

## IMA/PIRR ADCON AT-A-GLANCE

Individual Reservists (IRs) are under a shared administrative control (ADCON) between HQ RIO and their assigned active component (AC) unit. The purpose of this chart is to assist IRs in understanding what office or entity to go to for common tasks and information. Use the information and links in the NOTES section, as well as the IR Guide, to get started. Many of the links direct to MyFSS.

Benefits and Entitlements					
	Assigned Unit	Detachment	myFSS/TFSC	Self-Service	Notes
DEERS Updates	✓		✓	✓	Some updates can be done on <a href="#">milConnect</a> -or at a nearby <a href="#">DEERS</a> office. You can also submit a <a href="#">MyFSS</a> ticket – IMA Management, subject DEERS Update
Education Benefits			✓		Guidance <a href="#">HERE</a>
ID Cards	✓			✓	Updates and appointments <a href="#">HERE</a>
Reserve Component Survivor Benefit Plan				✓	Information available <a href="#">HERE</a>
Reserve Tuition Assistance			✓		Guidance <a href="#">HERE</a>
Uniforms			✓		Enlisted Guidance <a href="#">HERE</a> Officer Guidance <a href="#">ed</a>
VA Home Benefit/Mortgage Letter				✓	Guidance <a href="#">HERE</a>
vRED Assistance			✓	✓	Use <a href="#">vMPF</a> . If you have issues, contact the <a href="#">TFSC</a> .
20-Year Letter				✓	Guidance <a href="#">HERE</a>

# Career Management

	Assigned Unit	Detachment	myFSS/TFSC	Self-Service	Notes
Board for Corrections of Military Records				✓	Guidance <a href="#">HERE</a>
Talent Management Consultant			✓		Contact the <a href="#">Talent Management Consultant</a>
Classification/ Upgrade 2096 Request (AFSC alignment/ updates)	✓				Unit will provide the 2096 to the Detachment
Décor 6 (Decorations)	✓				Talk with your AC CSS
Duty History Change Request			✓		Guidance <a href="#">HERE</a>
Enlisted Development Education Board (EDEB)			✓	✓	Guidance <a href="#">HERE</a>
Enlisted Promotion Updates			✓		Info <a href="#">HERE</a>
ETS Separation		✓			Contact your Det
Formal School/PME Submissions	✓	✓			Talk with your AC UTM to initiate request Contact your Det
Future AFR vacancies/ assignments		✓		✓	1288 route to detachment Contact your Det
Letter of Evaluation (LOE) DAF Form 77	✓				Form <a href="#">HERE</a>
Officer Promotions	✓				Guidance <a href="#">HERE</a>
Officer/Enlisted Evaluations	✓		✓		Final is updated by AFRC Officer Guidance <a href="#">HERE</a> Enlisted Guidance <a href="#">HERE</a>
Process Awards and Decorations after submission from RegAF MPS			✓		
MSD/HYT Waiver		✓			Contact your Det
Provide assistance for officer/enlisted promotion/ decoration		✓	✓		Updates done at ARPC Contact your Det

## Career Management (continued)

	Assigned Unit	Detachment	myFSS/TFSC	Self-Service	Notes
Reenlistment & Extension (ETS Management)		✓			Contact your Det
RDEDB and RSSB – Developmental Education			✓	✓	Watch for announcements via <a href="#">myFSS</a>
R-EDP			✓	✓	Form <a href="#">HERE</a>
Reduced Retired Pay Eligibility Date				✓	Guidance <a href="#">HERE</a>
Seasoning Training Program		✓			Contact your Det <a href="#">HERE</a>

## Participation and Point Credit

	Assigned Unit	Detachment	myFSS/TFSC	Self-Service	Notes
Career Data Brief (CDB)				✓	Click <a href="#">HERE</a> for Quick Guide
DD 214			✓		Guidance <a href="#">HERE</a>
Fiscal Year Participation Waiver	✓	✓			Signed by unit, then submitted to detachment
Point Credit Summary (PCARS)				✓	Click <a href="#">HERE</a> for Quick Guide
Point Corrections			✓		Guidance <a href="#">HERE</a>
1095 Waiver	✓	✓			Process begins with the unit you'll be on orders supporting.

