

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

AIR FORCE INSTRUCTION 36-2633

7 DECEMBER 2018



Personnel

**PEACE TIME MANAGEMENT OF THE
AIR FORCE PRE-TRAINED
INDIVIDUAL MANPOWER PROGRAMS**

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This instruction provides a common lexicon and standardizes the procedures for managing Air Force pre-trained individual reservists during peace time. It covers the procedures and standards required for management of the Pre-trained Individual Manpower (PIM) pool and applies to all officers and enlisted personnel assigned to an individual reserve category. National command authorities may supersede or temporarily suspend this instruction, entirely or in part, incident to contingency operations, national emergencies, war, or at such other times as directed. This instruction implements AFD 36-21, *Utilization and Classification of Air Force Military Personnel*. It has been developed in collaboration with the Deputy Chief of Staff for Manpower, Personnel and Services (AF/A1), the Chief of the Air Force Reserve (AF/RE) and the Director of the Air National Guard (NGB/CF), and applies to all regular Air Force members, members of Air Force Reserve, and members of the Air National Guard. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Responsibility (OPR) using Air Force Form 847, *Recommendation for Change of Publication*; route Air Force Forms 847 from the field through the appropriate functional chain of command the field through AF/REP, Directorate of Personnel, 1050 Air Force Pentagon, Washington, DC 20330 or usaf.pentagon.af-re.mbx.af-rep-workflow@mail.mil. This publication may be supplemented at any level, but all supplements that directly implement this publication must be routed to the OPR for coordination, and all Major Command (MAJCOM)-level supplements must be approved by the Human Resource Management Strategic Board (HSB) prior to certification and approval. The authorities to waive wing-/unit-level requirements in this

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SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. Changes include updating office symbols, instruction references, and responsibilities. It also removes guidance related to testing personnel mobilizations which will be placed into AFI 10-402, *Mobilization Planning*.

Section A—Composition of the Air Force Pre-trained Individual Manpower Pool

1. Background. The Pre-trained Individual Manpower (PIM) is a vital aspect of the Air Force’s strategic reserve force that is managed by the Air Reserve Personnel Center (ARPC). The ARPC/CC will develop procedures and guidelines for managing pre-trained Air Reserve Component members who are not actively participating in the Selected Reserve (**T-3**).

1.1. Pre-trained Individual Manpower. The Air Force definition for the Pre-trained Individual Manpower is “personnel with prior military training or experiences that are subject to recall to extended active duty in a mobilization” in accordance with AFI 10-402. The PIM Management Branch (ARPC/DPAM) manages the Pre-trained Individual Manpower categories which include the (a) Participating Individual Ready Reserve, (b) Individual Ready Reserve, (c) Retired Active Duty and Reserve, and (d) Standby Reserve (active and inactive).

1.2. The Individual Ready Reserve is a manpower pool comprised of individuals who have previously served in the Active Component or in the Selected Reserve and may or may not have a remaining military service obligation or other contractual obligation. Members of the Participating Individual Ready Reserve can participate in programs providing a variety of professional assignments and opportunities to earn retirement points and military benefits. During peacetime, the Participating Individual Ready Reserve is managed by the Reserve Integration Office (RIO). Individual Ready Reserve members cannot participate in any capacity; however, they are part of the Ready Reserve and are subject to recall to active duty (AD) by the President or Congress during times of national emergency or war.

1.3. The Standby Reserve consists of personnel who maintain their military affiliation without being in the Ready Reserve. Standby Reservists may be active or inactive Reservists who: 1) are key civilian employees, 2) in Reserve sanctuary, 3) Voluntary Separation Incentive recipients and/or, 4) have a command acknowledged/approved hardship. For more

information on reserve assignments, see AFI 36-2110, *Total Force Assignments*. Standby Reserve members are subject to recall to AD by Congress in time of national emergency or war.

1.4. The Retired Pre-trained Individual Manpower pool consists of AD and Reserve retirees subject to AD recall by Congress or the Secretary of Defense in time of national emergency or war.

