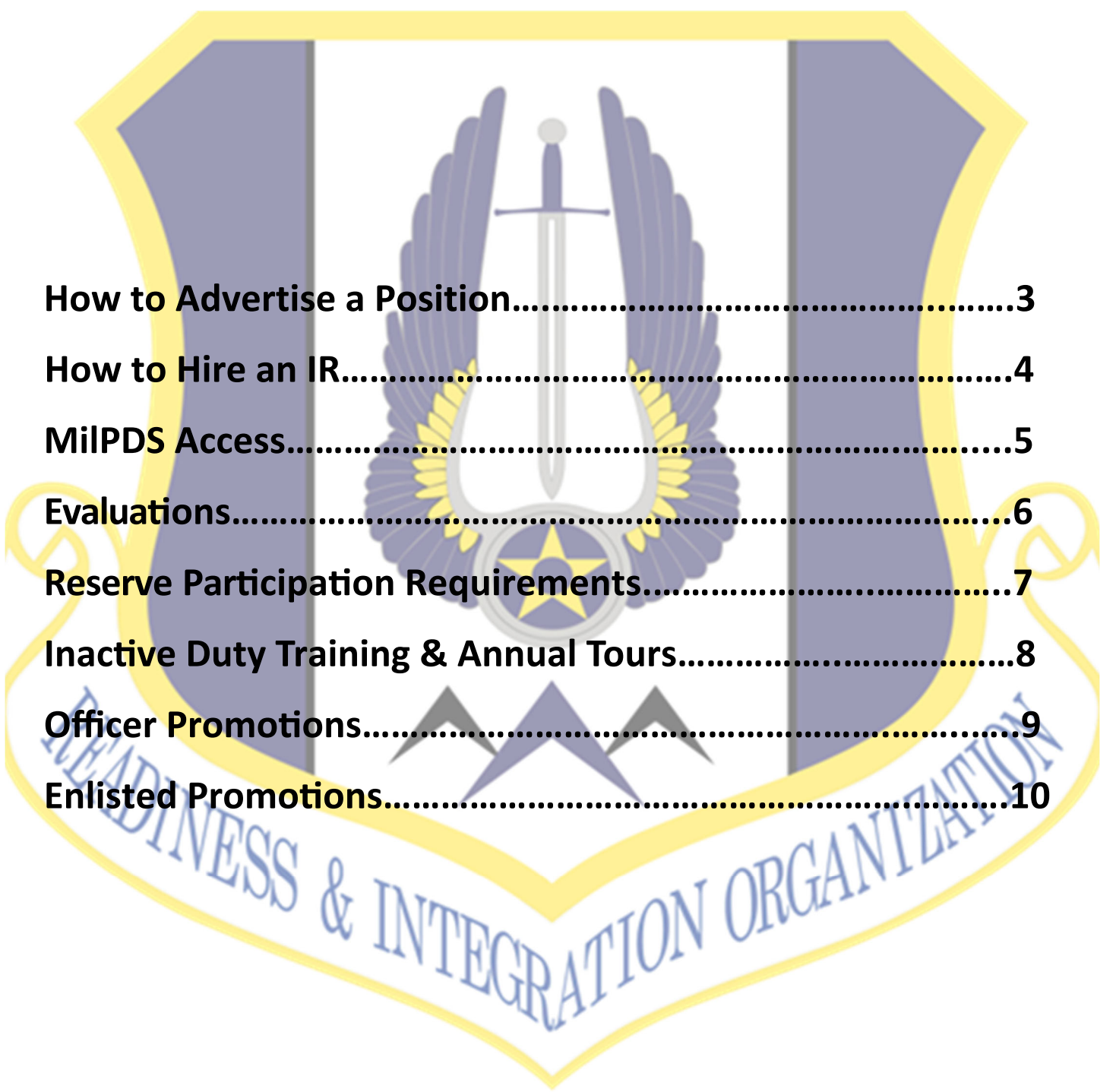




# **The Guide**

**For URCs & IR Supervisors**

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# HOW TO ADVERTISE A POSITION

Hiring is a AD Unit / Detachment Process

- IMA positions are advertised on the “Reserve Vacancies” site on AFPC Secure in coordination with the Detachment & AD Unit



