

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

AIR FORCE INSTRUCTION 36-2629

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Personnel

**INDIVIDUAL RESERVIST
MANAGEMENT**

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This Instruction implements Air Force Policy Directive 36-26, *Total Force Development*. This instruction prescribes the Air Force administrative control guidance, responsibilities, and administrative management procedures for Individual Mobilization Augmentees and Participating Individual Ready Reserve members, collectively termed Individual Reservists. This instruction applies to individuals at all levels of the Air Force Reserve, except where noted otherwise. It does not apply to the Air National Guard. In collaboration with the Chief of Air Force Reserve (AF/RE), the Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1) develops administrative management procedures for Individual Mobilization Augmentees and Participating Individual Ready Reserve members. This publication may be supplemented at any level; all Major Command level supplements must be approved by the Human Resource Management Strategic Board prior to certification and approval. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System. This publication requires the collection and or maintenance of information protected by Title 5 United States Code Section 552a, *The Privacy Act of 1974*. The authorities to collect or maintain the records prescribed in the publication are 10 United States Code Section 8013, Secretary of the Air Force; Executive Order 9397 (SSN), as amended; Air Force Instruction 36-2101, *Classifying Military Personnel (Officer and Enlisted)*, Air Force Instruction 36-2406, *Officer and Enlisted Evaluation Systems*; Air Force Instruction 36-2502, *Airman Promotion/Demotion Programs*, and Air Force Instruction 36-2605, *Air Force Military Personnel Testing System*. The applicable System of Record Notices, F036 AF PC C, Military Personnel Records System, F036 AFPC J, Promotion Documents and Records Tracking System

(PRODARTS), and F036 AFPC K, Enlisted Promotion Testing Record, are available at: <http://dpclid.defense.gov/Privacy/SORNsSearchResults/tabid/7541/Category/277/Default.aspx>. The authorities to waive in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See Air Force Instruction 33-360, *Publications and Forms Management*, Table 1.1, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the publication Office of Primary Responsibility for non-tiered compliance items. Process supplements that affect any military personnel function as shown in Air Force Instruction 33-360 with AF/REP. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the Air Force Form 847, *Recommendation for Change of Publication*; route Air Force Form 847s from 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.

SUMMARY OF CHANGES

This instruction incorporates updated roles and responsibilities of the Headquarters, Individual Reservist Readiness and Integration Organization (HQ RIO), Readiness Integration Organization Detachment Commanders and formally delineates administrative control responsibilities for the Individual Reservist Program between Air Force Reserve Command (AFRC), HQ RIO and the active component or agency to which the Individual Reservist is assigned or attached.

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Chapter 1

OVERVIEW

1.1. Purpose. The Individual Reservist Program manages the recruitment, training, assignment, mobilization, promotion, separation and retirement of individual reservists. The Program is composed of two categories of Individual Reservists: the Individual Mobilization Augmentee and the Participating Individual Ready Reservist.

1.1.1. Individual Mobilization Augmentee authorizations are individual military Air Force Reserve Component assets, functioning as a total-force multiplier to augment the active component structure of the Department of Defense or other departments or agencies of the United States Government and must be filled to support mobilization requirements, contingency operations, operations other than war, or other specialized or technical requirements.

1.1.1.1. Individual Mobilization Augmentees are assigned against validated Reserve Component billets that are identified on Active Component force structure documents for fill by Reserve Component members.

1.1.1.2. Individual Mobilization Augmentee position requirements are established in accordance with Air Force Instruction 38-201, *Management of Manpower Requirements and Authorizations*, and Air Force Instruction 38-204, *Programming USAF Manpower*.

1.1.1.3. Individual Mobilization Augmentees are members of the Selected Reserve and assigned to training and retired category designator B, which establishes the minimum mission and training obligations.

1.1.2. The Participating Individual Ready Reserve consists of those Ready Reservists who are not in the Selected Reserve, are in a non-pay training program and participate for retirement points only. Members in this category are attached to an active component or reserve component unit. Participating Individual Ready Reservists may participate for pay and points when mission requirements dictate the need and funds are available.

1.1.2.1. The Participating Individual Ready Reserve encompasses, but is not limited to, Admissions Liaison Officers, Civil Air Patrol Reserve Assistance Program, and Ready Reinforcement Personnel Section.

1.1.2.2. Participating Individual Ready Reservists are assigned to training and retired category designator – E which establishes the minimum mission and training obligations.

1.2. Administrative Control.

1.2.1. HQ RIO exercises administrative control of assigned Individual Mobilization Augmentees and Participating Individual Ready Reserve members, hereafter referred to as Individual Reservists.

1.2.1.1. Administrative control of non-mobilized Individual Reservists is exercised by the HQ RIO (or RIO Detachment Commanders, as applicable) through the Headquarters Air Reserve Personnel Center Commander and the Headquarters Air Force Reserve Command Commander, who is, in turn, responsible to the Secretary of the Air Force.

1.2.1.2. Active Component organizations exercise specified administrative control of assigned Individual Reservists as outlined in this Air Force Instruction.

1.2.2. When Air Force Reserve unit forces are mobilized, operational control of those forces transfers in accordance with Secretary of Defense orders. The Commander, Air Force Forces receives specified administrative control over all attached forces. Short of full mobilization, administrative control (other than specified administrative control) remains with Air Force Reserve Command, unless a specific agreement is made to integrate the Air Reserve Component and Active Component.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. The Chief of Air Force Reserve (AF/RE):

2.1.1. Establishes guidance for Individual Reserve personnel program management including determining personnel policies and reviews, approves or disapproves exceptions to policy for the Air Force Reserve in accordance with Headquarters Air Force Mission Directive 1-42, *Chief of Air Force Reserve*.

2.1.2. Establishes overall guidance for Individual Reservist personnel readiness. Advises and coordinates on Air Force 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. Reserve Senior Leader Management (AF/REG):

2.2.1. Validates and tracks general officer Individual Reservist position requirements and provides strategic planning and oversight of Mobilization Assistant assignment actions.

2.2.2. Manages personnel actions and administrative support for Air Force Reserve General Officers and Colonels assigned against Individual Reservist general officer authorizations in accordance with established Air Force assignment policies. However, statutorily, The Judge Advocate General is the approval authority for Judge Advocate assignments.

