4. Oversee the Office of the Directorate of Personnel (AF/REP) which shall:

2.2.4.1. Determine reserve personnel guidance and sets overall IMA policy and responsibility.

2.2.4.1.1. Review and staff exception to policy requests to AF/RE for approval or disapproval.

2.3. The Deputy Chief of Staff, Manpower, Personnel and Services (AF/A1) shall:

2.3.1. Establish the overall guidance for the justification, validation and approval of IMA manpower requirements IAW AFI 38-201 and monitor requirements.

2.3.2. Establish Military Personnel Appropriation (MPA) man-day guidance IAW AFI 36-2619, *Military Personnel Appropriations (MPA) Man-Day Program*.

2.4. The Deputy Chief of Staff, Operations, Plans and Requirements (AF/A3/5) shall establish overall planning and mobilization guidance to include IRs.**2.5. The Air Force Judge Advocate General (AF/JA) shall:**

2.5.1. Develop long-range plans for force shaping for Reserve Judge Advocates and paralegals to meet the needs of The Judge Advocate General's Corps.

2.5.2. Serve as the principal office through which the Judge Advocate General exercises statutory authority under 10 U.S.C. §§ 806 and 8037 and other applicable provisions for Reserve Judge Advocates and paralegals.

2.5.3. Exercise responsibilities IAW AFPD 51-8, *Assignment, Training and Management of Members of The Judge Advocate General's Corps Reserve (TJAGCR)*, AFI 51-801, *Training of Air Reserve Component Judge Advocates and Paralegals*, and AFI 51-802, *Management of The Judge Advocate General's Corps Reserve*, and ensure compliance with IR management guidance and instructions.

2.5.4. Oversee administration of the MPA man-day program allocation to The Judge Advocate General's Corps IAW AFI 36-2619 ensuring total force integrated effort essential to the provision of legal services through Title 10 MPA duty performed by judge advocates and paralegals.

2.5.5. Provide centralized professional oversight for all IR legal professionals, as provided by 10 U.S.C. §§ 806 and 8037, AFPD 51-8, AFI 51-801 and AFI 51-802.

2.6. Air Force Office of Special Investigation (AFOSI) shall: work with the RMG detachment assigned to manage OSI IRs for all OSI IR recruiting and assignment issues.**2.7. The Air Force Personnel Center (AFPC) shall:**

2.7.1. Provide Military Personnel Data System's (MilPDS) support to ensure RMG, ARPC and Regular Air Force (RegAF) personnel have required access and permissions to administer personnel actions for IRs.

2.7.2. Work in conjunction with the RMG, ARPC and AFRC/A1 to enable MPSs to service assigned and attached IRs IAW applicable Personnel Services Delivery Memorandums (PSDMs).

2.8. Major Command (MAJCOM)/Combatant Command (COCOM)/other agency organizations shall:

2.8.1. Support HAF policy and guidance pertaining to IRs.

2.8.1.1. Review and assess program compliance to ensure IRs are treated as members of the Total Force in regards to policy and guidance as prescribed by directives and instructions.

2.8.1.2. Ensure commanders/directors are knowledgeable of policy and guidance pertaining to IRs and are provided sufficient resources to train and equip IRs for assigned duties.

2.8.1.3. Assist commanders and staffs in developing IR management tools and initiatives for the full spectrum of day-to-day mission support to include, but not limited to, training, equipping, and administrative support.

2.8.2. Administer the command/agency MPA man-day program IAW AFI 36-2619.

2.8.3. Ensure the command Inspector General incorporates IR support requirements into their formal inspection program IAW AFI 90-201, *The Air Force Inspection System*, and all applicable guidance. Utilize the checklists available on the Air Force Checklist Site or Management Internal Control Toolset (MICT), to assess compliance with standards.

2.9. Senior Air Force Reserve Mobilization Assistant (MA) shall: , in concert with other regulatory responsibilities, ensure IR program visibility and resource advocacy within the organization of assignment.

2.10. Air Force Reserve Command (AFRC) shall:

2.10.1. As required by AF/RE, draft, coordinate, implement and ensure compliance with policies and procedures for the full spectrum of IR personnel services to include volunteerism, mobilization, demobilization, deployment and sustainment actions in support of contingency operations.

2.10.2. In conjunction with ARPC, maintain accurate manpower and personnel data in the appropriate system(s) of record.

2.10.3. Review draft supplements to governing directives and instructions as they relate to AF Reserve personnel for compliance with approved policies and procedures, ensuring IR-specific issues are addressed in final publications.

2.11. AFRC Senior Leader Management Division (AFRC/A1L) shall: be responsible for processing and obtaining approval for line of the Air Force Colonel IR assignments, exercises and deployments.

2.12. MAJCOM Functional Managers (MFM) shall:

2.12.1. Work closely with AF Career Field Manager (CFM) counterparts and provide guidance to MAJCOMs and agencies regarding the IMA authorizations as well as the funding review process for IRs. Provide advocacy for IR funding initiatives during the programming process.

2.12.2. Incorporate functional responsibilities for IRs into their disciplines IAW AFI 36-2640, *Executing Total Force Development*.

2.12.3. Identify job-specific training required to maintain a trained and ready IR force.

2.12.4. Coordinate unique training needs, advocate for the IMAs in the development of formal schools, upgrade requirements, and specialized skill programs in coordination with AF CFMs. Where applicable, assist in the development of career field specific utilization and training standards.

2.12.5. Develop in coordination with the RMG, long range plans for the recruitment, accession, utilization and retention of IRs to meet mission requirements.

2.12.6. Review requests for mobilization of AF Reserve forces to include IMAs. Validate capabilities and requirements.

2.13. AFRC Chaplain (AFRC/HC) shall:

2.13.1. Implement Chaplain Service policies and programs pertaining to Chaplain Service members assigned to individual reserve programs and the chaplain candidate program.

2.13.2. Approve IR accessions of reserve component chaplains, chaplain candidates and chaplain assistants.

2.13.3. Monitor training and inspection of Chaplain Service personnel and facilities to ensure compatibility with both active duty and AFRC requirements.

2.13.4. Manage the chaplain candidate program.

2.13.5. Manage the Ready Reserve Chaplain Candidate Program, an early commissioning program for seminary students who meet Air Force commissioning requirements and wish to become chaplains in either the active or reserve force. Individuals are assigned to PASCODE 963IF1Z1 as a reserve category J member.

2.14. AFRC Judge Advocate (AFRC/JA) shall:

2.14.1. Serve as the MFM for all IRs assigned to The Judge Advocate General's Corps.

2.14.2. Implement professional policy as prescribed by The Judge Advocate General through AF/JAR.

2.14.3. Provide all administrative and logistical support for the Reserve and Guard Annual Survey of the Law course and exercise responsibilities as outlined in AFI 51-801, and AFI 51-802.

2.14.4. Work in concert with the applicable RMG Program Managers (PMs) for all JA IR recruiting and assignment actions.

2.14.5. Conduct Quality Review Panels/Force Development/Development Teams/Annual Reassignment Panels to review qualifications for Reserve Judge Advocates and paralegals as prescribed by AFI 51-802 and as directed by The Judge Advocate General.