- Use the IMA Advertisement Template provided by Detachment
  - Fill out & submit via a MyPers Request
  - Include job description, desired skills, etc
  - If candidate is known, advertising may not be required

\*All O-6 positions must be advertised

**HQ RIO IMA Position Advertisement Template**

*For HQ RIO Detachment personnel use only*

Position Number: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Location: \_\_\_\_\_  
Duty Title: \_\_\_\_\_  
Authorized Grade: \_\_\_\_\_  
Authorized AFSC: \_\_\_\_\_  
Security Clearance Required Secret \_\_\_\_\_  
Training Category MC (24 IDTs) \_\_\_\_\_

Retaining considered No \_\_\_\_\_  
Commissioning considered Yes \_\_\_\_\_  
Over-grade waiver considered No \_\_\_\_\_  
Position Overgrade Considered No \_\_\_\_\_

**Job Description (Describe details related to the position, the unit's mission, etc. Do not provide detail that is specific to the AFSC itself.):**  
PLEASE AVOID USING CHARACTERS SUCH AS ( ; : | % ) \* & ! RMVS WILL REJECT THESE CHARACTERS AND YOUR ADVERTISEMENT WILL NOT POST CORRECTLY.

Certifications required: \_\_\_\_\_

Member must reside within 100 miles of duty location – Mission related reason: \_\_\_\_\_

Member must be available for duty during specified time periods - List: \_\_\_\_\_

Shift-work or weekend duty required - List: \_\_\_\_\_

**Standard RMVS Remarks: DO NOT APPLY ON LINE.** In Service Recruiters, please submit applications through AFRES-TF. Current Air Force Reserve members, submit application via e-mail to Detachment listed in this advertisement.

Application will include: AF 128B (with the first page completed by the member and the second page, first endorsement completed and approved by unit sc or recruiter) resume, last 3 performance reports and Fitness Assessment Scores from AFFMS. If you have rated experience, please include a Flying History Report and Individual Data Summary from Flight Records. Please submit the entire package as a single PDF with documents in the order listed.

## O-6 positions are advertised in coord w/ HAF/REG

- Email the servicing Detachment O-6 Manager about the vacancy
- QC hiring template provided & send back to Det O-6 Manager
- Detachment coords with HAF/REG to advertise for 14-21 days
- Track process on Reserve Senior Leader Management webpage (Item #7)

RMVS: AFPC Secure > Reserve Vacancies

HAF REG Website: AF Portal > Search “AF Reserve Senior Leader Management”

# HOW TO HIRE AN IR

Hiring is a AD Unit / Detachment Process

- **Your servicing Detachment will notify you via MyPers of an applicant to your RMVS advertisement**
  - Check if mbr meets mission requirements (AFSC, Clearance, etc)
  - Unit will assume responsibility of coordinating AFSC school, training or clearance upgrade
  - Overages / overgrades allowed w/ strong justification
  - 7 Days to respond or qualified applicants will be force gained
- **Send MyPers Request Back with:**
  - IMA's Duty Title, Supervisor & AEF Indicator
- **O-6 Hiring Process**
  - HAF/REG gives SharePoint link to view applicants ~3 weeks after ad closes
  - Select applicant and notify HAF/REG
  - Notify Det of Duty Title, Supervisor & AEF Indicator
  - Det O-6 Manager processes paperwork to gain member: ~45 days