2.2.3. Manages all Individual Reservist positions and assignments for colonels. However, statutorily, The Judge Advocate General is the approval authority for Judge Advocate assignments.

2.2.4. Manages all Individual Reservist positions and assignments for Key Senior Enlisted positions.

2.2.5. Reviews all exercise, contingency, and mobilization requests for Air Force Reserve members serving in general officer positions in accordance with Air Force Operations Planning and Execution policies and directives.

2.3. Office of the Directorate of Personnel (AF/REP):

2.3.1. Determines reserve component personnel guidance and sets overall Individual Reservist policy and responsibilities.

2.3.2. Reviews and staffs exception to policy requests to the Chief of Air Force Reserve for approval or disapproval.

2.4. The Deputy Chief of Staff, Manpower, Personnel and Services (AF/A1): Establishes and monitor the overall guidance for the justification, validation and approval of Individual Mobilization Augmentee manpower requirements for O-6 and below positions in accordance with established Air Force policies.

2.5. The Deputy Chief of Staff, Operations (AF/A3): Establishes overall planning and mobilization guidance to include Individual Reservists.

2.6. Air Force Personnel Center (AFPC):

2.6.1. Provides Military Personnel Data System (MilPDS) support to ensure HQ RIO, Headquarters Air Reserve Personnel Center (HQ ARPC), and active component personnel have required access and permissions to administer personnel actions for Individual Reservists.

2.6.2. Works in conjunction with the HQ RIO, HQ ARPC, and HQ AFRC/A1 to enable Military Personnel Sections to service assigned Individual Reservists in accordance with applicable Personnel Services Delivery Guides.

2.6.3. Ensures AFRC has visibility within the Air Force Personnel Accountability and Assessment System of Individual Mobilization Augmentees and their Defense Enrollment Eligibility Reporting System enrolled dependents during disaster/emergency events.

2.7. Major Commands and other Air Force organizations with Individual Reservists:

2.7.1. Executes Air Force policy and guidance pertaining to Individual Reservists.

2.7.1.1. Ensures commanders/directors are knowledgeable of policy and guidance pertaining to Individual Reservists and are provided sufficient resources to train and equip them for assigned duties.

2.7.1.2. Assists commanders and staffs in developing Individual Reservist management tools and initiatives for the full spectrum of day-to-day mission support to include, but not limited to, organizing, training, equipping, and providing administrative support.

2.7.2. Ensures the command Inspector General incorporates Individual Reservist support requirements into their formal inspection program in accordance with Air Force Instruction 90-201, *Air Force Inspections System* and all applicable guidance. Utilizes the checklists available on the Management Internal Control Toolset site, to assess compliance with standards.

2.8. Combatant Commands and other agency organizations with Individual Reservists:

2.8.1. Reviews and assesses compliance with prescribed directives and instructions for Individual Reservists.

2.8.2. Ensures commanders and directors are knowledgeable of policy and guidance pertaining to employment of assigned or attached Individual Reservists.

2.9. Air Force Reserve Command (AFRC):

2.9.1. As required by AF/RE, drafts, coordinates, implements and ensures compliance with policies and procedures for the full spectrum of Individual Reservist personnel services to include: volunteerism, mobilization, demobilization, deployment and sustainment actions in support of contingency operations.

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

2.9.3. Reviews draft supplements to governing directives and instructions as they relate to Air Force Reserve personnel for compliance with approved policies and procedures, ensuring Individual Reservist specific issues are addressed.

2.9.4. Ensures Functional Area Manager support for the Individual Reservist population.

2.9.5. Conducts annual screening process for respective career field training. Requests projected training requirements from HQ RIO.

2.9.5.1. Validates projected fiscal year training requirements during annual screening.

2.9.5.2. Programs new fiscal year training based on requirements received from HQ RIO. Consolidates requirements from HQ RIO and forward to the Training Requester Quota Identifier Manager/Owner and HQ ARPC/DPAT.

2.9.6. Processes incapacitation pay extension request packages for Individual Reservists in accordance with Air Force Instruction 36-2910, *Line of Duty (LOD) Determination, Medical Continuation (MEDCON) and Incapacitation (INCAP) Pay*.

2.9.7. Provides oversight of the management and mobilization of Individual Mobilization Augmentees.

2.10. Air Force Reserve Command Manpower, Personnel and Services (AFRC/A1): Provides AFRC senior leadership and Air Reserve Personnel Center with the progress on accountability of Individual Mobilization Augmentees and their Defense Enrollment Eligibility Reporting System enrolled dependents during disaster or emergency events through the Air Force Personnel Accountability and Assessment System. When directed, 100% accountability for affected Individual Reservists will be accomplished within 48 hours in accordance with AFI 36-3802, *Personnel Readiness Operations*, and AFI 36-3803, *Personnel Accountability in Conjunction with Natural Disasters or National Emergencies*. Individual Mobilization Augmentees will be accounted for by the respective Active Component unit of assignment.

2.11. Air Force Reserve Command Force Generation Center (FGC):

2.11.1. Manages Individual Mobilization Augmentee deliberate and crisis action force generation processes as prescribed by Air Force Reserve Command Instruction 10-202, *Command, Control, and Communications*.

2.11.2. Coordinates with HQ RIO and AF/REG (when appropriate), to source Individual Mobilization Augmentee taskings to the appropriate Personnel Accounting System Code from the Individual Reservist's active component unit of assignment.

2.11.3. Validates contingency man-days via the Manpower Military Personnel Appropriations Man-day Management System for mobilizations/volunteer deployments.

2.11.4. Manages generation (execution) of Reserve forces (mobilized and volunteer) requests.

2.12. AFRC/Recruiting Service (AFRC/RS):

2.12.1. Recruits to fill advertised Individual Mobilization Augmentee vacancies.

2.12.2. Works in concert with the applicable HQ RIO Detachment Commander for all Individual Mobilization Augmentee recruiting, accession and assignment actions.