1.4.1. Retired AD are those members who have completed the appropriate years of service for an AD retirement.

1.4.2. Retired Reserve consists of reservists receiving retirement pay and all personnel who have completed requisite qualifying years credible for retirement, but have yet to reach 60 years of age for retired pay.

Section B—Program Management of the Participating Individual Ready Reserve and the Special Professional Education and Stipend programs

2. Participation Programs. HQ RIO and ARPC will develop guidance and procedures to manage the execution of participation program. (T-3). Participation Programs exist in the Individual Ready Reserve that permit participation, under certain conditions, and on a voluntary basis. Participation in these programs also permits continuation of training on a temporary basis while in assignment transition (see AFI 36-2110, for guidelines or restrictions on assignments to these programs.)

2.1. Program Management. ARPC and HQ RIO Program Managers assist in the completion of various personnel actions in support of their respective Individual Ready Reserve and Participating Individual Ready Reserve customers (T-1). Actions include: 1) providing professional guidance, 2) communicating program requirements, 3) assigning members within/from these programs, 4) ensuring compliance with participation requirements, 5) providing career guidance, and 6) processing tour requests.

2.1.1. Publishes Military Personnel Appropriation orders if not assigned to programs managed by Air Reserve Personnel Center. **Exception:** Ready Reinforcement Personnel Section members' orders are published by the using unit.

2.2. The RIO will provide management oversight of the following key IRR participation programs: (T-3)

2.2.1. The Ready Reinforcement Personnel Section program. This Reserve section is for members who lose a selected Reserve position through no fault of the member and cannot secure another selected Reserve position. This program pertains to line personnel only. Members wishing to change their training attachment while in Ready Reinforcement Personnel Section should contact the gaining Air Force unit for permission to train, and follow up in writing to the unit and Reserve Integration Office. For members requesting training overseas, the MAJCOM or program manager will ensure status of forces agreements permit the attachment and training of Reserve members (T-2). While assigned, members must meet and maintain military standards prescribed for selected Reserve and AD members. Members may stay in Ready Reinforcement Personnel Section for 3 years and Reserve Integration Office may extend the 3-year maximum upon

a favorable recommendation from the unit of attachment and/or MAJCOM individual mobilization augmentee detachment commander.

2.2.2. The Air Force Admissions Liaison Officer program. This program is made up of liaison officers who counsel and recruit potential candidates for attendance at the Air Force Academy or enrollment in the AFROTC Program. (See AFI 36-2019, *United States Air Force Academy (USAFA) and USAFA Preparatory School Admissions and Appointment Process and Programs*, for program details and requirements). Participation is for points only and individuals are mobilization resources.

2.2.3. Civil Air Patrol (CAP) Reserve Assistance Program. RIO will ensure reservists are ready for duty to support CAP-USAF; members may volunteer technical assistance and advice to Civil Air Patrol units located throughout the United States. (T-3). Personnel train for points only, but some paid AD support opportunities are available using MPA days. They are mobilization resources (See AFI 10-2701, *Organization and Function of the Civil Air Patrol*, for program details and requirements).

2.3. ARPC manages:

2.3.1. The Medical Incentives Branch (ARPC/DPAMM) will manage members enrolled in the Health Professionals Scholarship Program and Financial Assistance Program. (T-3). Individuals in the Health Professionals Scholarship Program must perform 45 days of AD each year. (T-3). Those in the Financial Assistance Program must perform 14 days of AD each year. (T-3). These members are not a mobilization resource.

2.3.2. The Reserve Services Program Branch (ARPC/DPAMR) will manage the Career Intermission Program. (T-3). Career Intermission Program is a congressionally mandated program whose intent is to retain the valuable experience and training of service members that could otherwise be lost by permanent separation. This work-life flexibility initiative enables the services to retain talent which reduces cost and long-term adverse impacts on the mission while providing a mechanism for a seamless return to active duty. Career Intermission Program is considered a continuum of service program.

