



HQ RIO HELPFUL TIPS FOR AFR FSS UNITS ON THE INDIVIDUAL RESERVE PROGRAM

PURPOSE

Provide HR-level tips to resolve personnel questions and other common pay, travel, assignment and readiness requirements for Individual Reservists (IRs).

BACKGROUND

The 7,700 member IR portfolio includes both: 1) Individual Mobilization Augmentees (IMAs) assigned to Active Component (AC) organizations but are not aligned to UTCs; and 2) Participating Individual Ready Reservists (PIRR), also known as Cat-E reservists, performing duties in Points-Only status. IRs often feel they cannot get the right advocacy or support from their assigned AC organizations when attempting to resolve personnel challenges related to records updates, assignments, readiness, and other support. AGR, ART, and TR members typically have a Reserve unit to address these issues. IRs, however, often get conflicting guidance or are directed to the incorrect agency to address their needs.

All IRs are assigned to an Active-Duty organization, while also administratively aligned to a Detachment under the HQ RIO structure based upon the AC organization assignment & location. In some cases, IR members are centrally-managed by HQ RIO, Detachment 5 (i.e. JAG, Medical, Chaplain).

HQ RIO executes a “split” ADCON concept in partnership with the AC organizations to which the IR are assigned. AC organizations assume OPCON of IR members upon assignment to the AC billet.

DISCUSSION

This paper offers some helpful tips to Reserve FSS Commanders & SELs to assist in guiding members seeking to transition into, or to return to the unit program from, an IR billet in addition to helpful support throughout the IR experience.

Oftentimes, the IR member’s AC organization lacks the understanding of the “split” ADCON relationship with the member’s Detachment. This misunderstanding hinders assistance in many personnel and/or readiness management processes unique to this population.

Typically, the Air Force Element (AFELM) can assist or advise the IR member through these processes. Additionally, the Unit Reserve Coordinator (URC), Reserve Advisor (RA), or the Senior Individual Mobilization Augmentee (IMA) can advocate, assist, and advise as well.

HQ RIO ADCON responsibilities:

- 938 orders for AT and ADOS (RPA/MPA) --> Orders Writing Cell
- Deployments processing & CED Orders --> Operations Division
- Flight Records and related actions for Rated Officers and Career Enlisted Aviators --> HARM
- Reserve Pay account creation, processing, and customer service actions --> Reserve Pay Office
- DTS Authorization Approval & Voucher Processing --> Travel Reimbursement Office (TRO)
- Reserve Travel System (RTS) travel vouchers (PCS & CED only) --> TRO
- Medical Assistance/Guidance for the LOD, Profile, and DLC processes --> Medical Team

Member’s Servicing RIO Detachment ADCON responsibilities:

- Assignments (in conjunction with HQ ARPC Accessions & Assignments Teams)
- Classification & Duty Title Updates; Formal Schools & Training Management
- VOCO and Special Tour Requests; MDS & HYT Management; Participation Management
- Losses/Conditional Releases; Enlisted Promotions, Re-enlistments & Extensions
- Bonuses & Incentive Pay
- Transfers to the Individual Ready Reserve (IRR); Separations & Tenders of Resignation
- Retirements (Limited role in conjunction with HQ ARPC Retirements Team)
- Admin actions for UTAPS, DTS accounts

AC organization ADCON responsibilities:

- UTAPS coordination for scheduling and approval of IDTs, and certification for pay
- Decorations nominations submitted and processed in myDecs & corrections in MilPDS
- Evaluations submitted and processed in myEval & corrections in MilPDS
- Officer promotion board eligibility, PRFs & special board requirements (i.e. RCSB, RBGQB)
- Discipline (i.e. LOC/LOA/LOR, NJP, etc.)
- Requests for extension to High Year of Tenure (HYT) & Mandatory Separation Date (MSD)
- Career Development Opportunities (Officer & Enlisted Development Plans, and ARPC-led Formal School Selection Board Application Endorsements)
- Career Field Training, Skill Level Upgrades & OJT
- Government Travel Card Management; Security Clearance & Visit Request Management
- M4S Management for IR members regarding MPA tours
- Readiness Management & Tracking
 - Physical Fitness Assessment (PFA) & Body Composition Program (BCP)
 - Physical Health Assessment (PHA) & Mental Health Assessment (MHA)
 - Military Dental Exams & Immunizations
 - Line of Duty Determinations (LODs), Profiles (AF Form 469s), Duty Limiting Conditions (DLCs)