2.13. Air Force Reserve Command Career Field Managers (CFMs) and Functional Managers (MFMs):

2.13.1. Work closely with active component Career Field Manager counterparts to provide guidance to Major Commands and agencies regarding O-6 and below authorizations as well as the funding review process for Individual Mobilization Augmentees. Provide advocacy for Individual Mobilization Augmentee funding initiatives during the programming process.

2.13.1.1. The Air Force Judge Advocate General (AF/JA) serves as the principal office through which the Judge Advocate General exercises statutory authority under 10 United States Code Sections 806 and 8037 and other applicable provisions for Individual Reservist Judge Advocates and paralegals to include all decisions pertaining to assignment actions of Air Reserve Component personnel.

2.13.1.2. The Air Force Office of Special Investigations (AFOSI), under the administrative guidance and oversight of the Air Force Inspector General (SAF/IG) serves as the functional manager for all special agent Individual Reservists.

2.13.2. Incorporate functional responsibilities for Individual Reservists into their disciplines in accordance with established Force Development policies.

2.13.3. Ensure Individual Reservists are assigned to positions appropriate for member's Air Force specialty and rank. Engage with the active component supervisor and/or Unit Commander to resolve any discrepancies.

2.13.4. Identify job-specific training required to maintain a trained and ready Individual Reserve force.

2.13.5. Coordinate unique training needs, advocate for the Individual Reservists in the development of formal schools, upgrade requirements, and specialized skill programs in coordination with Air Force Career Field Managers. Where applicable, assist in the development of career field specific utilization and training standards. Provide AFRC/A1KE with current and forecasted formal school quota requirements for Judge Advocate/Paralegal Individual Reservists.

2.13.6. In coordination with HQ RIO, develop long range plans for the recruitment, assignment, accession, utilization and retention of Individual Reservists to meet mission requirements.

2.13.6.1. AF/JA develops long-range plans for career development for Individual Reservist Judge Advocates and paralegals to meet the needs of The Judge Advocate General's Corps.

2.13.6.2. AFOSI develops long-range plans for career development for special agent Individual Reservists.

2.14. Air Force Reserve Command Functional Area Managers:

2.14.1. Review requests for mobilization of Individual Mobilization Augmentees in accordance with Air Force Operations Planning and Execution policies and directives.

2.14.2. Validate deployable capabilities and requirements in accordance with Air Force Operations Planning and Execution policies and directives.

2.15. Air Force Reserve Command Staff Judge Advocate (AFRC/JA): Provides legal support, review, and clarification of policy as needed for Individual Reservist issues related but not limited to military justice and adverse actions, ethics, medical and labor law, etc.

2.16. HQ AFRC Chaplain (HQ AFRC/HC): Manages 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 Personnel Accounting System Code 963IF1Z1 as a reserve category J member.

2.17. Air Force Reserve Mobilization Assistant (MA): In concert with other regulatory responsibilities, ensure Individual Reservist Program visibility and resource advocacy within the Active Component organization of assignment.

2.18. Air Force Reserve Advisors:

2.18.1. Serve as primary advisor to the Active Component Commander and staff in formulating and implementing policy, guidance and resources pertaining to Air Force Reserve forces utilized by the Active Component organization through mobilization, Military Personnel Appropriation or Inactive Duty Training.

2.18.2. Assist the Active Component in providing mentoring, evaluation, promotion and career development oversight of assigned Individual Reservists.

2.19. The Headquarters Air Reserve Personnel Center (HQ ARPC):

2.19.1. Executes all mobilization actions for Participating Individual Ready Reserve members in accordance with Air Force Instruction 10-402, as well as higher headquarters directives and policies.

2.19.2. Administers and updates Officer Promotions for Individual Reservists in accordance with Air Force Instruction 36-2504, *Officer Promotion, Continuation and Selective Early Removal in the Reserve of the Air Force*.

2.19.3. Administers and updates enlisted Individual Reservist promotion and demotion actions in accordance with Air Force Instruction 36-2502 and Air Force Reserve Command guidance. Processes Individual Mobilization Augmentee reenlistments and extensions in accordance with Air Force Instruction 36-2606, *Reenlistment and Extension of Enlistment in the United States Air Force*.

2.19.4. Updates the Military Personnel Data System for personnel actions relating to Individual Reservists not included in the Force Support Squadron Execution, Organization, and Responsibilities Personnel Services Delivery Guide.

2.19.5. Uploads Individual Reservist documentation in Personnel Records Display Application.

2.19.6. Processes commissioning packages in accordance with Air Force Instruction 36-2005, *Officer Accessions*.

2.19.7. Processes approved retirement requests for Individual Reservists in accordance with Air Force Instruction 36-3203, *Service Retirements*.

2.19.8. Processes Department of Defense Form 214 for Individual Reservists released from active duty in accordance with Air Force Instruction 36-3202, *Separation Documents*.

2.19.9. Processes and approves or disapproves bonus applications for officer and enlisted Individual Reservists.

2.19.10. Administers the Montgomery/Post 9-11 GI Bills, Foreign Language Proficiency Bonus Programs and Reserve Tuition Assistance Program for Individual Reservists.

2.19.11. Updates enlisted Individual Reservist education data to include College Level Examination Program and Defense Activities for Non-Traditional Education Support test results.

2.19.12. Processes foreign language proficiency pay requests for Individual Reservists in accordance with Air Force Instruction 36-2605.

2.19.13. Provides oversight and guidance on Individual Reservist training matters in accordance with applicable Air Force policy and guidance to include Air Force Instruction 36-2201; Air Force Reserve Command Instruction 36-2204, *Air Force Reserve Seasoning Training Program*; and Air Force Instruction 36-2626, *Airman Retraining Program*.

2.19.13.1. Collects and consolidates status of Individual Reservist training on a monthly basis with no less than a quarterly report to the HQ RIO Commander in accordance with Air Force Instruction 36-2201, *Air Force Training Program*.

2.19.13.2. Coordinates training related issues with the Readiness Integration Organization detachment and HQ RIO for Individual Reservists, to include submission of AF Form 2096, *Classification/On-the-Job Training Action* and formal school requests.

2.19.13.3. Processes formal school requests for Air Force Specialty Code awarding and qualification training for Individual Reservists.