Section C—Management of the Non-participating Individual Ready Reserve

3. Program Manager. ARPC/DPA will develop procedures and guidelines to manage the Non-Participating Individual Ready Reserve (IRR) program. (T-3). Upon entry members are sent a “Welcome to the Individual Ready Reserve” letter. This letter defines the responsibilities of the individual and identifies the points of contact at ARPC for personnel functions. The IRR members are assigned to either the Obligated Reserve Sections or the Non-obligated Non-participating Ready Personnel Section. Members in Obligated Reserve Sections and Non-obligated Non-Participating Ready Personnel Section are subject to Pre-trained Individual Manpower Screenings (Department of Defense Directive 1200.7, *Screening the Ready Reserve*).

3.1. The majority of Obligated Reserve Sections members are individuals released from AD with a remaining Military Service Obligation (MSO). This Reserve section also includes members who request transfer because of pregnancy or personal reasons, such as job or school conflicts, as well as PALACE CHASE members. Qualified Obligated Reserve Sections members may volunteer for Selected Reserve positions (see AFI 36-2110).

3.2. The Obligated Reserve Section encompasses both officer and enlisted personnel. Officers are members with EAD commitments and/or are waiting EAD orders; this category includes graduates of professional training programs on approved education delays, physicians released from AD for specialty training, members appointed to professional programs, AFROTC graduates on approved education delays, and graduates of Health Professionals Scholarship Program. Enlisted members are either, 1) assigned to college scholarship programs or the Professional Officer Course of the AFROTC per AFI 36-2011, *Air Force Reserve Officer Training Corp*, or 2) selected to attend the United States Air Force Academy.

3.3. The Non-obligated Non-participating Ready Personnel Section (NNRPS) includes officers and enlisted personnel without an MSO who qualify for duty worldwide. NNRPS members do not meet the requirements of participating Reserve assignments; they may have requested a transfer to Non-obligated Non-participating Ready Personnel Section due to personal reasons (AFI 36-2110, Chapter 11). ARPC/DPA will reassign officers in the NNRPS to the Inactive Status List Reserve Section (ISLRS) if they do not get a participating assignment after 2 years (VSI recipients after 3 years) unless they are eligible for a reserve retirement. (T-3). Members eligible for a reserve retirement are reassigned if they fail to participate for 1 year. A one-time waiver of this requirement may be made by the SAF. Enlisted members are discharged upon ETS.

Section D—Management of the Standby and Retired Reserve

4. Standby Reserve. ARPC/DPAM will manage the Standby Reserve, which is comprised of the active Non-Affiliated Reserve Sections (NARS) and the Inactive Status List Reserve Section (AFI 36-2110). (T-3).

4.1. NARS is comprised of four categories: NARS/NA (members with no MSO with hardship/pending discharge for cause), NARS/NB (members with an MSO same as NARS/NA), NARS/NC (officers eligible for sanctuary), and NARS/ND (members who are key employees or elected official, with or without and MSO, and request to still participate). Individuals in NARS/NA and NARS/NB are not authorized to train. Individuals in NARS/NC and NARS/ND may train for points, via training attachment to a training activity. ARPC/DPAMR acts as the Program Manager for personnel assigned to NARS/NC and NARS/ND.

4.2. ISLRS (Section RB) are members who are Voluntary Separation Incentive recipients, individuals who have exceeded 2 years in NARS, and those who have been reassigned for cause. Members assigned to Inactive Status List Reserve Section are not authorized to train and are not eligible for promotion.

4.3. The Retired Pre-trained Individual Manpower pool consists of AD and Reserve Retirees subject to recall by Congress or the Secretary of Defense in time of national emergency or war via Title 10, U.S.C. Section 688. Retirees may volunteer to be utilized during peacetime. This pool is managed by ARPC/DPAM in peacetime.

Section E—Screening of the Pre-trained Individual Manpower

5. Pre-trained Individual Manpower Screening. DoDD 1200.7 and Title 10 U.S.C., Section 10149, requires screening of the Individual Ready Reserve to ensure these members are locatable during a wartime mobilization scenario. Screenings are conducted annually and result in members either being retained in the Individual Ready Reserve, transferred to the Standby Reserve, discharged under AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*, or transferred to the Retired Reserve (for eligible members who apply).