Common Challenges:

- IR members being directed to their Reserve “Unit” for personnel, finance, readiness, or medical support needs/requirements
- IR members being turned away by their servicing:
 - CSS/FSS/MPF/A1/J1-equivalent function for personnel actions
 - AC MTF for readiness-related requirements
 - AC org FAC for PFAs & AC org for BCP requirements
- IR members not understanding who to seek support from for decorations, evaluations, or personnel records updates/corrections in MilPDS
- AC organizations not understanding their roles/responsibilities or how to assist IR members

Resources for Assisting an IR member:

- PRIMARY: myFSS (Customer Service Requests via the myIMA Management Tile)
- AC organization URC, RA, Senior IMA: <https://www.hqrio.afrc.af.mil/URCs-Supervisors/>
- HQ RIO Detachment Staff: <https://www.hqrio.afrc.af.mil/About/Det-Contact-List/>
- HQ RIO Portal: <https://www.hqrio.afrc.af.mil/>
- RIO Connect Mobile App
- AFR Leadership for IRs: https://www.afrc.af.mil/Portals/87/03202024_AFR%20Leadership%20Resources%20for%20IRs.pdf

- IMA Opportunities Guide: https://www.afrc.af.mil/Portals/87/05152024_IR%20Vacancy%20Guide.pdf

How AFR FSS units can help:

IRs often seek to schedule PFAs, BCAs, CAC appointments, etc., at alternate locations from where they are assigned, to include Reserve units/locations. Please accommodate our IR members to the best of your ability to help us keep our IR force “Ready Now!”

SUMMARY

IR members rely on a host of resources and, most importantly, relationships with their AC org and HQ RIO to achieve mission execution while taking care of their career. HQ RIO is dedicated to facilitating these relationships and the above-described ADCON functions to ensure the IR is successful in achieving the CAFR’s priorities of Ready Now & Transforming for the Future!

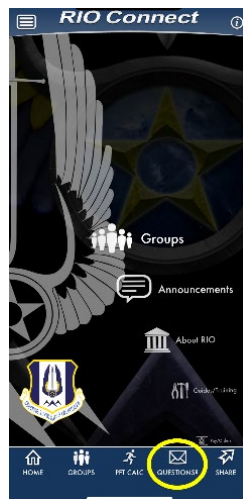
HQ RIO Portal:



HQ RIO Connect App:



HQ RIO Facebook Page:



CAO: 10 June 2024



Air Force Reserve Leadership for Individual Reservists (IRs)

Resources, Managers, & Advocates

IR Strategy Office (ISO)



The ISO is the central office that provides dedicated AFR leadership charged with strategy, advocacy, oversight, and governance developing long-term, sustainable solutions within the Individual Reservist (IR) portfolio. Operating at the strategic level, the ISO collaborates with offices at the tactical and operational levels to mitigate strategic issues affecting the IR portfolio.

In close collaboration with HQ RIO, AFR leadership, and Active Component (AC) organizations the ISO executes various lines of effort to ensure the IR portfolio is ready now and transforming for the future.

Mobilization Assistant (MA)**



The MA duty title was exclusively established for general officer IMA positions. MA positions reside above Wing level (example duty title: Mobilization Assistant to the AFRC Director of A4).

Like IMAs, MA's support an AC organization. MAs are allotted 24 IDTs annually and 12 days of Annual Tour (AT).

The Reserve Senior Leader Management Office (AF/REG) is the OPR for the current roster of MAs. The roster can be found via the AF Portal, AF/REG page. On this page, find the Faces and Spaces Roster linking to file of AFR General officers, to include MAs.