2.19.13.3.1. For O-6 and below personnel, all centrally funded formal training requests assigned a Training Line Number are procured and funded by Air Force Reserve Command. All unit funded formal training requests assigned a Training Line Number are procured and funded by HQ RIO. Use of Military Personnel Appropriation man-days to attend such training is strictly prohibited.

2.19.13.3.2. Coordinates formal school training Reports on Individual Personnel.

2.19.13.3.2.1. Individual Reservists in upgrade training are not authorized to attend formal schools that are not identified as an upgrade training requirement with the exception of Individual Reservist Orientation and Professional Military Education courses.

2.19.13.3.2.2. Individual Reservists are ineligible to attend a formal school if their Control Air Force Specialty Code does not match the Air Force Specialty Code requirement listed within the Education and Training Course Announcement website.

2.19.13.3.2.3. Short notice cancellations (those turned in 30 days or less of class start date) and no-shows (those turned in within 10 days or less) will require a memorandum, signed by the commander and forwarded to HQ ARPC/DPAT.

- 2.19.14. Provides oversight and guidance on Individual Reservist classification matters in accordance with Air Force Instruction 36-2101, Air Force Instruction 36-2626, and Air Force Enlisted and Officer Classification Directories.
- 2.19.15. Processes and updates approved assignments, generate reassignment orders, and obtain required assignment waivers for those personnel assigned or attached to O-6 and below positions in the Individual Reservist Program in accordance with applicable Reserve assignment policies and instructions. Ensures current assignment and duty information data is accurately updated in the Military Personnel Data System.
- 2.19.16. Provides financial planning, programming and budgeting guidance for the HQ RIO. Hosts the Financial Working Group, provides guidance to HQ RIO and ensure Financial Plan (FIN Plan) includes provisions to:
- 2.19.16.1. Manages and allocates the Reserve Personnel Appropriations and Operations and Maintenance budgets for HQ RIO and its detachments.
 - 2.19.16.2. Manages enlisted Individual Reservist clothing issue authorizations in accordance with Air Force Instruction 36-3014, *Clothing Allowances for Air Force Personnel*, and Department of Defense Financial Management Regulation 7000.14R, Volume 7A, *Military Pay Policy and Procedures – Active Duty and Reserve Pay*, Chapter 29 Clothing Monetary Allowance.
 - 2.19.16.3. Reviews and audits undelivered orders outstanding list from the Personnel Budget and Accounting System and resolves discrepancies through coordination with the member, the member's Readiness Integration Organization detachment and Financial Manager.
- 2.19.17. Manages and provides guidance/training on Air Force Reserve Participation management tools to HQ RIO and detachment staff.
- 2.19.18. Manages Congressional and Board for Correction of Military Records inquiries for Individual Reservists. Coordinates with HQ RIO for response to inquiries.
- 2.19.19. Provides monthly Unit Personnel Management Roster and Unit Manpower Document to Readiness Integration Organization detachments.
- 2.19.20. Identifies and provides roster of members who have been Participating Individual Ready Reservists for more than 3 years to Readiness Integration Organization detachments for reassignment or extension of current position.
- 2.19.21. Provides Expiration of Term of Service Roster Management for Individual Reservists. Ensures Expiration of Term of Service is updated in the Military Personnel Data System.
- 2.19.22. Provides rosters and other products on a routine basis required to manage the Individual Reservist population to HQ RIO.
- 2.19.23. Manages daily Transaction Register program.
- 2.19.24. Manages and performs the required update in the Military Personnel Data System for Purge items.
- 2.19.25. Builds, updates and maintains points crediting records for Individual Reservists.

2.19.26. Processes awards, decorations and evaluations for Individual Reservists received from the active component, HQ RIO, AF/REG or AFRC.

2.19.27. Provides Special Duty Assignment Pay rosters to Readiness Integration Organization detachments. Updates Special Duty Assignment Pay requests received from Readiness Integration Organization detachments.

2.19.28. Provides input to Headquarters Air Force policy and Air Force Reserve Command guidance on Individual Reservist Program specific issues. Implements policy and guidance in accordance with established roles and responsibilities.

2.19.29. Facilitates change management on emerging systems applications and policy/procedural changes which have implications to Individual Reservists attached/assigned to external agencies.

2.20. ARPC Judge Staff Advocate (ARPC/JA): Serves as primary legal advisor to HQ ARPC, HQ RIO and Reserve Integration Organization Detachments on subject matter including, but not limited to, military justice, adverse actions, ethics, assignments, retirements, and separations, medical, and labor law, for Individual Reservists.

2.21. Commander, HQ RIO (HQ RIO/CC) shall:

2.21.1. Maintain administrative control of all Individual Reservists.

2.21.1.1. Exercise authority over Individual Reservists with respect to administration and support including personnel management, training, readiness, mobilization, demobilization (for IMAs only), discipline, and other matters not included in the operational missions of the Individual Reservist force.

2.21.1.2. This authority, which may be delegated to the Readiness Integration Organization Detachment Commander, is necessary to fulfill statutory responsibility for administration and support of the Individual Reservists force.

2.21.2. Exercise authorities authorized under the Uniform Code of Military Justice and coordinate action with the Active Component commander. Actions may be pursued by one of the three Commanders (Active Component, HQ RIO, or Readiness Integration Organization Detachment Commander) but not simultaneously.

2.21.3. Manage Individual Mobilization Augmentee end strength based upon funded manpower authorizations and the Air Force Reserve Command Fiscal Year manning policy through the use of unit manpower documents, unit personnel management rosters and other rosters to manage their applicable Individual Reservist populations.

2.21.4. In coordination with the Active Component unit, to which the Individual Mobilization Augmentee is assigned, manage and execute mobilization of Individual Mobilization Augmentee in accordance with Air Force Instruction 10-402, as well as higher headquarters directives and policies.

2.21.4.1. Coordinate with the Force Generation Center, Major Command and Air Force Reserve Command functional area managers to source Individual Reservist taskings to the appropriate Personnel Accounting System Code from the Individual Mobilization Augmentee's Active Component unit of assignment in support of contingency operations

and Chairman of the Joint Chief of Staff-sponsored exercises. Request contingency man-days via Manpower Military Personnel Appropriation Man-day Management System.