5.1. Screening ensures the most current personal information is available for Pre-trained Individual Manpower members in the event mobilization is required.

5.2. The ARPC Personnel Readiness Branch (ARPC/DPAMX) has an established MOA with the Defense Health Agency to receive VA Disability ratings for all IRR members to ascertain medical readiness. This may be used to eliminate members from utilization if they are not medically qualified to be accessed to AD.

5.3. Annual Survey. ARPC/DPAMX mails annual surveys to all Individual Ready Reserve (excluding muster participants) and Standby Reserve members to gather personal information to ensure Military Personnel Data System (MilPDS) reflects the most current information in the event utilization is required. Any surveys that are returned due to Return to Sender, insufficient address, or attempted/not known will require ARPC/DPAMX to accomplish address research to identify a new mailing address. **(T-3)**. ARPC/DPAMX will utilize a contracted address research program that will provide all product, personnel, and other services necessary to research current and previous addresses for Pre-trained Individual Manpower members. **(T-3)**. ARPC/DPAMX is not required by law to survey retired members.

Section F—Individual Ready Reserve Muster Exercise

6. Individual Ready Reserve Muster. ARPC will routinely conduct exercises to ensure procedures are in place to recall Individual Ready Reserve members. **(T-3)**. ARPC/DPAMX is the Air Force program manager for the muster program which tests the ability to locate and activate Individual Ready Reserve members. (NOTE: When full or partial mobilization is declared under Title 10 U.S.C., Section 12301(a) or Title 10 U.S.C., Section 12302, muster screening will cease. **(T-1)**. When Presidential Reserve Call-Up (PRC) authority (Title 10 U.S.C., Section 12304) is invoked, the Department of Defense will direct continuation or cessation of screening.) **(T-1)**.

6.1. ARPC/DPAMX will: **(T-3)**.

6.1.1. Send an “Invitation to Host” letter to RegAF, ANG and ARC bases to participate and coordinates dates for Muster screenings.

6.1.2. Identify and notify pre-trained individual manpower members selected to participate.

6.1.3. Reschedule or excuse members for screening based on the PIM Management Branch (ARPC/DPAM) internal policy.

- 6.1.4. Publish screening orders, amendments, and revocations.
- 6.1.5. Mail orders and instructions to member.
- 6.1.6. Provide written screening guidance/muster planning guide to participating bases.
- 6.1.7. Resolve pay problems with ARPC/FM.
- 6.1.8. Record member status (show, no-show, excused) in MilPDS.
- 6.1.9. Prepare statistical and after action reports.
- 6.2. Air Force Reserve Command Recruiting Service (AFRC/RS). AFRC/RS will ensure a Reserve recruiter is available at the muster site to brief participants on assignment opportunities within the Selected Reserve and reports the number of leads and accessions gained from each muster to ARPC/DPAMX. (T-3)
- 6.3. The host base for the muster will perform the following functions: (T-3)
 - 6.3.1. Appoints an office of primary responsibility (OPR) to coordinate muster activities.
 - 6.3.2. Arranges for logistical support for processing line to support logistics such as ID Cards, recruiting, and medical.
 - 6.3.3. Orders necessary supplies and forms to accomplish muster-processing tasks.
 - 6.3.4. Accomplishes objectives and tasks in the Muster Planning Guide furnished by ARPC/DPAMX.
 - 6.3.5. Ensures receipt of ARPC Form 12-IRR, *Annual Screening Worksheet*, ARPC Form 31, *Significant Medical History*, and ARPC Form 32, *Request for Medical Information*, to accomplish muster actions.
 - 6.3.6. Ensures receipt of Pay Roster (2 copies) from ARPC/DPAMX.
 - 6.3.7. Provides a location and establishes a processing line with applicable stations, equipment, and personnel to meet mission requirements.
 - 6.3.8. Accounts for participants, prepares required reports, and forwards them to ARPC/DPAMX.
 - 6.3.9. Ensures a Veterans Administration (VA) representative is available to brief on VA opportunities and VA disability claims.
 - 6.3.10. Ensures members have a current DD Form 2, *Armed Forces of the United States – Geneva Convention Card*, as required and updates Defense Enrollment Eligibility Reporting System.