## HIRING TIMEFRAMES\*

### IMA to IMA

~ 1 Month

### Traditional Reserve

~ 1 Month

### Active Duty

~ 2 Months

If Scroll is Complete

~8 Months If Not

### Air National Guard

~5 Months

Requires State Coordination

**\*Note:** Hiring timeframes may vary from member to member

**Note 2:** New Reservists should wait 45 days before participating

# MILPDS ACCESS

Viewing IRs in MilPDS is Limited

- **IRs can only be viewed in MilPDS with proper permission**
  - Your CSS or personnel team will need “Base MPF/IMA Role”
- **Requesting Base MPF/IMA Role**
  - Requested from your servicing MPF’s Personnel Systems Manager (PSM)
    - Only MPF, CSS-CCQ & Command section, FSS Casualty and SBP personnel are authorized this access.
- **MPF/IMA Role**
  - Gives the ability to update most personnel transactions, name change, address, rater update as outlined in the “[Commander’s Support Staff \(CSS-CCQ\) Organization, Execution, and Responsibilities PSDG](#)” on myPers for members assigned to their unit only.
  - The Regular AF MPF receives manpower credit for servicing the assigned and attached IRs in accordance with the [Force Support Squadron \(FSS\) Execution, Organization, and Responsibilities PSDG](#)
- **Contact your servicing Detachment if you have difficulty**
  - The Detachment cannot process IR evaluations on your behalf
  - SURFs or other records will need to be requested from the member or the servicing Detachment

Figure D2. Authorized CSS MIPDS Updates.

Item	Authorized Functional MIPDS Update
1	Sponsorship
2	Confirmation of Arrival
3	Overdue Arrival Information
4	Current and Projected Duty Information Update
5	Position Number Information
6	CAFSC / CAFSC Effective Date Update
7	Special Experience Identifier
8	Permanent Change of Assignment
9	Cancel Intra Command PCA Update
10	Projected Departure Date
11	Air and Space Expeditionary Force (AEF) Indicator
12	Strength Accounting Duty Status Program (SADSP) / TDY Application
13	Evaluation Rater / Supervisor Updates
14	Enlisted Performance Report (e.g. Directed by Commander, and when directed, Directed by Headquarters Air Force [HAF]; Officer Performance Report (e.g. Initial, annual, change of reporting officials [CRO] directed by HQ Air Force [HAF], and directed by commander) and Training Reports (e.g. initial, annual, directed by HQ Air Force [HAF], and directed by commander). <i>NOTE: Enlisted SCODs are updated systematically and are not updated at CSS or base level.</i>
15	UIF Codes 1, 2, and 3
16	Air Force Good Conduct Medal Service Dates
17	PRP Codes

# EVALUATIONS

IMA EPRs & EPRs Work Similarly to AD Evaluations With a Few Key Differences

- **All IMA evaluations will be completed by their owning AD unit**
- **Enlisted Performance Reports**
  - Run on a 2-year time period vs the 1-year AD time period
  - Matches AD Static Closeout Months
  - Promotions may trigger a “Directed By HQ” evaluation to align with the next rank’s SCOD. Close-out date will be the day prior to promotion.

E-1 to E4	E-5	E-6	E-7	E-8	E-9
March	January	November	September	July	May
Even Years	Odd Years	Even Years	Odd Years	Even Years	Odd Years

- **Officer Performance Reports**
  - Run on a 1-year time period just like Active Duty
    - A minimum of 16 points and 120 days of supervision is required to generate an OPR if a reassignment action is being considered.
    - Participation = IDTs, AT, ADOS or MPA
- **Gap Reports**
  - Required in periods between transferring services or branches that resulted in a gap in supervision
    - Also required if member was in IRR or had a gap in service
  - Accomplished on an AF 77
- **Missing Evaluations**
  - If an evaluation period is skipped, the old evaluation must be completed before a new one can be created