2.21.4.2. Monitor and report any changes to planned activations, to include duty locations, curtailments, and extensions.

2.21.4.3. Ensure the Active Component has obtained transportation requirements for Individual Mobilization Augmentees deploying in support of contingency operations.

2.21.4.4. Manage post-mobilization deployment personnel actions.

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

2.21.5. Provide guidance and oversight for Individual Reservists on the Department of Defense's Yellow Ribbon Program.

2.21.6. Review Non-Extended Active Duty Airmen Commissioning Program packages for enlisted Individual Reservists selected for appointment to officer authorizations in accordance with Air Force Instruction 36-2005. Forward package to HQ ARPC for further processing to include: publishing of appointment order, obtaining officer training course quota, and Military Personnel Data System updating after course graduation.

2.21.7. Process High Year of Tenure and Mandatory Separation Date extension requests for Air Force Reserve Command consideration in accordance with Air Force Instruction 36-2606.

2.21.8. Provide Host Aviation Resource Management support to Individual Reservist rated officers, career enlisted aviators, and other non-rated/non-career enlisted aviator aircrew members in accordance with Air Force Instruction 11-401, *Aviation Management*, Air Force Instruction 11-402, *Aviation Management and Parachutist Service*, *Aeronautical Ratings and Aviation Badges* and Air Force Instruction 11-421, *Aviation Resource Management*. Note: Includes Mobilization Assistant Host Aviation Resource Management support.

2.21.8.1. Manage flight record folders and Host Aviation Resource Management processes in accordance with Air Force Reserve Command Manpower Standard 13C101 (Host Aviation Resource Management).

2.21.8.2. Verify member's eligibility for a rated position prior to sending assignment request to HQ ARPC for consummation.

2.21.9. Develop and conduct quarterly standardized training to familiarize supported Active Component personnel such as Commanders, Directorates, Unit Reserve Coordinators, First Sergeants, Supervisors and other base functions, on their responsibilities with Individual Reservist management and Force Development in accordance with current directives and policies. Ensure all training segments, training aides and guides are posted on myPers, RIO SharePoint and RIO App.

2.21.10. Conduct Individual Reservist Orientation Course for newly assigned Individual Reservist's within one year of assignment.

2.21.11. Provide input to Air Force Reserve Command guidance on Individual Reservist Program specific issues. Implement policy and guidance in accordance with established roles and responsibilities.

2.21.12. Develop standardized procedures, when necessary, in support of Individual Reservist management to ensure consistency in program applications for Readiness Integration Organization detachments.

2.21.13. Respond to Congressional, Board for Correction of Military Records, Inspector General or Department of Defense inquiries when the inquiry pertains to HQ RIO support or authority; otherwise, the agency against which the inquiry is lodged shall respond.

2.21.14. Be responsible for the planning, programming and budgeting processes for HQ RIO. Participate in the Financial Working Group, provide guidance to HQ RIO Detachment Commanders and prepare Financial Plan to include collecting and distributing the Reserve Personnel Appropriation and Operations and Maintenance budget for HQ RIO and its detachments.

2.21.15. Execute operational oversight and control of the Individual Reservist Reserve Pay Office and the Individual Mobilization Augmentee Travel Office.

2.21.15.1. The Reserve Pay Office is a Financial Service office for Individual Reservists to establish their pay account and submit paperwork for pay and non- travel reimbursement.

2.21.15.2. The Individual Mobilization Augmentee Travel Office provides travel pay customer service to all Individual Reservists and processes travel reimbursement.

2.21.16. Produce and publish HQ RIO media.

2.21.17. Solicit Individual Reservist nominations for special trophies and awards that are unique to Air Force Reserve personnel (for example: Individual Reservist of the year). Notify Readiness Integration Organization detachments of award decisions and encourage Active Component recognition.

2.21.18. Provide support as needed to assist the Total Force Service Center-Denver with Individual Reservist matters.

2.21.19. Solicit and submit nominations for board members to support Developmental Education boards and promotion boards.

2.21.20. Implement mobilization, deployment, and exercise programs and processes in accordance with prescribed directives.

2.21.20.1. Ensure applicable HQ RIO staff members are current in Deliberate and Crisis Action Planning and Execution Segments training and daily procedures.

2.21.20.2. Produce and distribute contingency, exercise and deployment, Manpower Military Personnel Appropriation Man-day Management System and Air Force Reserve Order Writing System orders for Individual Reservist deployments and mobilizations.

2.21.20.3. Track Deployment Availability codes on Individual Reservists.

2.21.21. Coordinate on all Programming Plans, Concept of Operations, and Mobility Plans that involve Individual Reservists.

- 2.21.22. Support Air Force Reserve Command or Air Reserve Personnel Center Crisis Action Team as required.
- 2.21.23. Account for Individual Reservists in accordance with Air Force Reserve Command Instruction 10-208, *Crisis Response Process*.
- 2.21.24. Oversee Individual Reservist Mobilization and Participation Readiness.
- 2.21.25. Approve or disapprove third participation waiver(s) in accordance with Air Force Instruction 36-2254, Volume 1.
- 2.21.26. Manage Lessons Learned and Innovation.
- 2.21.27. Coordinate with the Roles and Mission Assessment Teams.
- 2.21.28. Coordinate with HQ ARPC on selectively manned assignments for Individual Reservists.
- 2.21.29. Manage Limited Mobility updates for O-6 and below Individual Reservists.
- 2.21.30. Manage Transition Assistance Program compliance for O-6 and below Individual Reservists.
- 2.21.31. Identify Active Component force structure changes which impact Individual Reserve positions.
- 2.21.32. Produce, update, and distribute the Individual Reservist Guide.
- 2.21.33. Manage Personnel Incident Notifications for Individual Reservists.
- 2.21.34. Manage items on Purge Roster for Individual Reservists designated as HQ RIO responsibilities, ensuring errors fixed by appropriate entity.
- 2.21.35. Provide AFRC/A1K and functional manager with current and forecasted formal school quota requirements for Individual Reservists.
- 2.21.36. Coordinate addition and deletion of Air Reserve Command Network access for Unit Reserve Coordinators. Manage Unit Reserve Coordinator roster.
- 2.21.37. Coordinate Individual Reservist uniform requests through myPers to HQ ARPC.
- 2.21.38. Manage documents that provide knowledge, both general and specific, on processes or programs related to Individual Reservists.
- 2.21.39. Provide instruction to Individual Reservists for Civilian Employment Information reporting requirements per Department of Defense Instruction 7730.54.
- 2.21.40. Manage and quality review all Stripes for Exceptional Performers II, an enlisted personnel promotion program, nomination packages for Individual Reservists and submit to HQ ARPC.
- 2.21.41. Provide guidance on officer promotion board issues to supported Active Component organizations.
- 2.21.42. Identify communications requirements, tools and site or system accesses required for Individual Reservists to obtain and review personal or pay data (e.g. Air Force Portal, virtual Personnel Center, Defense Travel System, Air Force Reserve Order Writing System, Air Reserve Command Network, and e-Benefits).