2.14.6. Provide the functional recommendation for approval/disapproval of Judge Advocate commissioning packages as directed by the Judge Advocate General through the AF/JAR.

2.14.7. Provide the RMG with current and future forecasted formal school quota requirements for JA/Paralegal IMAs.

2.14.8. Provide legal support, review, clarification of policy as needed for issues related but not limited to military justice and adverse actions, ethics, medical and labor law, etc.

2.14.9. Execute under the direction and oversight of AF/JA, the MPA man-day program with regard to Title 10 MPA duty performed by judge advocates and paralegals IAW AFI 36-2619.

2.15. AFRC Surgeon General (AFRC/SG) shall:

- 2.15.1. Provide centralized oversight for reserve health professionals and medical enlisted Air Force Specialty Codes (AFSC) following AF/SG and AF/RE guidance.
- 2.15.2. Implement professional policy as prescribed by AF/SG, and recommend nominees to AF/SG regarding reserve general officer positions.
- 2.15.3. Develop long-range plans for the recruitment, accession, force development, utilization, and retention of medical personnel to meet the needs of the Air Force Surgeon General.
- 2.15.4. Recommend funding priorities within approved funded levels to AF/SG, and provide assistance to AF/SG in developing IR funding initiatives based on newly identified needs and existing requirements.
- 2.15.5. Work as a liaison with RMG PMs on all SG IR issues as required.

2.16. The Air Reserve Personnel Center (ARPC) shall:

- 2.16.1. Controls, organizes, exercises, and directs mobilizations of the Reserve Component (including IRs through the RMG) IAW AFI 10-402 and AFH 10-416, as well as higher headquarters directives and policies. Process all RPA and MPA orders for MAs.
- 2.16.2. Maintain Master Officer Selection records for IRs.
- 2.16.3. Be responsible for MilPDS updates and accuracy for personnel actions relating to IRs. These include, but are not limited to, awards and decorations, officer promotions, duty history, accessions, evaluations, point credit accounting and reporting system (PCARs), actions as approved by the Board for Correction of Military Records, and corrections to all participation point discrepancies.
- 2.16.4. Process commissioning packages IAW AFI 36-2005, *Appointment In Commissioned Grades And Designation And Assignment In Professional Categories -- Reserve Of The Air Force And United States Air Force*.
- 2.16.5. Review and update all officer and enlisted performance reports, document and update gaps in records IAW AFI 36-2406, *Officer and Enlisted Evaluation Systems*.
- 2.16.6. Administer and update Officer Promotions IAW AFI 36-2504, *Officer Promotion, Continuation and Selective Early Removal in the Reserve of the Air Force*.
- 2.16.7. Process approved retirement requests IAW AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*.
- 2.16.8. Administer GI Bill and Foreign Language Proficiency Bonus programs and Reserve Tuition Assistance program for IMAs.
- 2.16.9. Update enlisted IR education data.
- 2.16.10. Update College Level Examination Program (CLEP)/Defense Activities for Non-traditional Education Support (DANTES) test results.
- 2.16.11. Process foreign language proficiency pay requests IAW AFI 36-2605, *Air Force Military Personnel Testing System*.

2.16.12. Execute mobilization of PIRR IAW AFI 10-402, *Mobilization Planning* as well as higher headquarters directives and policies.

2.17. The Readiness Management Group (RMG) shall:

2.17.1. Have overall responsibility for IR program management for all Line of the Air Force (including JAG subject to paragraphs 2.5 and 2.14 and their sub-paragraphs) and non-line categories.

2.17.2. Provide input to AFRC policy and guidance on IR issues unless otherwise specified herein, and implement policy and guidance as it relates to them.

2.17.3. Maintain specified ADCON of all IRs as defined in AFI 10-301, *Responsibilities of Air Reserve Component (ARC) Forces*.

2.17.3.1. Exercise authority over IRs with respect to administration and support including organization, control of resources and equipment, personnel management, training, readiness, mobilization, demobilization, discipline, and other matters not included in the operational missions of the IR force. This authority is necessary to fulfill statutory responsibility for administration and support of the IR force.

2.17.3.2. Specify ADCON to the regular component commander where the IR member is assigned or attached as outlined in AFI 10-301 and this instruction.

2.17.4. Exercise authorities authorized under the Uniform Code of Military Justice and pursue action(s) in coordination with the RegAF commander. Actions may be pursued by either commander (RMG or RegAF), but not both. In all cases, RegAF coordination with the RMG is required.

2.17.5. In coordination with the regular component unit to which the IMA is assigned or attached, execute mobilization of IRs IAW AFI 10-402 as well as higher headquarters directives and policies.

2.17.5.1. Coordinate with the AFRC Force Generation Center to source IMA taskings to the IMA's RegAF unit of assignment and request contingency man-days via the Command Manday Allocation System.

2.17.5.2. Serve as the approval authority for IMA mobilization delays and exemptions. Requests must include regular component organization's (units, CCMD, Defense Agencies) endorsement with recommendation for approval or disapproval.

2.17.5.3. Publish and distribute mobilization, demobilization orders and transfer records as outlined by AFI 10-402.

2.17.5.4. Ensure mobilization authority provides for sufficient duration to complete deployment taskings, required training, authorized Post Deployment Mobilization Respite Absence (PDMRA), out-processing, travel and accrued leave. Identify any discrepancies to AFRC/A1.

2.17.6. Produce and distribute contingency, exercise and deployment (CED) orders for IMAs.

2.17.7. Provide guidance and oversight on the Department of Defense's Yellow Ribbon program for all deployed IR personnel.

2.17.8. Monitor commander programs as described in AFI 90-201 utilizing the MICT program; RMG will ensure PMs/BIMAAAs are trained on their duties and responsibilities and provide necessary products to PMs/BIMAAAs.

2.17.8.1. Ensure detachments accomplish annual self-inspections in accordance with the RMG OI 90-201, *RMG Self-Inspection Program*.

2.17.8.2. Conduct staff assistance visits as needed.

2.17.9. Execute IMA end strength based upon funded IMA manpower authorizations and the AFRC Fiscal Year (FY) manning policy through the use of unit manning documents (UMD), unit personnel and manpower rosters (UPMRs) and other rosters to manage their applicable IR populations.

2.17.10. Develop standardized procedures, when necessary, in support of IR management to ensure consistency in program applications for RMG detachments.

2.17.11. Respond to Congressional or DoD inquiries as they pertain to IR personnel when the complaint pertains to RMG support or authority; otherwise, the agency against which the complaint is lodged shall respond.

2.17.12. Manage IRs Selective Reenlistment Program (SRP) and Expiration Term of Service (ETS) IAW AFI 36-2612, *United States Air Force Reserve (USAFR) Reenlistment and Retention Program*. Monitor upcoming ETSS, verify eligibility for re-enlistment and perform MilPDS updates based upon completed DD Form 4s, *Enlistment/Reenlistment Document Armed Forces of the United States*, and AF Form 1411s, *Extension or Cancellation of Enlistment in the Regular Air Force/Air Force Reserve/Air National Guard*. Closely coordinate with PM/BIMAA to ensure reenlistment is processed in a timely manner.

2.17.13. Process requests for enlisted bonuses based upon approved mission critical skills IAW AFI 36-2638, *Air Force Reserve Enlisted Incentive*, and AFRC guidance.