Reserve Advisor (RA)**



A Reserve Advisor (RA) is an O-6 AGR assigned to Joint, HAF (excluding AF/RE), COCOMs, MAJCOMs (excluding AFRC), and other Defense Agency staffs in accordance with 10 USC Section 10211 (Example: Reserve Advisor to AFMC). An RA is the AC organization's focal point for communication and day-to-day linkage between AFR leadership, AFRC and AF/RE staffs, and functional communities.

RAs may assist the AC in reviewing IMA evaluation and promotion documents. RAs may provide mentoring and other career development activities to IRs. RAs cannot serve as URCs and cannot be used in another capacity, such as "Director of Reserve Forces" without an Exception to Policy. RAs serve as liaisons on Total Force Initiatives with AFRC/A5A8, AF/REX, and AF/DSI. – [More on RAs.](#)

Career Field Manager (CFM)***



A CFM is an OPR appointed to ensure assigned Air Force specialties are trained and utilized to support Air Force mission requirements. The Reserve CFM works in concert with MAJCOM, forward operating agency, direct reporting unit, ANG, and AFRC functional managers as required. Some Reserve CFMs are part-time or perform the work as an additional duty.

In the Air Force Reserve, CFMs usually focus on officer career fields.

MAJCOM Functional Managers (MFM)***



Major Command Functional Managers—Serve as MAJCOM liaisons for their respective Air Force CFM. Monitor the health and manning of their career fields within their command and elevate concerns to the Air Force CFMs while managing command training for their career field and coordinate command training and personnel issues across their MAJCOM staff and with Air Force CFMs. In the AFR MFMs usually focus on enlisted career fields.

[AFRC/A1KB manages AFRC's CFM/MFM listing.](#)

HQ RIO Commander (HQ RIO/CC)*



The Headquarters Readiness and Integration Organization (HQ RIO) Commander is an O-6 AGR responsible to provide leadership and support to Individual Reservists (IRs), IR supervisors, and the IR chain of command. The HQ RIO/CC is on G-series orders and shares administrative control of IRs with the assigned AC Commander; this means the AC Commander, or the HQ RIO/CC have the authority to fulfill Commander responsibilities for IRs.

The HQ RIO/CC exercises authority over administrative activities that include:

- Personnel accountability
- Personnel management
- Training
- Readiness
- Mobilization
- Demobilization
- Discipline

The HQ RIO/CC also provides operational oversight and control over the Reserve Pay and Travel offices for IRs. HQ RIO Commander authorities may be delegated to the RIO Detachment Commanders.

RIO Detachment Commander (RIO Det/CC)*



RIO Detachment Commanders are O-6 AGRs working directly for the HQ RIO Commander to support IRs. There are seven detachment locations; each IR is assigned to a Detachment.

- Chaplains, JAGs, and Medical IRs receive support from Detachment 5
- Participating Individual Ready Reserve (PIRRs) receive support from Detachment 6
- All other IRs are regionally assigned to a Detachment as described on the [HQ RIO website](#)

RIO Det CCs serve as the conduit between the HQ RIO/CC and the AC organizations for IR matters. RIO Det CCs solicit Unit Reserve Coordinator appointment letters from AC organizations with assigned IRs. RIO Det CCs advise AC Supervisors, Commanders, Directors, Unit Reserve Coordinators, and MPSS on matters relating to accountability, readiness, personnel, and administrative support to assigned IRs.

RIO Det CCs are also on G-series orders and may share administrative authorities with the AC Commander.

IMA Section Commander



Existing best practices informed the IMA Section Commander or Director role. In this role, a senior IMA assigned to the organization is empowered to align mission execution with mission readiness. The prototype formalizes unit-level advocacy and support for IMAs. IMA Section Commanders lead the integration of readiness and mission execution, enhancing local AC & IMA culture. The IMA Section Commander/Director was created by the ISO (IR Strategy Office) as a result of the IMA Strategic Review – an effort aimed at improving the lived experience of all IMAs.

Note: The IMA Section Commander/Director is not available at every location.