## Military Pay

	Assigned Unit	Detachment	myFSS/TFSC	Self-Service	Notes
Bonus Applications		✓	✓		Contact the <a href="#">Talent Management Consultant</a>
Foreign Language Proficiency Pay			✓		Contact the <a href="#">Talent Management Consultant</a>
Leave Carryover			✓		Guidance <a href="#">HERE</a> Submit <a href="#">HERE</a>
Leave Request			✓		Submit <a href="#">HERE</a> Quick Guide <a href="#">HERE</a>
Military Pay			✓		Guidance <a href="#">HERE</a> Submit <a href="#">HERE</a>
Servicemembers' Group Life Insurance Enrollment System (SGLI)(SOES)				✓	Visit the <a href="#">SGLI website via milConnect</a>
Special Duty Assignment Pay			✓		Contact the <a href="#">Talent Management Consultant</a>
Travel Voucher Pay			✓		Guidance <a href="#">HERE</a> Submit <a href="#">HERE</a>

## Assignments

	Assigned Unit	Detachment	myFSS/TFSC	Self-Service	Notes
IR Assignment Processing/ Orders		✓			Contact your Det
Joint Credit			✓		Guidance <a href="#">HERE</a>
Key/Command/ Joint Assignments		✓			KCJ Management (vacancies and applications) <a href="#">HERE</a> Contact your Det <a href="#">HERE</a>
Officer Accessions/ Appointment Orders		✓			Contact your Det
Telecommute Agreements	✓				Fill out this <a href="#">form</a> and have your AC supervisor sign it

## Deployments

	Assigned Unit	Detachment	myFSS/TFSC	Self-Service	Notes
Deployment Equipping	✓				Talk with your AC deployment manager or supervisor
Deployment processing	✓	✓	✓		Starts with assigned unit completing SOU, routes to detachment, HQ RIO works with AC UDM Guidance <a href="#">HERE</a> Contact your Det
Exercises	✓	✓			Work with your AC unit and Det to process paperwork and the SoU
Mobilizations	✓	✓	✓		Begins with HQ RIO completing a Mobilization notification

## Orders and Travel

	Assigned Unit	Detachment	myFSS/TFSC	Self-Service	Notes
Government Travel Card (GTC)	✓				Contact your unit GTC Manager To manage your card online, go <a href="#">HERE</a>
Sanctuary Waivers		✓			Sanctuary SoU <a href="#">HERE</a> Contact your Det
Submit IDT Plan in UTAPs				✓	Access AROWS-R, then choose UTAPS from the menu
Transition Assistance Program (TAP)			✓		Guidance <a href="#">HERE</a>
IDT Lodging Reimbursement			✓		Guidance <a href="#">HERE</a> Quick Guide <a href="#">HERE</a> Submit <a href="#">HERE</a>

Readiness					
	Assigned Unit	Detachment	myFSS/TFSC	Self-Service	Notes
AFPAAS				✓	Update your information <a href="#">HERE</a>
CAC Reader		✓			Contact your Det
Computer account/ access/email issues	✓				Contact your unit comm help desk
Dental Records	✓		✓ *		Civ Dental form <a href="#">HERE</a> Submit to your servicing Medical Treatment Facility (MTF)
Family Care Plan DAF357	✓				Form <a href="#">HERE</a>
Line Badge	✓				
Medical Records	✓		✓ *		Contact your servicing Medical Treatment Facility (MTF)
Physical Fitness Assessment	✓				Go through your units Fitness Program Manager (UFPM)
Security Clearance	✓				Talk to your unit's Security Manager

\* If you have difficulty submitting medical or dental records to your servicing MPF, you may submit it via a myFSS ticket [HERE](#) using the IMA Management Category and the subject "Medical/Dental record update."

**NOTE:** Many of the tasks which involve your assigned unit can also be accomplished by talking to your Unit Reserve Coordinator (URC). For those in the legal, medical, and chaplain career fields, contact Detachment 5 in place of a URC.