2.17.14. Monitor IR participation to ensure compliance with requirements as outlined in AFI 36-2254, Volume 1. Ensure RMG PMs receive the FY Non-Participant Roster in a timely manner to reconcile status of non-participants and possible reassignment or discharge processing.

2.17.14.1. Manage and provide guidance/training on UTAPSWeb.

2.17.15. Administer enlisted IR promotion and demotion actions IAW applicable AFIs and AFRC guidance.

2.17.16. Receive Deserving Airmen Commissioning packages for enlisted IRs selected for assignment to officer authorizations IAW AFI 36-2005. Forward to ARPC for further processing to include publishing of appointment order, obtaining officer training course quota, and MilPDS updating after course graduation.

2.17.17. Manage Special Duty Assignment Pay IAW AFI 36-3017, *Special Duty Assignment Pay (SDAP) Program*.

2.17.18. Process High Year of Tenure (HYT) and Mandatory Separation Date (MSD) extension requests for AFRC consideration IAW AFI 36-2612.

- 2.17.19. Process and update approved assignments (other than accessions) and obtain required assignment waivers for those personnel assigned or attached to the IR program IAW AFI 36-2115. Ensure current assignment and duty information data is accurately updated in MilPDS according to AFSCM 36-699, Volume 1, *Military Personnel Flight (MPF) and Military Personnel Data System (MilPDS) User Guidelines*.
- 2.17.20. Manage and process all types of relocation actions to include discharges, mandatory separation waivers, high year tenure waivers, officer tender of resignations, officer grade determinations, limited period recalls, key employee request, etc., IAW applicable Air Force directives. Coordinate and forward retirement applications using vPC-GR.
- 2.17.21. Provide oversight and guidance on IR classification and training IAW AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*, AFI 36-2201, *Air Force Training Program*, AFRCI 36-2203, *Developing, Managing, and Conducting Reserve Training*, AFI 36-2254, Volume 1, AFI 36-2254, Volume 2, *Reserve Personnel Training*, and AF Enlisted and Officer Classification Directories (AFECD and AFOCD).
- 2.17.22. Provide advice on application procedures for the Reserve Developmental Education Designation Board (RDEDB) and Reserve School Selection Board (RSSB).
- 2.17.23. Collect and track status of IR training on a monthly basis with no less than a quarterly report to RMG/CC IAW AFI 36-2201.
- 2.17.24. Process Career Development Course (CDC), Professional Military Education (PME) and specialized correspondence course requests IAW AFI 36-2254, Volume 2 and AFRCI 36-2203. All training courses are procured and funded by AFRC and the use of MPA days to attend such training is strictly prohibited.
- 2.17.25. Coordinate CDC reactivation and reenrollment requests with AFRC.
- 2.17.26. Coordinate and process technical school and classification waivers with AFRC.
- 2.17.27. Process formal school requests for AFSC awarding and qualification training.
- 2.17.28. Coordinate formal school training Report on Individual Personnel (RIPs).
- 2.17.29. Conduct annual data calls for formal school requirements in coordination with MAJCOM/FMs.
- 2.17.30. Provide Aviation Resource Management (ARMS) support to IR rated officers and career enlisted aviators IAW AFI 11-401, *Aviation Management*, and AFI 11-402, *Aviation Management and Parachutist Service, Aeronautical Ratings and Aviation Badges*. Note: Mobilization Advisors ARMS support is also provided by RMG.
- 2.17.30.1. Provide support pertaining to aviation service revalidation and qualification.
 - 2.17.30.2. Manage flight record folders, aviation continuation incentive pay, duty not involving flying status actions, update of aeronautical data, etc.
- 2.17.31. Process incapacitation pay and medical continuation request packages for IRs IAW DoDI 1241.2, *Reserve Component Incapacitation System Management*, and AFRCI 36-3004, *Incapacitation Pay and Management of Reservist Continued on Active Duty Orders*.
- 2.17.32. Maintain and update Unfavorable Information Files pertaining to IRs IAW AFI 36-2907, *Unfavorable Information File (UIF)*. UIF must contain the AF Form 1058,

Unfavorable Information File Action, and AF Form 1137, *Unfavorable Information File Summary*, as a minimum.

2.17.33. Develop standardized training to familiarize supported RegAF personnel such as commanders, directorates, Unit Reserve Coordinators (URCs), First Sergeants, supervisors and other base functions, on their responsibilities with IR management IAW current directives and policies.

2.17.34. Be responsible for financial planning, programming and budgeting processes for the RMG. Host the Financial Working Group, provide guidance to RMG PMs and prepare Financial Plan (FIN Plan) to include:

2.17.34.1. Manage and allocate the Reserve Personnel Appropriation (RPA) budget.

2.17.34.2. Manage and allocate the organizational and maintenance (O&M) budget for RMG and its detachments.

2.17.34.3. Manage enlisted IMA clothing issue authorizations IAW AFI 36-3014, *Clothing Allowances for Air Force Personnel*, and Department of Defense Financial Management Regulation 7000.14R, Volume 7A, Chapter 29.

2.17.35. Oversee the RMG Reserve Pay Office (RPO) and the IMA Travel Office that manages pay and travel for IR personnel.

2.17.36. Publish active duty orders using the AF Form 938, *Request and Authorization for Active Duty Training/Active Tour*, for IRs utilizing AROWS-R consistent with AFI 36-2254, Volume 1 and Volume 2, the Joint Federal Travel Regulation and other applicable directives, instructions and policies.

2.17.37. Establish, evaluate and report on internal controls and submit an annual Statement of Assurance as directed by the Federal Managers' Financial Integrity Act (FMFIA) and AFI 65-201, *Managers' Internal Control Program Procedures*.

2.17.38. Manage active duty sanctuary program IAW AFI 36-2131, *Administration of Sanctuary in the Air Reserve Component*.

2.17.39. Manage IR Line of Duty (LOD) determinations processing IAW AFI 36-2910, *Line Of Duty (Misconduct) Determination*, by utilizing the Automated Line of Duty system (ALOD) per AFRC guidance.

2.17.40. Maintain outpatient medical and dental records for PIRR. Address is 233 N. Houston Rd, Ste 131A, Warner Robins, GA 31093.

2.17.41. Ensure appropriate processing of IRs' fitness for duty determinations in the Integrated Disability Evaluation System (IDES). Coordinate with regular component military treatment facilities to ensure IRs are identified in the monthly Deployment Availability Working Group (DAWG) IAW AFI 10-203, *Duty Limiting Conditions*, and that actions are reported through the reserve chain of command.

2.17.42. Produce and publish RMG media that highlights IR contributions to the total force to include publication like the AFRC's *Citizen Airmen Magazine*.