Unit Reserve Coordinator (URC)*



AC organizations with IRs assigned should establish, by appointment letter, a URC. URCs ensure IRs are incorporated into the unit and unit programs. They serve as the primary on-base conduit for assigned IRs, providing support in scheduling fitness assessments and other readiness requirements, facilitating execution of IR evaluations and promotion actions with the AC MPF, and unit-assigned in-processing/out-processing activities. DAFMAN 36-2114 doesn't specify however, RIO recommends that the URC be a technical sergeant or above. URC duties may be consolidated at a higher echelon. For example, a wing can consolidate URC duties into a position assigned to the commander's action group.

HQ RIO maintains a listing of URCs and communicates critical IR-specific information with URCs via MyFSS messages.

*Description derived from DAFMAN 36-2114, Management of the Air Force Reserve Individual Reserve (IR) and Full-Time Support (FTS) Programs.

**Descriptions are derived from Department of the Air Force Instruction Attachment 1, Glossary of References and Supporting Information, specifically, DAFI36-2110, Total Force Assignments, and DAFMAN 36-2114, Management of the Air Force Reserve Individual Reserve (IR) and Full-Time Support (FTS) Programs.

***Descriptions are derived from Department of the Air Force Instruction Attachment 1, Glossary of References and Supporting Information, specifically, DAFI36-2110, Total Force Assignments.



Position Advertisements

A Guide for Air Force IMA Opportunities

The IR Strategy Office (ISO) mission is to provide strategy, advocacy, oversight, and governance for the Individual Reservist (IR) Portfolio which is largely made up of Individual Mobilization Augmentees (IMAs). There are many resources for reservists seeking IMA assignments and this guide assists members in navigating the many opportunities available.

Reservists should always be prepared for new opportunities and engage with the available resources once ready to apply

PREPARATION

Preparation is key and new assignment opportunities can arise at any time. There are a lot of movements between positions as reservists advance in their careers, so plan on transfers requiring more than 60 days. It is the responsibility of the member to keep records and job application materials current, and to consistently be aware of job opportunities.

- Before application:**
- Monitor job postings on any of the systems detailed in this guide.
 - Network within career field.
 - Establish a relationship with the Reserve Career Field Manager/MAJCOM Functional Manager (CFM/MFM)/HQ RIO Talent Management Consultant (TMC (enlisted only)) and discuss goals.
 - Organize necessary records and forms. Applications require an AF Form 1288 with a first endorsement from the losing unit commander. Other requirements can include a military bio and/or civilian resume, current or last three OPB/EPBs, and current Fitness Report (myFitness). The second and third endorsements are filled by the gaining unit HQ RIO Det, so the member does not need to fill in these sections. For more information, review DAFI 36-2110, *Total Force Assignments*, Chapter 9.
 - Communication channels for IMA positions:
 - Formal communication - phone/email with the HQ RIO Det, HQ RIO/TMC, CFM, or myIMA ticket within myFSS.
 - Informal communication - networking personally or within career field, social media, and conferences.

ACTIVE SEARCH

- Refer to Development Plan (DP) vectors from Developmental Team (DT) boards (reviewed/approved by respective CFM and MFM) for assignment guidance. If the member submitted a DP, personalized DT guidance will be on myVector.
- Review advertised positions on any of the systems listed (below) in this guide.
- Communicate goals with leadership team. AC and IMA leaders can prepare the member for movement administratively (e.g. align training or experience for desired position, prepare records or AF Form 1288, provide professional recommendations or reference).

- Identify POCs and network:**
- The CFM can best identify a position that aligns with member career goals.
 - The Unit Reserve Coordinator (URC—a POC within the desired unit) can inform on day-to-day operations of the unit and the job function itself. The URC can connect applicants to the hiring manager.
 - The HQ RIO Det Force Management section owning the desired role is the best resource to understand the application or assignment process.
 - The Talent Management Consultant at HQ RIO can advise on enlisted career-related guidance: arpc.hqrio.careerassistance@us.af.mil.