2.21.43. Manage the Blended Retirement System Continuation Pay Program for Individual Reservists.

2.21.44. Review all initial incapacitation pay requests in accordance with Air Force Instruction 36-2910. Endorse the Active Component commander's late submission letter if there is a delay in submitting incapacitation pay extension.

2.22. HQ RIO Detachment Commanders shall:

2.22.1. Serve as a conduit between HQ RIO/CC and the Active Component organization for Individual Reservist matters. (T-3) Solicit Active Component organization to appoint Unit Reserve Coordinator and forward appointment letter to HQ RIO. (T-3)

2.22.2. Send welcome letters and packages as well as conduct Welcome Briefing to all newly assigned Individual Reservists once gained in the Military Personnel Data System. (T-3)

2.22.2.1. Educate Individual Mobilization Augmentees concerning their respective statutory training requirements and the importance of scheduling and rescheduling of inactive duty training periods in advance. (T-3)

2.22.2.2. Educate Individual Reservists on the existence and use of the Air Force Portal, virtual Personnel Center, virtual Military Personnel Flight, Defense Travel System, Air Force Reserve Order Writing System, Air Force Reserve Participation management tool, Air Reserve Command Network, myPers, Personnel Records Display Application, e-Benefits, and other systems to obtain and review personnel or pay data. (T-3)

2.22.2.3. Advise Individual Reservists on reserve special pay, clothing issue, and career management to include: promotion, qualification, reenlistment, assignments, retraining, seasoning training, retirement and other related issues. (T-3)

2.22.3. Advise Active Component organizations on their responsibility to include Individual Reservists current contact information on unit recall rosters. (T-3)

2.22.4. Advise supported Active Component Supervisors, Commanders, Directors, coordinators and Military Personnel Section/Force Support Squadron on matters relating to formal recognition of Individual Reservists in accordance with Air Force Instruction 36-2803, *The Air Force Military Awards and Decorations Program*. (T-3)

2.22.5. Quality check and process Individual Reservist nominations for special trophies and awards that are unique to Air Force Reserve personnel such as Individual Reservist of the Year. Notify units and members of award decisions and encourage active component recognition. (T-3)

2.22.6. Provide support as needed to assist the Total Force Service Center-Denver with Individual Reservist matters. (T-3)

2.22.7. Provide requirements to HQ RIO during each budget cycle to include a financial plan for both Reserve Personnel Appropriations and Operations and Maintenance quarterly budget execution review as well as adjustments as applicable. (T-3)

2.22.7.1. Authorize only those Reserve Personnel Appropriation tours consistent with Air Force Instruction 36-2254, Volume 1, *Reserve Personnel Participation* and Volume

- 2, *Reserve Personnel Training*. Provide advice to supported Active Component organizations on the appropriate utilization of Reserve resources. (T-2)
- 2.22.7.2. Review, audit and prepare obligation plans and unfunded requirements based on mission priority, law and regulatory requirements. (T-3)
- 2.22.8. Manage and process force management, readiness and resource management actions for Individual Reservists in accordance with Personnel Services Delivery Guides and applicable Air Force Instructions. (T-2)
- 2.22.9. Coordinate annual data call with supported Active Component organization (units, Combatant Commands, Defense Agencies) for Individual Reservist formal school requirements. Consolidate and provide to HQ RIO when requested. (T-3)
- 2.22.10. Validate Individual Mobilization Augmentee's eligibility to attend formal school in accordance with Air Force Instruction 36-2626, Air Force Instruction 36-2201, Air Force Instruction 36-2301, *Developmental Education*, Air Force Instruction 36-2254, Volume 2 and the Education and Training Course Announcements website, <https://eissp.af.mil/func/medical/SGAE/Pages/default.aspx>. (T-2)
- 2.22.10.1. Members retraining must meet the retainability requirements in accordance with Air Force Instruction 36-2626. (T-1) Ensure members have at least 1 year retainability following graduation for all courses that are less than 15 days. (T-2) For courses exceeding 15 days, retainability of 2 years following graduation is required. (T-2)
- 2.22.10.2. Ensure members meet Air Force physical fitness standards in accordance with Air Force Instruction 36-2905, *Fitness Program*. (T-1) Members must have a Physical Fitness Assessment that is both current and satisfactory prior to the start of in-resident courses of instruction. (T-2) For attendance at any resident Professional Military Education course that is less than 6 months in duration, a passing Fitness Assessment must be current through course completion. (T-2)
- 2.22.11. Coordinate Individual Reservist training related to matters with HQ ARPC and active component Unit Training Managers, including submission of the Air Force Form 2096, Career Development Course Enrollments, and formal school requests. (T-2) Monitor all upgrade training. (T-2) Audit and provide oversight on all training matters to include: formal schools, on-the-job training management, fiscal year quota management, training budgets, etc. (T-2)
- 2.22.11.1. Submit formal school requests at least 45 calendar days prior to the class start date. (T-2) Receive training allocation Report on Individual Personnel, obtain necessary endorsements and ensure attendance is confirmed. (T-3)
- 2.22.11.2. Notify member to request school tour orders in Air Force Reserve Order Writing System. (T-3)
- 2.22.12. Coordinate Individual Reservist classification related matters with HQ ARPC and active component, including submission of Air Force Form 2096 and classification waivers. (T-3)
- 2.22.13. Provide advice on application procedures for Developmental Education i.e., Reserve Developmental Education Designation Board, Enlisted Developmental Education Board and Reserve School Selection Board. (T-3) Conduct quality review of application

packages and ensure compliance with guidance and eligibility criteria. (T-3) Coordinate application packages with final endorsers and submit completed packages to HQ ARPC consistent with command guidance. (T-3)