2.18. RMG Program Managers (PMs) shall:

2.18.1. Provide requirements to the RMG during each budget cycle.

- 2.18.1.1. Prepare and submit Financial Plan (FIN Plan) for RPA and O&M budget based on mission requirements.
- 2.18.1.2. Review and audit obligations and prepare obligation plan and unfunded requirements based on mission priority, law and regulatory requirements.
- 2.18.1.3. Review and audit undelivered orders outstanding list from the Personnel Budget and Accounting System (PBAS) and resolve discrepancies through coordination with the member and FM.
- 2.18.1.4. Conduct quarterly budget execution review and submit adjustments.
- 2.18.2. Submit an annual Statement of Assurance to RMG as required.
- 2.18.3. Coordinate annual data call with supported regular component organizations (units, COCOM, Defense Agencies) for IMA formal school requirements. Consolidate and provide to RMG/DP when requested.
- 2.18.4. Direct personnel, manpower and programming issues relating to the IR.
 - 2.18.4.1. Manage Unit Personnel Management Rosters (UPMRs) in conjunction with supported regular component organizations (unit, COCOM, Defense Agencies).
 - 2.18.4.2. Identify and advertise vacancies in the Reserve Management Vacancy System (RMVS).
 - 2.18.4.3. Screen applicants for eligibility; approve/disapprove assignment applications IAW AFI 36-2115 and current Air Force Officer and Enlisted Classification Directories.
 - 2.18.4.4. Conduct monthly UPMR review to identify assignment and duty information discrepancies (DAFSC, duty title, reserve section code, etc), AFSC mismatch and overage/over-grade condition errors. Provide RMG/DP source document, if required, to correct data.
 - 2.18.4.5. Initiate assignment leveling actions as needed to ensure execution of end strength at established goals.
 - 2.18.4.6. Coordinate and forward retirement applications to ARPC using virtual Personnel Center–Guard/Reserve (vPC-GR).
- 2.18.5. Notify member's supported regular component organizations (units, COCOM, Defense Agencies) when IR fails to perform required reserve participation requirements IAW AFI 36-2254, Volume 1.
 - 2.18.5.1. Approve/disapprove participation waiver(s) IAW AFI 36-2254, Volume 1. Forward copies of all participation waiver requests to RMG/DP for MilPDS update. Maintain a copy for reference.
 - 2.18.5.2. Identify, advise and notify supported regular component organizations (units, COCOM, Defense Agencies) to initiate actions to reassign or discharge unsatisfactory participants for failure to participate, as required by AFI 36-2115 or AFI 36-3209.
- 2.18.6. Authorize only those RPA tours consistent IAW AFI 36-2254, Volumes 1 and Volume 2. Provide advice to supported regular component organizations (units, COCOM, Defense Agencies) on the appropriate utilization of Reserve resources.

2.18.7. Consider telecommuting requests as set forth in AFI 36-2254, Volume 3, *Reserve Personnel Telecommuting/Advanced Distributed Learning (ADL) Guideline*, and approve or disapprove such requests IAW the instruction.

2.18.8. Approve MPA tour orders with approved CMAS authorization including a fund cite authorizing travel and per diem entitlements consistent with the provisions of the JFTR when required.

2.18.9. Process and maintain sanctuary waiver documentation IAW AFI 36-2131. Ensure an approved sanctuary waiver is on file prior to approving an order.

2.18.10. Validate the member is current on readiness requirements using ARCNet and the systems of record, prior to authorizing voluntary tours including MPA, Active Duty for Special Work (ADSW), and Active Duty for Training (ADT). Advise members to complete readiness requirements during Inactive Duty Training (IDT) periods and/or Annual Training (AT) consistent with guidance in AFI 36-2254, Volume 1.

2.18.11. Limit Verbal Order of the Commander (VOCO) approvals IAW AFI 33-328, *Administrative Orders*. Ensure appropriate justification is provided prior to authorization. VOCO orders are not authorized for members subject to active duty sanctuary unless an approved sanctuary waiver is on file for the duration of the order IAW AFI 36-2131.

2.18.12. Ensure IRs submit a proposed annual IDT participation schedule for supervisor approval, using UTAPSWeb, not later than 15 August for the next FY IAW AFI 36-2254, Volume 1.

2.18.12.1. Provide guidance to and advise supported regular component organizations of requirements to use UTAPSWeb for IR IDT participation.

2.18.13. Identify, advise and notify supported regular component organizations (units, COCOM, Defense Agencies) to consider initiation of involuntary reassignment or discharge actions when IRs are overdue on readiness requirements IAW AFI 36-2115 or AFI 36-3209.

2.18.14. Coordinate with MAJCOM and AFRC Functional Managers on issues regarding IMA officer and enlisted training. Monitor all upgrade training. Audit and provide oversight on all classification and training matters to include formal schools, On-the-Job Training (OJT) management, fiscal year quota management and training budgets, etc.

2.18.15. Determine if there is adequate funding upon receipt of a formal school request. Process orders as applicable.

2.18.16. Provide advice on application procedures for Developmental Education (RDEDB, SEDEB and RSSB). Conduct quality review of application packages and ensure compliance with guidance and eligibility criteria. Coordinate application packages with final endorsers and submit completed packages to ARPC consistent with command guidance.

2.18.17. Review and coordinate IMA nominations for special trophies and awards that are unique to AF Reserve personnel, for example: Individual Reservist of the Year and Outstanding Airmen of the Year. Notify units and members of award decisions and encourage RegAF recognition.

2.18.18. Advise supported regular component organizations (units, CCMD, Defense Agencies) on enlisted promotion matters and monitor compliance with applicable AFIs.

- 2.18.18.1. Conduct quality check of Promotion Enhancement Program (PEP) nominations prior to submitting to RMG/DP.
- 2.18.19. Enter and review supported regular component organization's (units, CCMD, Defense Agencies) recommendation for IR LOD determinations using ALOD system when necessary.
- 2.18.20. Coordinate requests for medical continuation IAW AFRCI 36-3004. Ensure IR's orders are processed based upon CMAS authorization message.
- 2.18.21. Coordinate requests for incapacitation pay IAW AFRCI 36-3004.
- 2.18.22. Coordinate with MAJCOM and AFRC functional managers and assist with mobilization of IMAs as prescribed in AFI 10-402.
- 2.18.23. Provide oversight, training and supervision to assigned BIMAAAs by reviewing management reports/products to identify training needs and trends as well as ensuring compliance with established directives and standards.
- 2.18.24. Assess and evaluate assigned BIMAAAs by conducting and documenting Staff Assistance Visits (SAVs) using MICT.
- 2.18.25. Conduct self-inspections using MICT and as required IAW AFI 90-201 and RMG OI 90-201. Complete follow up actions as necessary to ensure program compliance with established standards.
- 2.18.26. Complete Personnel Incident Notification (PIN) and forward to RMG/CC as required.

2.19. BIMAAAs shall:

- 2.19.1. Advise installation level staff on support of IRs, function as a full time advisor to supported regular component organizations (units, COCOM, Defense Agencies) and all IRs serviced by the installation.
- 2.19.2. Maintain the base level IR program at the highest level of readiness primarily through the education of IRs, supported regular component organizations (units, COCOM, Defense Agencies) supervisors, commanders, directorates, coordinators and trainers.
 - 2.19.2.1. Conduct and document URC training. Initial URC training is completed upon receipt of appointment letter then on an annual recurring basis.
- 2.19.3. Ensure all assigned and attached IMAs are correctly identified in MilPDS using IMA Assigned/Attached Rosters and other products. Notify RMG PM when discrepancies are found and monitor until MilPDS is accurate.
- 2.19.4. Send welcome letters and packages to newly assigned IR within 10 workdays of being gained in MilPDS. Welcome packages will contain: welcome letter, pay documents and initial In-Processing checklist.
- 2.19.5. Conduct initial orientation/in-processing briefings for assigned or attached IRs using standardized In-Processing Checklist and briefing.