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

Title 5, United State Code, Section 552, *Public Information; Agency Rules, Opinions, Orders, Records, and Proceedings*

Title 10, United State Code, 688, *Retired Members: Authority to Order to Active Duty*

Title 10, United State Code, Section 10149, *Ready Reserve: Continuous Screening*

Title 10, United State Code, Section 12301, *Reserve Components Generally*

Title 10, United State Code, Section 12302, *Ready Reserve*

Title 10, United State Code, Section 12304, *Selected Reserve and Certain Individual Ready Reserve members Ordered to Active Duty Other Than During War or National Emergency*

DoDD 1200.7, *Screening the Ready Reserve*, 18 November 1999

AFI 33-360, *Publications and Forms Management*, 1 December 2015

AFI 10-402, *Mobilization Planning*, 8 March 2018

AFI 10-2701, *Organization and Function of the Civil Air Patrol*, 7 August 2018

AFI 36-2011, *Air Force Reserve Officer Training Corps*, 24 April 2018

AFI 36-2019, *United States Air Force Academy (USAFA) and USAFA Preparatory School Admissions and Appointment Process and Programs*, 25 May 2018

AFI 36-2110, *Total Force Assignments*, 5 October 2018

AFI 36-3802, *Personnel Readiness Operations*, 23 February 2009

AFMAN 33-363, *Management of Records*, 1 March 2008

AFPD 36-21, *Utilization and Classification of Air Force Military Personnel*, 20 June 2017

AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*, 14 April 2005

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

DD Form 2, *Armed Forces of the United States – Geneva Convention Card*

ARPC Form 12-IRR, *Annual Screening Worksheet*

ARPC Form 31, *Significant Medical History*

ARPC Form 32, *Request for Medical Information*

Abbreviations and Acronyms

AD—Active Duty

CAP—Civil Air Patrol

EAD—Extended Active Duty

HSPS—Health Professionals Scholarship Program

IRR—Individual Ready Reserve

MAJCOM—Major Command

MSO—Military Service Obligation

NARS—Non-Affiliated Reserve Sections

PIRR—Participating Individual Ready Reserve

RIO—Reserve Integration Office

VSI—Voluntary Separation Incentive

Terms

Health Professions Scholarship Program (HPSP)—Members appointed as officers in the Ready Reserve, who have completed their 4-year college degree, and are attending an accredited health professions school. They receive a scholarship from the Air Force in return for an active and/or Reserve service commitment.

Individual Ready Reserve (IRR)—Officer and enlisted members who may or may not have a remaining military service obligation or a commitment to remain in the Ready Reserve for benefits or training received. This section consists of both participating and non-participating members. Some of these members are those who completed their 4 years of AD and serve the remainder of their 8 year obligation in the IRR. These members are subject to involuntary recall by the President and Congress, and are also required to participate in Muster or Push-Pull screenings (the process of identifying, locating and recalling members of the IRR in case of a national emergency).

Retired Reserve—Comprised of Reserve and AD members who have reached eligibility and requested retirement. The Reserve has two categories, those awaiting pay at age 60, and those receiving retired pay. The AD has only one category, receiving retired pay.

Standby Reserve—Comprised of Reserve members who have no military Reserve obligation, or those who have been temporarily excused from Reserve participation, or those who have been designated as key or essential in their present civilian position. It is also used to place members who have reached Reserve Sanctuary, NARS-NC (18 but less than 20 years satisfactory service for retirement) and are unable to participate in the Selected Reserve.

Stipend Program—Monetary assistance provided to medical professionals and specialists who are enrolled in educational programs to increase their medical skills. They incur a reserve service obligation for this assistance.