APPLICATION

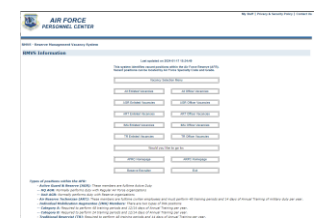
HQ RIO Dets support the full spectrum of IMA personnel matters. If a member transfers from the National Guard or Active Component (AC), most personnel actions take place via HQ RIO Dets and ARPC. Once a desired position is identified, the application is submitted and processed within myFSS, the myIMA tile specifically. The myIMA tile provides resources for many IMA administrative functions and requests. Through myFSS, the owning HQ RIO Det will be the primary point of contact during the application process.

Current reservists apply via [myIMA/myFSS](#) unless otherwise instructed by RMVS:
Once in myFSS, scroll to the myIMA tile > Select AFR Submit Inquiry to RIO Detachment > Create a Request > Follow the instructions, and select the HQ RIO Det that the position belongs to > Include the position number and upload all required documents combined in a single pdf > Allow up to 3 weeks for a response before following up.

Do NOT email or call the HQ RIO Det. For questions, contact the HQ RIO Det in the job listing through myIMA/myFSS and include the position number. If no HQ RIO Det is listed, submit a general ticket with the position number so it can be directed as appropriate.

AC and National Guard members are required to apply through a recruiter. AC and National Guard members may search for positions using the resources in this guide and bring them to a recruiter for discussion. The recruiter must be the one to move them through the process of a component transfer.

BELOW: Review the Tools and Systems used in the application process



Reserve Management Vacancy System (RMVS)

RMVS is the system to manage all vacant IMA billets and allows IMAs to search for available positions by location, grade, AFSC or vacancy type (ART, IMA, TR). RMVS is presently the primary means for accessing IMA vacancies but will migrate to Talent Marketplace (TM) in FY24. If navigating to RMVS, it appears as a “Reserve_Vacancies” link on AFPC Secure. **Do not apply for a position through RMVS.**

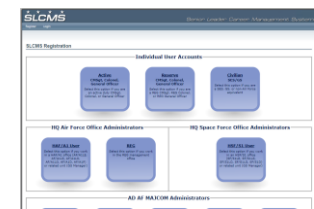
Access RMVS via AFPC Secure [here](#) (CAC Required)



Talent Marketplace (TM)

TM currently advertises only AGR positions. In FY24, RMVS will migrate all IMA positions to TM (ARTs/E-9/O-6 will remain on USAJobs and SLCMS).

Access TM via MyVector [here](#) (CAC Required)



Senior Leader Career Management System (SLCMS)

SLCMS provides Generals, Colonels, and Chiefs a single location to manage careers, assignments, promotions, and retirements. It is managed by the Senior Leader Management Office (AF/REG) who also hosts other resources on their AF Portal page. In addition to SLCMS, senior leaders are encouraged to engage CFMs/MFMs for additional insights.

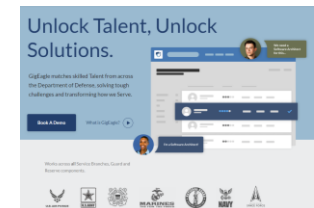
Access all AF/REG resources [here](#) (CAC and Google Chrome Required)



Volunteer Reserve System (VRS)

Hosted on ARCNet, VRS advertises short-term and funded Guard/Reserve assignment vacancies (MPA/RPA). Direct specific vacancy questions to the POC listed on the requisition. VRS is used for temporary duty only. These are not IMA positions, but a search tool for MPA or RPA opportunities in addition to the member’s current assignment.

Access VRS [here](#) (CAC Required)



Gig Eagle (GE)

GE uncovers and matches talent across the DoD. Create a profile to match with short-term opportunities or search and apply for existing “gigs”. Like VRS, Gig Eagle is a tool for temporary duty only, not IMA assignments.

Access Gig Eagle [here](#) (CAC Required)

To learn more about the offices mentioned including leadership managers, and advocates, please review the IR Leadership Resources Fact Sheet linked on the [IMA Strategic Review Team Page](#)