- 2.19.5.1. Ensure IRs are aware of and use the AF Portal, vPC-GR, virtual Military Personnel Flight (vMPF), AROWS-R, UTAPSWeb, ARCNet and other systems to obtain and review personal or pay data. Distribute Common Access Card (CAC) readers to IRs.
- 2.19.5.2. Advise the IRs on reserve special pay, clothing issue and career management to include: promotion, qualification, reenlistment, assignment, retraining, seasoning training, incapacitation pay, retirement and other related issues.
- 2.19.5.3. Provide instruction for Civilian Employment Information (CEI) reporting requirements per DoDI 7730.54, *Reserve Component Common Personnel Data System (RCCPDS)*.
- 2.19.6. Conduct annual briefings with assigned or attached IRs using standardized Annual Checklist.
- 2.19.7. Conduct out-processing briefing for assigned or attached IRs upon notification of retirement, separation, discharge or reassignment.
- 2.19.7.1. Notify commander/directorate of such action.
- 2.19.7.2. Provide standardized Out-Processing Checklist to IR and ensure completion.
- 2.19.8. Receive, distribute and monitor completion of Selective Retention RIPs/memorandums IAW AFI 36-2612.
- 2.19.8.1. Assist active component MPS/FSS with the completion of DD Form 4 and/or AF Form 1411 for IR population. Forward completed documents to appropriate RMG/DP workcenter for further processing.
- 2.19.9. Advise IRs on LOD determination process IAW AFI 36-2910.
- 2.19.10. Conduct and document a SAV to organizations with IRs. SAV report is addressed to the commander with a copy to PM office. Suspense units to provide follow-up on noted discrepancies within 90 days of formal SAV report.
- 2.19.11. Advise regular component organizations (units, COCOM, Defense Agencies) on their responsibility to include IRs current contact information on unit recall rosters.
- 2.19.12. Assist regular component organizations (units, COCOM, Defense Agencies), commanders, directorates and supervisors in monitoring participation IAW AFI 36-2254, Volume 1.
- 2.19.13. Advise supported regular component organizations (units, COCOM, Defense Agencies) supervisors, commanders, directorates, coordinators and MPS/FSS on matters relating to the formal recognition of IMAs IAW AFI 36-2803, *The Air Force Awards and Decorations Program*, AFI 36-2808, *Outstanding Officer and Enlisted Individual Mobilization Augmentee (IMA) of the Year Awards*.
- 2.19.14. Assist with mobilization/deployment processing for IMAs.
- 2.19.15. Receive and review Unfavorable Information File (AF Forms 1058 and 1137) then forward to RMG/DP for MilPDS update with a courtesy copy to the servicing PM office.

- 2.19.16. Advise supported regular component organizations (units, COCOM, Defense Agencies) commanders, directorates, coordinators on UPMR actions per AFI 36-2115.
- 2.19.17. Provide guidance on officer promotion board issues to supported regular component organizations (unit, COCOM, Defense Agencies).
- 2.19.18. Receive endorsed and signed promotion eligibility roster from supported regular component organizations (unit, COCOM, Defense Agencies). Forward endorsed rosters to RMG DP for further processing by established suspense date with courtesy copy to the servicing PM office.
- 2.19.18.1. Solicit PEP nominations from supported regular component organizations (unit, COCOM, Defense Agencies) and quality review nomination packages prior to submission to RMG PM.
 - 2.19.18.2. Validate and forward Extended Promotion Program (EPP) recommendation to RMG/DP by established suspense date with a courtesy copy to the servicing PM office.
- 2.19.19. Validate IMA's eligibility to attend formal school IAW Education and Training Course Announcements (ETCA) website, <https://www.my.af.mil/etccourses/default1.asp>.
- 2.19.19.1. Submit formal school requests, receive training allocations Report on Individual Personnel (RIP), obtain necessary endorsements and return IAW current AFRC and RMG guidance.
 - 2.19.19.2. Notify member to request school tour orders in AROWS-R.
- 2.19.20. Forward and suspense monthly OJT rosters to base/unit training managers (UTMs). Receive and consolidate upgrade training status and provide to RMG/DP by established suspense date.
- 2.19.21. Coordinate training related issues with the PM/UTMs, including submission of AF Form 2096, *Classification/On-The-Job Training Action*, formal school requests and provide training status as requested.
- 2.19.22. Not be appointed additional duties that will conflict with their primary responsibilities.
- 2.19.23. Conduct self-inspections using MICT and as required IAW AFI 90-201 and RMG OI 90-201. Complete follow up actions as necessary to ensure program compliance with established standards.
- 2.19.24. Maintain an IMA folder for all reservists assigned or attached to their unit per AFRIMS Table 36, Rule 12 R 16.01. Maintain an IMA folder containing the following documents at a minimum: AF Form 1288, any AF Forms 2096, waivers, vRed (Record of Emergency Data), assignment order, promotion orders, reenlistment recommendation and associated documents for each assigned or attached IR member. IMA folders may be electronic or paper.
- 2.19.25. Complete Personnel Incident Notification (PIN) and forward to RMG/CC, with courtesy copy to servicing PM, as required.

2.20. The host RegAF wing commander shall:

2.20.1. Ensure the Base Mobilization Plan or Base Support Plan includes provisions for accessing IMAs and Pre-trained Individual Manpower (PIM) to include IRR, Standby Reserve, Retired Reserve and Active Duty Retirees IAW AFI 10-402.

2.21. RegAF Military Personnel Section (MPS) shall:

2.21.1. Provide base level personnel support to IRs IAW AFIs and applicable Personnel Services Delivery Memorandums (PSDMs).

2.21.2. Out-process and provide administrative support to IRs approved by applicable HQs for Air Expeditionary Force (AEF) taskings. Ensure that members do not deploy without an AF Form 938 and CED orders per AFI 36-3802, *Personnel Readiness Operations*.

2.21.3. Establish procedures to process a AF Form 3847, *Deployment Processing TDY Checklist*, for all IRs identified for deployment ensuring that all requirements, including training and equipment, are met prior to deployment IAW AFI 36-3802.

2.21.4. Ensure IRs released from active duty after 180 days of mobilization complete the DD Form 2648-1, *Pre-Separation Counseling Checklist for Reserve Component Service Members Released from Active Duty*, IAW AFI 36-3009, *Airman and Family Readiness Centers*.

2.21.5. Ensure the Personnel Readiness Function in-processes IRs activated for direct or indirect support of a contingency operation IAW AFI 36-3802.

2.21.6. Administer Officer and Enlisted Evaluations Systems for the commander, ensuring that requirements for supporting assigned/attached IRs are fully incorporated into the program IAW AFI 36-2406 and PSDM 09-27.

2.21.7. Provide casualty assistance and ensure required documentation is submitted regarding IR casualties IAW AFI 36-3002, *Casualty Services*.

2.21.8. Ensure the Airman and Family Readiness Center (A&FRC) provides required pre-separation counseling and supplemental pre-separation counseling for IRs being released from 180 days of mobilization IAW AFI 36-3009.