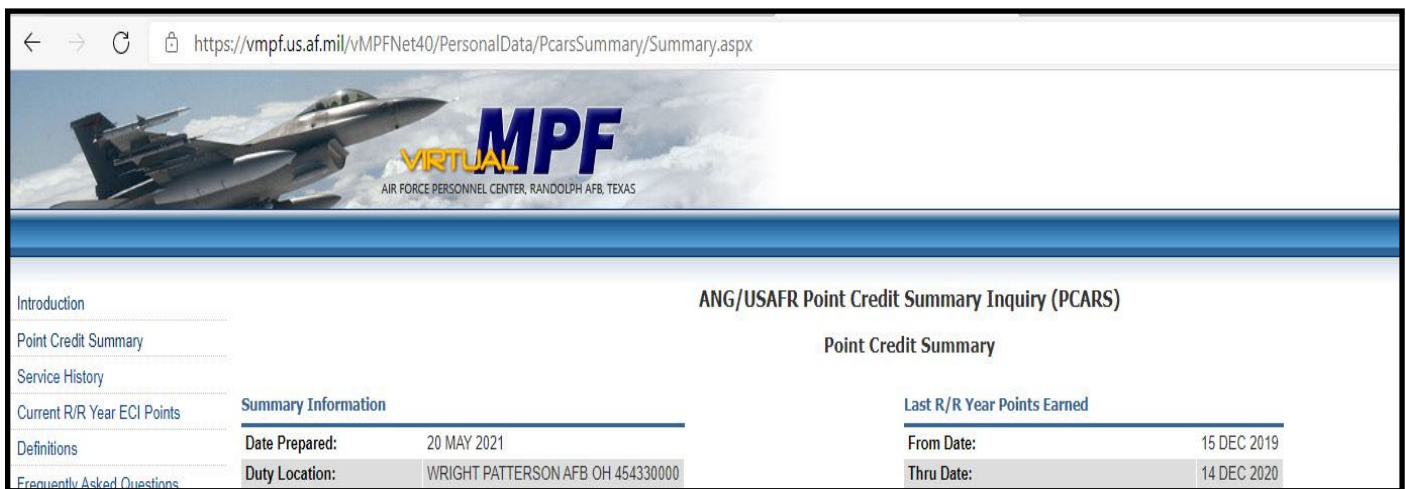
**AFI 36-2406, Officer and Enlisted Evaluations Systems**

**HQ RIO Website:** <https://www.hqrio.afrc.af.mil/Career-Management/evaluations>

# RESERVE PARTICIPATION REQUIREMENTS

Participation is Coordinated Between the Unit and IR

- **There are 2 Types of Reserve Participation Requirements**
- **Fiscal Year**
  - IRs Inactive Duty Training (IDT) & Annual Tour (AT) Reset Every Fiscal Year
    - IRs Will Need to Schedule in Coordination with Their Unit
    - 24 IDTs & 12 AT Days
      - Some AFSCs & Units Complete 48 IDTs
- **Reserve / Retirement (R/R) Year**
  - 12 Consecutive Months (Regardless of CY or FY)
  - Often Matches the IR's Pay Date
    - 24 IDTs + 12 AT days + 15 Membership Points = 51 Points
      - 1 Point More Than Required for a Good Year
      - A Bad Year Affects Promotion Timelines & Retirement
  - Units & IRs Should Consider The R/R Year When Scheduling Participation
  - IRs Will Track R/R Year via the Points Credit Summary (PCARS) on vMPF
    - vMPF > Self-Service Actions > Personal Data > PCARS



The screenshot shows a web browser window with the URL <https://vmpf.us.af.mil/vMPFNet40/PersonalData/PcarsSummary/Summary.aspx>. The page features a header with an image of an F-35 fighter jet and the text "VIRTUAL MPF AIR FORCE PERSONNEL CENTER, RANDOLPH AFB, TEXAS". The main content area is titled "ANG/USAFR Point Credit Summary Inquiry (PCARS)" and "Point Credit Summary". On the left, there is a navigation menu with links for "Introduction", "Point Credit Summary", "Service History", "Current R/R Year ECI Points", "Definitions", and "Frequently Asked Questions". The main content is divided into two sections: "Summary Information" and "Last R/R Year Points Earned".

Summary Information		Last R/R Year Points Earned	
Date Prepared:	20 MAY 2021	From Date:	15 DEC 2019
Duty Location:	WRIGHT PATTERSON AFB OH 454330000	Thru Date:	14 DEC 2020

**HQ RIO Website:**

<https://www.hqrio.afrc.af.mil/Points-Participation/Participation-Requirements/>

# INACTIVE DUTY TRAINING (IDTs) & ANNUAL TOURS (AT)

Participation is Coordinated Between the Unit and IR

- IRs coordinate Inactive Duty Training and Annual Tour w/ their units
- Inactive Duty Training (IDTs)
  - Normally 24 IDTs (24 , 4-hour periods)
    - 48 IDTs For some AFSCs or units
  - Lodging & DFAC authorized
  - Travel only authorized for certain AFSCs
  - Scheduled & Certified w/ AD unit through UTAPS (**No Account Required**)