2.22.14. Manage Unit Personnel Management Rosters in conjunction with supported Active Component organization. (T-3)

2.22.14.1. Manage Individual Mobilization Augmentee end strength based upon funded manpower authorizations and the Air Force Reserve Command Fiscal Year manning policy through the use of Unit Manpower Documents, Unit Personnel Management Rosters and other rosters to manage their applicable Individual Mobilization Augmentee populations. (T-2)

2.22.14.2. Advise supported Active Component Commanders, Directors, and Unit Reserve Coordinators on Unit Personnel Management Roster actions per applicable policies and guidance. Inform Individual Mobilization Augmentees of Manpower Change Requests or other actions impacting their position. (T-3)

2.22.15. Publish active duty orders using the Air Force Form 938, *Request and Authorization for Active Duty Training/Active Tour*, utilizing Air Force Reserve Order Writing System consistent with Air Force Instruction 36-2254, Volume 1 and 2, the Joint Travel Regulation and other applicable directives, instructions and policies. (T-1)

2.22.16. Manage active duty sanctuary program in accordance with Air Force Instruction 36-2131, *Administration of Sanctuary in the Air Reserve Component*. (T-1) Process and maintain sanctuary waiver documentation in accordance with Air Force Instruction 36-2131. (T-2) Ensure an approved sanctuary waiver is on file prior to approving an order. (T-2)

2.22.17. Coordinate on Line of Duty determination processing in accordance with Air Force Instruction 36-2910, by utilizing the Electronic Case Tracking system. (T-2) Notify members in writing of final Line of Duty determination and directions for reinvestigation or appeal as applicable in accordance with Air Force Instruction 36-2910. (T-2) Coordinate closely with Active Component organizations and HQ RIO on all Line of Duty actions. (T-3)

2.22.18. Coordinate and review Non-Extended Active Duty Airmen Commissioning Program packages for enlisted members selected for assignment to Active Component officer authorizations in accordance with Air Force Instruction 36-2005. (T-2) Forward package to HQ RIO for recommendation and further processing to include: publishing of appointment order, obtaining officer training course quota, and Military Personnel Data System updating after course graduation. (T-3)

2.22.19. Process High Year of Tenure and Mandatory Separation Date extension requests for HQ RIO consideration in accordance with Air Force Instruction 36-2606. (T-3)

2.22.20. Coordinate Unfavorable Information File program Military Personnel Data System updates with Active Component in accordance with Air Force Instruction 36-2907, *Unfavorable Information File*. (T-3)

2.22.21. Generate Personnel Incident Notifications for Individual Reservists. (T-3)

2.22.22. Screen applicants for eligibility and approve or disapprove assignment applications in accordance with applicable policies and guidance in coordination with Active Component.

(T-2) However, statutorily, The Judge Advocate General (TJAG) is the approval authority for judge advocate assignments.

2.22.22.1. Identify and advertise vacancies in the Reserve Management Vacancy System. (T-2)

2.22.22.2. Initiate assignment leveling actions as needed to ensure execution of end strength at established goals. (T-2)

2.22.23. Facilitate the Individual Reservist Retention Program. (T-2) Manage Individual Reservist Selective Reenlistment Program and Expiration Term of Service in accordance with Air Force Instruction 36-2606 .(T-2) Monitor upcoming Expirations of Term of Service, verify eligibility for re-enlistment and forward Department of Defense Form 4s, *Enlistment/Reenlistment Document Armed Forces of United States*, and Air Force Form 1411s, *Extension or Cancellation of Enlistment in the Regular Air Force/Air Force Reserve/Air National Guard* to members for completion. (T-2) Closely coordinate with HQ ARPC to ensure reenlistment is processed in a timely manner. (T-2)

2.22.23.1. Receive, distribute and monitor completion of Selective Reenlistment Program Reports of Individual Person Memorandums in accordance with Air Force Instruction 36-2606, from HQ ARPC 6-12 months prior to reservist's expiration of term of service. (T-3)

2.22.23.2. Assist Individual Reservist with the completion of Department of Defense Form 4 and/or Air Force Form 1411. Forward completed documents to HQ ARPC for further processing and verify expiration of term of service is updated in the Military Personnel Data System. (T-3)

2.22.24. Notify Individual Reservists supported Active Component organizations when Individual Reservist fails to perform required reserve participation requirements in accordance with Air Force Instruction 36-2254, Volume 1. (T-3)

2.22.25. Approve or disapprove participation waiver(s) in accordance with Air Force Instruction 36-2254, Volume 1. Maintain a copy for reference. Identify, advise and notify supported Active Component organizations to initiate actions to reassign or discharge unsatisfactory participants for failure to participate, as required by applicable Reserve policies and guidance. (T-2)

2.22.26. Provide guidance and training on Air Force Reserve participation management tools to members, supervisors and Unit Reserve Coordinators. (T-3)

2.22.27. Ensure members submit a proposed annual Inactive Duty Training participation schedule for supervisor approval, using Air Force Reserve participation management tools, not later than 15 August for the next fiscal year in accordance with Air Force Instruction 36-2254, Volume 1. (T-2)

2.22.28. Process requests for bonuses based upon approved mission critical skills in accordance with Air Force Instruction 36-2638, *Air Force Reserve Enlisted Incentives*, and Air Force Reserve Command guidance on officer and enlisted incentives. Advise members of all responsibilities and participation requirements for the incentive program. (T-3)