2.21.8.1. The A&FRC will ensure a copy of the pre-separation counseling document is forwarded to ARPC for inclusion in the personnel record IAW AFI 36-3009.

2.21.9. Advise and assist commanders in the submission of awards and decorations for IRs.

2.21.10. Provide an adequate work area for the servicing BIMAA.

2.21.11. Non-BIMAA bases only. Designate in writing the name and rank (technical sergeant/equivalent or above) of the MPS/FSS point of contact for IR issues and forward to the servicing BIMAA for the base. This individual must be a full-time civilian or RegAF military member.

2.21.12. Ensure Personnel Systems Manager (PSM) provides MilPDS IR (Category B and E) access to MPS/FSS personnel to ensure support of IRs.

2.21.12.1. Products will include, but are not limited to, the following: Reports on Individual Persons (RIPs) i.e., DECOR6, EPR/OPR Notifications, Training Allocations, Officer

Upgrade Suspense, etc, officer and enlisted training rosters, evaluation rosters and Unit Personnel Management Roster (UPMR).

2.21.12.2. Update capability and responsibility, as detailed in AFSCM 36-699, Volume 1 and PSDM 09-27 to include, but not limited to: address, office symbol, duty/home/civilian phone, dependent information, and rater information.

2.21.13. Advise supported regular component organizations (units, COCOM, Defense Agencies) on officer promotion matters and monitor compliance IAW AFI 36-2504.

2.21.14. Perform PUSH-PULL activities.

2.22. Base UTM shall:

2.22.1. Manage IR training IAW AFIs 36-2101, 36-2201 and 36-2254, Volumes 1 and 2.

2.22.2. Coordinate training related issues with the PM/BIMAA, including submission of AF Form 2096, formal school requests and provide training status as requested.

2.22.3. Provide upgrade training status to PM/BIMAA as requested.

2.22.4. Include IR information in the monthly Status of Training Briefing provided to the supported regular component organization's commander/directorate.

2.23. Medical Treatment Facility (MTF) shall:

2.23.1. Administer Preventive Health Assessments (PHAs), dental examinations and immunizations for IMAs and afford them the same priority as regular component personnel, without regard to the Reservist's current duty assignment location, per AFI 41-210, *TRICARE Operations and Patient Administration Functions*.

2.23.2. Verify IRs are in a duty status (active or inactive) for PHAs, treatment, and immunizations. Inactive Duty Status is documented on an AF Form 40A, *Record of Individual Inactive Duty Training*. Members do not have to be in a duty status to make to an appointment.

2.23.3. Update required information in applicable data systems, to include dental exams documented on the DD Form 2813, *Department of Defense Active Duty/Reserve Forces Dental Examination*, completed by civilian dentists. Associated hard copies shall be provided to the Reservist's servicing MTF for inclusion in the member's medical records.

2.23.4. Initiate medical LOD determinations on all IRs when required IAW AFI 36-2910.

2.23.5. Include IRs during the DAWG.

2.23.5.1. Track fitness assessment medical exemptions for IRs and take appropriate action IAW AFI 36-2905.

2.23.6. Complete narrative summary for IRs with pending fitness for duty/medical evaluation board actions.

2.24. Regular Component Unit Commanders/Directorates shall:

2.24.1. Maintain the following ADCON as specified:

2.24.2. Quality force actions to include discipline. Under no circumstances does this relinquish UCMJ authority of the RMG/CC who may pursue action(s) in lieu of or in

coordination with the RegAF commander. Coordination for all discipline cases is through the RegAF commander, to the RMG Program Manager to the RMG/CC.

2.24.3. Process UIF actions on IRs IAW AFI 36-2907. Provide a copy of the AF Forms 1058 and 1137 to the servicing BIMAA who in turn will forward to RMG/DP for MilPDS update.

2.24.4. Monitor to ensure Enlisted and Officer Performance Reports on IRs are completed and submitted within 60 days of closeout to ARPC IAW AFI 36-2406 and PSDM 09-27.

2.24.5. Preparation, completion, tracking and ensuring update of IR decorations IAW AFI 36-2803.

2.24.6. Prepare officer promotion recommendations to include promotion recommendation forms IAW AFI 36-2406.

2.24.7. Recommend approval of enlisted promotions.

2.24.8. Make LOD recommendations on the AF Form 348 consistent with the provisions of AFI 36-2910 pertaining to unit commander responsibilities. Coordinates closely with the servicing BIMAA on all LOD actions.

2.24.9. Make IR assignment actions to include approval for and release of IR members assigned and attached to the commander's unit IAW AFI 36-2115.

2.24.10. Submit manpower change request actions for the purpose of meeting changing/emerging mission requirements.

2.24.11. Recommend/non-recommend IRs for reenlistment IAW AFI 36-2612. Conducts reenlistment ceremony as requested.

2.24.12. Ensure participation management consistent with the provisions of AFI 36-2254, Volume 1.

2.24.13. Complete AF Form 3559, *Reserve Assignment Recommendation*, IAW AFI 36-2115, for Colonels eligible to screen for a Brigadier General positions.

2.24.14. Designate in writing, a primary and alternate Unit Reserve Coordinator (URCs) for IR issues and forward to the BIMAA. Appointed individuals must be a RegAF military member, TSgt or above, or civilian or government contractor equivalent. IMAs are not to be designated URCs. The appointment letter will contain the following: name, rank, phone numbers, email address and unit PASCODE(s) and EDIPI (10 digit number on CAC certification).

2.24.15. Ensure each IR has a qualified supervisor appointed IAW AFI 36-2406 and rater information is updated in MilPDS.

2.24.16. Ensure safety and health requirements/expectations are communicated to supervisors and perform their responsibilities including formal performance feedback, performance reports, award/decoration submissions, PRF submissions, and on-the-job training.

2.24.17. Budget and fund for organizational clothing, equipment and projected temporary duty requirements for assigned/attached IMAs. Ensure IMAs have the needed clothing and equipment (including organizational) for contingency deployment.

2.24.18. Maintain accurate recall rosters that include assigned/attached IMAs IAW AFI 36-3803, *Personnel Accountability in Conjunction with Natural Disasters or National Emergencies*.

2.24.19. Ensure IMAs have Government Travel Card (GTC) card access when required and are supported by the base or unit GTC program coordinator IAW DoD FMR 7000.14R, *Department of Defense Government Travel Charge Card (GTCC)*.

2.24.20. Ensure that IMAs receive training as outlined in AFI 36-2101, AFI 36-2201, AFECD and AFOCD.

2.24.21. Ensure that IRs are aware of their responsibility to make adequate family care arrangements and that an AF Form 357, *Family Care Certification*, is completed, when required, IAW AFI 36-2908, *Family Care Plans*.

2.24.22. Ensure the Unit Security Manager incorporates IRs in the Commander's Information and Personnel Security Programs IAW AFI 31-401, *Information Security Program Management* and AFI 31-501, *Personnel Security Program Management*.

2.24.23. Ensure IRs complete annual PHAs and Dental examinations, including required follow-up studies and final disposition IAW AFI 48-123, *Medical Examinations and Standards*.