August 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

December 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- Annual Tour (AT)
  - 12 AT Days w/ 1 travel day
  - Travel, DFAC & lodging authorized
  - Scheduled by IR & AD unit, but approved by Detachment
  - Many IRs may combine all IDTs & AT to use travel entitlement
  - Certified by IR & AD Unit in AROWS-R (**No Account Required**)

HQ RIO Website: <http://www.hqrio.afrc.af.mil/URCs/>

UTAPS Guide: <https://www.hqrio.afrc.af.mil/Portals/149/Documents/UTAPSWEB%20for%20IMAs%20Quick%20Start%20Guide.pdf>

AROWS Certification: <https://www.hqrio.afrc.af.mil/LinkClick.aspx?fileticket=1t8vKSgCY-E%3d&portalid=149>



# OFFICER PROMOTIONS

Officer Promotions are Coordinated by the Active Duty Unit to ARPC

- **Reserve officers are promoted similarly to Active Duty**
  - Members meet a board after meeting time in grade requirements
- **There is no MLR or DP quota**
- **IMA promotions are actioned by the servicing Active Duty MPF**
  - PRFs will be prepared by the AD Senior Rater
- **There are two types of Reserve officer promotions**
- **Mandatory Promotion (Most Common)**
  - On the Reserve Active Status List (RASL), The Active Duty List (ADL), or Combination of both for one year before the board convening date
  - Remain in active status until the effective date of promotion

## Mandatory Promotion Time In Grade Requirements

O-2	O-3	O-4	O-5	O-6
2 Years	2 Years	7 Years	7 Years	4 Years

- **Position Vacancy “PV” Promotion**
  - Similar to former Active Duty “BTZ” program
  - CC’s can nominate well qualified IMAs for promotion to O-4 and O-5
  - Member must be in higher graded position

## Position Vacancy Promotion Time In Grade Requirements

O-4	O-5
5 Years	5 Years

AFI 36-2501, *Officer Promotions and Selective Continuation*

Officer Promotions : <https://mypers.af.mil/app/categories/p/16%2C17/c/656>

Promotions Board Calculator: [https://mypers.af.mil/app/answers/detail/a\\_id/14619](https://mypers.af.mil/app/answers/detail/a_id/14619)

# ENLISTED PROMOTIONS

Enlisted Promotions is an AD Unit / Detachment Process

- **Reservists Don't Require a WAPS or SKT Test to Promote**
  - Promotions are Based on PME, Time in Grade & CC concurrence
- **There Are Three Types of Enlisted Promotions:**
- **Unit Vacancy (Most Common)**
  - Eligibility Roster is Sent to URCs Monthly via myPers
  - Member Must be the Primary (Not Overage) in a Higher Graded Position & Meet all Eligibility Requirements
  - Promotions Occur on the First Day of Each Month

I CERTIFY AND SELECT THE AIRMAN ON THIS ROSTER FOR PROMOTION. I HAVE CONSIDERED ALL REQUIREMENTS OF AFI 36-2502, TABLE 4.2 TO INCLUDE AIR FORCE PERSONAL APPEARANCE AND PHYSICAL FITNESS STANDARDS. I HAVE LINED THROUGH THE NAMES OF AIRMEN NOT SELECTED FOR PROMOTION, STATED THE REASON AND ANNOTATED THE PERIOD OF INELIGIBILITY (NOT TO EXCEED 6 MONTHS)

*Unit Commander*

Unit Commander, Lt Col, USAF  
Commander

ACTIVE DUTY CC SIGNATURE BLOCK & SIGNATURE

- **STEP I Promotion**
  - For E-5s who Have 16 Years of Service and are Assigned to an E-5 Billet
  - Members can be Promoted Regardless of Position or Overage Status
  - Member can be Selected at Any Time, But Will Promote on 1 Oct
  - Advertised via MyPers Message
- **STEP II Promotion**
  - For Outstanding/Deserving Personnel
  - Quotas Established by ARPC, Determined by Manning Levels
  - Board Dates and Schedules are Provided by ARPC Every Spring
  - Advertised via MyPers Message

AFI 36-2502, *Enlisted Airman Promotion and Demotion Programs*, Chapter 8

Enlisted Promotions Quick Guide: <https://www.hqrio.afrc.af.mil/URCs/>