2.24.24. Ensure IRs are tested in the unit Fitness Program and ensure that the AF Fitness Management System (AFFMS) is updated IAW AFI 36-2905, *Fitness Program*.

2.24.25. Ensure LOD Determination is initiated when an IR incurs an illness, injury or disease while on published orders, performing inactive duty, or traveling directly to or from the member's duty location IAW AFI 36-2910.

2.24.26. Ensure VOCO's are not authorized without prior coordination with the servicing PM.

2.24.27. Ensure IRs do not deploy in support of AEF requirements without an AF Form 938 ordering member to active duty and CED orders published by appropriate agency (RMG for IMAs and ARPC for PIRR).

2.24.28. Ensure funding for travel is budgeted, as necessary, when an IR performs a MPA tour in support of an organization.

2.25. The Regular Component First Sergeant shall:

2.25.1. Conduct a quality force review on all EPRs and advise the commander of any quality force indicators IAW AFI 36-2406.

2.25.2. Ensure IRs are incorporated in the unit Family Care Plan program IAW AFI 36-2908.

2.25.3. Provide IRs the same level of interface as that of their RegAF counterparts.

2.26. URC shall:

2.26.1. Complete initial and recurring training from the servicing BIMAA. Attend any other training meetings when notified by BIMAA.

- 2.26.2. Ensure unit personnel are aware of Reserve unique requirements as they relate to commander's programs and IRs training requirements.
- 2.26.3. Create and maintain a URC Continuity Binder (may be electronic).
- 2.26.4. Ensure IRs are incorporated in the unit INTRO program IAW AFI 36-2103, *Individualized Newcomer Treatment and Orientation (INTRO) Program*, upon assignment/attachment.
- 2.26.5. Ensure IRs and their supervisors are aware of their responsibilities.
- 2.26.6. Assist IRs with scheduling of a fitness assessment, ancillary training and other required appointments.
- 2.26.7. Ensure all personnel actions (i.e., promotions, upgrades, changes of reporting official) are completed promptly, routed through the proper chain of command for update in the Military Personnel Data System (MilPDS).
- 2.26.8. Review management products (alpha rosters, assignment/attachment rosters, etc.) on a monthly basis to ensure data accuracy.
- 2.26.9. Inform IRs of current unit events, policy changes, information updates, etc.
- 2.26.10. Maintain an IMA folder for all reservists assigned or attached to their unit per AFRIMS Table 36, Rule 12 R 16.01. The folder should contain the following documents at a minimum: AF Form 1288, any AF Forms 2096, waivers, vRed (Record of Emergency Data), assignment order, promotion orders, reenlistment recommendation and associated documents for each assigned or attached IR member. IMA folders may be electronic or paper.

2.27. Supervisors of IRs shall:

- 2.27.1. Work closely with the reservist to establish a realistic and meaningful annual training schedule in advance of execution.
- 2.27.2. Ensure the IR is aware of his/her role in mobilization and receives the training necessary to remain current and proficient. Evaluate and certify accomplished training.
- 2.27.3. Utilize UTAPSWeb to document IDT per AFI 36-2254, Volume 1 and other systems as applicable to coordinate, approve and confirm IR participation.
- 2.27.4. Counsel, recommend and monitor reservist's participation in PME courses, schools and other developmental opportunities.
- 2.27.5. Administer the officer and enlisted evaluation systems, to include conducting performance feedback sessions, accomplishing performance reports (OPRs/EPRs/LOEs) and preparing Promotion Recommendation Forms as directed per AFI 36-2406.
- 2.27.6. Submit recommendations for awards and decorations when appropriate. Ensure IMAs are included when unit receives an organizational award.
- 2.27.7. Develop a work center specific Job Safety Training (JST) guide based on Attachment 5, Job Safety Training Outline (JSTO) delineating safety, fire protection/prevention and health requirements. The supervisor will document and maintain completed work area training on the AF Form 55, *Employee Safety and Health Record*, or equivalent product as directed by AFI 91-202, *The US Air Force Mishap Prevention Program*.

2.28. IRs shall:

2.28.1. Ensure compliance with established military standards to include dress and appearance, physical fitness, and training standards.

2.28.2. Use applicable systems as directed to request and document participation.

2.28.2.1. Access UTAPSWeb to schedule Inactive Duty Training (IDTs) with their supervisors no later than 15 August for the upcoming FY per AFI 36-2254, Volume 1.

2.28.2.2. Request AT orders using AROWS-R system. Requests submitted after 1 June each year must include justification/explanation for the request as instructed in AFI 36-2254, Volume 1.

2.28.3. Comply with readiness requirements in order to maintain currency. Readiness data is available through ARCNet,

<https://www.my.af.mil/reservenetprod/resnet/classic/home.asp>.

2.28.4. Complete Fitness Assessments as required IAW AFI 36-2905.

2.28.5. Maintain adequate family care arrangements IAW AFI 36-2908.

2.28.6. Complete mandatory training requirements within prescribed time limits.

2.28.7. Pursuant to 10 U.S.C. § 10205, keep RegAF chain of command and BIMAA apprised of changes in mailing address, marital status, number of dependents, civilian education, civilian employment, and any physical condition or other factor that may affect the immediate availability of the Ready Reserve member for active military service.

2.28.7.1. Ensure currency of address and phone information is maintained in the military personnel data system which is updated by member using Virtual MPF (vMPF). If mailing address is not the same as residential, both addresses must be updated.

2.28.7.2. Ensure marital status and dependent information is accurate in military personnel data system and the Defense Enrollment Eligibility Reporting System (DEERS). These data items require source documents (e.g. marriage license, divorce decree, birth certificate) for verification prior to DEERS update. The RegAF MPS/FSS is responsible for verifying source documents and updating DEERS.

2.28.7.3. Maintain current civilian employment data via the Defense Data Manpower System at: <https://www.dmdc.osd.mil/appj/esgr/privacyAction.do>. Data must be checked at least annually.

2.28.8. Complete annual PHAs and Dental examinations, including required follow-up studies and final disposition IAW AFI 48-123.

2.28.9. Promptly report a disease, injury, operative procedure or hospitalization not previously reported to the commander, supervisor or Medical Treatment Facility (MTF) as instructed in AFI 48-123. Any concealment or claim of disability made with the intent to defraud the government could result in possible legal action and possible discharge from the Air Reserve Component.

2.28.10. Comply with all safety instructions, technical orders, job guides and operating procedures IAW AFI 91-202.

DARRELL D. JONES, Lieutenant General, USAF
DCS, Manpower, Personnel and Services

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

- 10 USC Section 806, *Judge Advocates and Legal Officers*
- 10 USC Section 8013, *Secretary of the Air Force*
- 10 USC Section 8037, *Judge Advocate General Deputy Judge Advocate General: Appointment; Duties*
- 10 USC 10174, *Air Force Reserve Command*
- 10 USC 10205, *Members of Ready Reserve: Requirement of Notification of Change of Status*
- DoDI 1215.06, *Uniform Reserve, Training and Retirement Categories*, 7 February 2007
- DoDI 1235.11, *Management of Individual Mobilization Augmentees (IMAs)*, 24 May 2007
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DD Form 2813, Department of Defense Active Duty/Reserve Forces Dental Examination

AF Form 40A, Record of Individual Inactive Duty Training

AF Form 55, Employee Safety and Health Record

AF Form 105, Unfavorable Information File Action

AF Form 348, Line of Duty Determination

AF Form 847, Recommendation for Change of Publication

AF Form 938, Request and Authorization for Active Duty Training/Active Tour

AF Form 1137, Unfavorable Information File Summary

AF Form 1411, Extension or Cancellation of Enlistment in the Regular Air Force/Air Force Reserve/Air National Guard

AF Form 2096, Classification/On-The-Job Training Action

AF Form 2648-1, Pre-Separation Counseling Checklist for Reserve Component Service Members Released from Active Duty

AF Form 3847, Deployment Processing TDY Checklist

AF Form 1288, Application for Ready Reserve Assignment

AF Form 3559, Reserve Assignment Recommendation

Abbreviations and Acronyms

AC—Active Component

ADCON—Administrative Control

ADSW—Active Duty for Special Work

AEFC—Air and Space Expeditionary Force Center

AF—Air Force

AFELM—Air Force Elements

AFOSI—Air Force Office of Special Investigation

AFPC—Air Force Personnel Center

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

ARC—Air Reserve Component

AROWS-R—Air Force Reserve Order Writing System

ARPC—Air Reserve Personnel Center

AT—Annual Tour

BIMAA—Base Individual Mobilization Augmentee Administrator

CEI—Civilian Employment Information

CFM—Career Field Managers

CSS—Commander Support Staff

DE—Developmental Education

DRU—Direct Reporting Unit

FOA—Field Operating Agency

FY—Fiscal Year

HYT—High Year Tenure

IDT—Inactive Duty Training

IMA—Individual Mobilization Augmentee

IAW—In Accordance With

IPR—Individual Mobilization Augmentee Program Review
IRR—Individual Ready Reservist (can be either IMA or PIRR)
LOD—Line of Duty
MA—Mobilization Assistant
MAJCOM—Major Command
MFM—MAJCOM Functional Manager
MICT—Management Internal Control Toolset
MPA—Military Personnel Appropriation
MPF—Military Personnel Flight
MSD—Mandatory Separation Date
MTF—Medical Treatment Facility (Ref: AFPD 41-2, 16 AUGUST 1993, Titled: MEDICAL SUPPORT)
PBAS— Personnel Budget and Accounting System
PEP—Promotion Enhancement Program
PERSTEMPO—Personnel Tempo
PHA— Physical Health Assessment
PIF—Personnel Information File
PIM—Pre-Trained Individual Manpower
PIRR— Participating Individual Ready Reservist
PM—Program Manager
POM—Program Objective Memorandum
PRC—Presidential Recall
QRP—Quality Review Panel
RA—Reserve Advisor
RegAF— Regular Air Force
RDS—Records Disposition Schedule
RIP—Reports on Individual Personnel
RMG—Readiness Management Group
ROA—Reserve Officer Association
RPA—Reserve Personnel Appropriation
RPO—Reserve Pay Office
SAF—Secretary of the Air Force
SOR—System of Records

SSS—Selective Service System

UCMJ—Uniform Code of Military Justice

UIF—Unfavorable Information File

URC—Unit Reserve Coordinator

USAF—United States Air Force

vMPF—virtual Military Personnel Flight

vPC-GR—virtual Personnel Center-Guard Reserve

vRED—virtual Record of Emergency Data

Terms

Active Component (AC)— Any active duty organization or defense agency to which an Individual Reservist is assigned.

Administrative Control (ADCON)— Direction or exercise of authority over subordinate or other organizations in respect to administration and support, including organization of Service forces, control of resources and equipment, personnel management, unit logistics, individual and unit training, readiness, and mobilization. Demobilization, discipline, and other matters not included in the operational missions of the subordinate or other organizations. [JP 1-02]

Agency— A military organization constituted by directives issued by USAF.

Base Individual Mobilization Augmentee Administrator (BIMAA)— Responsible for maintaining the Individual Reservist program at base level to ensure the highest level of readiness through education, public relations, and training.

Customer— As used in this AFI refers to using commands, organizations and agencies outside the AF.

End Strength— The number of congressionally funded and approved authorizations in the program. The program's goal is to fill 100% of all funded authorizations by the end of each FY.

Individual Mobilization Augmentee (IMA)— An individual filling a military position identified as augmenting the regular component structure of the Department of Defense or other U.S. Government departments or agencies, (i.e. Selected Service System and Federal Emergency Management Agency), which must be filled to support mobilization (including pre- and/or post-mobilization) requirements, contingency operations, operations other than war or other specialized or technical requirements for fill with individual members of the Selected Reserve. Individual mobilization augmentees train on a part-time basis with these organizations to prepare for mobilization. Inactive duty training for individual mobilization augmentees is directed by DoDI 1215.06 and normally varies from 24 to 48 drill periods a year. This is a joint definition from DODI 1235.11 and JP 4-05.

Individual Reservist— Reference to both Individual Mobilization Augmentees (IMAs) and Participating Individual Ready Reserve (PIRR) members as defined in paragraph 1.1.1. and 1.1.2.

MAJCOM— A major subdivision of the Air Force, directly subordinate to Headquarters US Air Force.

MAJCOM Functional Managers (MFMs)— Serves as the MAJCOM liaisons for their respective Air Force Career Field Managers (AFCFMs). Monitors the health and manning of their career fields within their command and elevates concerns to the AFCFMs while managing command training for their career field and coordinate command training and personnel issues across their MAJCOM staff and with AFCFMs.

Medical Treatment Facility (MTF)— The MTF servicing the Active Component where the Individual Reservist is assigned for duty. Note: When authorized to receive services, IMAs may receive services from any MTF.

Mobilization Assistant— A portion of the duty title exclusively established for IMA program General Officer positions. MA refers to the broad scope of responsibilities of the position. (Example of complete duty title: “MA to AFRC Director of A5A8A9”).

Personnel Tempo (PERSTEMPO)— Days per year an individual is TDY from home station, or in the case of a Reservist, days away from home at a place other than their normal training location.

Quality Review Panel (QRP)— A fair and impartial consideration of centrally managed IMAs in which their records are reviewed and members are placed in an order of merit by grade. The results of these panels are used as an administrative tool by the PM and MFM to manage their reserve forces. Results may be used to identify members best qualified for reassignment to higher graded positions and to select members for special duties. The results may also be used to guide Program Manager recommendations in time of force reduction or to identify members who should be removed from the program for cause or lack of participation.

Regular Air Force (RegAF)— The regular component of the Air Force

Reserve Advisor (RA)— Serves as technical advisor to the commander and organizations concerning AFRC's plans, procedures, and mission objectives.

RMG Program Manager (PM)— The RMG detachment assigned program manager responsible for personnel, manpower and programming issues relating to the assigned IMAs.

Selective Service System IMA— Individual Reservists assigned to the Selective Service for the purpose of providing surge capability during times of need.

Specified Administrative Control (ADCON)— Those ADCON duties specifically identified herein to be accomplished by the Active Component.

Unit Reserve Coordinator (URC)— Customarily an individual who is a full time member of the active force who functions as their unit's central point of contact to assist with administrative duties associated with assigned\attached IMAs.