- 2.22.29. Validate Military Personnel Appropriation tour orders with approved Manpower Military Personnel Appropriation Man-day Management System authorization including a fund cite authorizing travel and per diem entitlements. (T-3)
- 2.22.30. Validate the member is current on readiness, fitness, and retainability requirements using Air Reserve Command Network prior to authorizing voluntary tours including Military Personnel Appropriation, Active Duty Operational Support, and Active Duty for Training. (T-2) Advise members to complete readiness requirements during Inactive Duty Training periods and/or Annual Training consistent with guidance in Air Force Instruction 36-2254, Volume 1. Edit comments in Air Reserve Command Network when applicable. (T-2)
- 2.22.31. Limit Verbal Order of the Commander approvals in accordance with Air Force Instruction 65-109, *Preparation of Air Force Form 938*. (T-2) Ensure appropriate justification is provided prior to authorization. (T-2) Verbal Order of the Commander 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 in accordance with Air Force Instruction 36-2131.
- 2.22.32. Manage Special Duty Assignment Pay for Individual Reservists in accordance with Air Force Instruction 36-3017, *Assignment Incentive and Special Duty Assignment Pay*. (T-2)
- 2.22.33. Advise supported Active Component organizations on enlisted promotion matters and monitor compliance with applicable Air Force Instructions. (T-2)
- 2.22.33.1. Facilitate Stripes for Exceptional Performers II nominations from supported Active Component organizations and quality review nomination packages. (T-2)
- 2.22.33.2. Manage all Stripes for Exceptional Performers II nomination packages and submit to HQ RIO. (T-2)
- 2.22.34. Complete Personnel Incident Notification and forward to HQ RIO/CC as required. (T-2)
- 2.22.35. Advise Active Component staff and organizations on support of Individual Reservists serviced by the installation. (T-3)
- 2.22.36. Identify, advise and notify supported Active Component organizations and process initiation of involuntary reassignment or discharge actions when Individual Reservists are overdue on readiness requirements in accordance with applicable Reserve policies and guidance. (T-2)
- 2.22.37. Maintain awareness of the current duty location of all assigned activated Individual Mobilization Augmentees. (T-3) Coordinate all unplanned changes in duty location (example: forward movement as ordered by the attached Active Duty Organization) with HQ RIO, Force Generation Center, and AFRC/AIR for visibility and force accountability purposes. (T-2) Notify and/or coordinate with AF/REG on all requests involving Mobilization Assistants assigned to general officer positions. (T-2)
- 2.22.38. Coordinate with Active Component Commanders to ensure accountability of all assigned Individual Reservists during a disaster or national emergency. (T-2)

2.23. HQ RIO Medical (HQ RIO/IRM) shall:

2.23.1. Manage/Advise Individual Reservist on Line of Duty determination processing in accordance with Air Force Instruction 36-2910, by utilizing the Electronic Case Tracking system per Air Force Reserve Command guidance. (T-2)

2.23.2. Provide HQ RIO/CC readiness updates on the Individual Reservist population on a monthly basis to include members with Assignment Limitation Code-C. (T-3)

2.23.3. Coordinate with Active Component Military Treatment Facility on all Individual Reservist Line of Duty determination (to include administrative), Initial Review in Lieu of, and Fitness for Duty case processing. (T-3) Review all cases received for completeness and input completed cases into the Electronic Case Tracking system. (T-3) Return cases for corrections if required and pull all associated Armed Forces Health Longitudinal Technology Application notes. (T-3)

2.23.4. Transcribe Air Force Form 348, *Line of Duty Determination*, as the medical officer role in the Electronic Case Tracking system and forward case to the Unit Commander. (T-3) Notify and advise RIO Detachment Commander of Line of Duty cases awaiting action. (T-3)

2.23.5. Review any Individual Reservist Line of Duty Determination, Initial Review in Lieu of and Review in Lieu of packages that are returned without action from AFRC/SG. (T-3) Engage with member, RIO Detachment, or Active Component Military Treatment Facility for requested documentation. (T-3)

2.23.6. Review and distribute Return to Duty Memorandums to Active Component Military Treatment Facilities, Active Component Commanders, and RIO Detachment Commanders once disposition is made by AFRC/SG. (T-3) Review and distribute disqualification notifications with Fitness for Duty packages to the Individual Reservist, RIO Detachment Commander, Active Component Commander, and Active Component Military Treatment Facility once AFRC/SG disposition is made. (T-3)

2.23.7. Review and route Member Utilization Questionnaire to HQ RIO/CC once RIO Detachment Commander has reviewed and signed second endorsement. (T-3)

2.23.8. Receive and review finalized Fitness for Duty package in accordance with Air Force Instruction 41-210, *TRICARE Operations and Patient Administration Functions*, and input case into the Electronic Case Tracking system. (T-3) Notify and/or coordinate with AF/REG on all medical cases involving Mobilization Assistants assigned to general officer positions. (T-2)

2.23.9. Advise Individual Reservists in no pay-no points status on the medical participation waiver process and input completed packages into the Electronic Case Tracking system for AFRC/SG review. (T-3)

2.23.10. Process Defense Health Agency requests for Individual Reservists outside the radius of Military Treatment Facility for Line of Duty care and treatment. (T-3)

2.23.11. Ensure Active Component Military Treatment Facility has a copy of interim Line of Duty Determination for medical treatment of Individual Reservists while not in military status. (T-3)

2.23.12. Process all Individual Reservist Line of Duty appeals and reinvestigations in accordance with Air Force Instruction 36-2910. (T-3)

2.23.13. Coordinate with the Case Management Division to ensure the Active Component Military Treatment Facility initiates Line of Duty Determination, updates the Air Force Form 469, *Duty Limiting Condition Report*, as necessary, sends updated treatment notes to applicable entities, and reviews Individual Reservist medical continuation at the Deployment Availability Working Group. (T-3)

2.23.14. Update all individual medical readiness items in Aeromedical Services Information Management System and/or other systems as required, to include dental exams documented on the Department of Defense Form 2813, *Department of Defense Active Duty/ Reserve/ Guard/ Civilian Forces Dental Examination*, completed by civilian dentists, completed Preventative Health Assessments, immunizations and labs (once lab results have been received). All associated hard copies shall be provided to the Individual Reservist's servicing Medical Treatment Facility for inclusion into the Individual Reservist's medical and/or dental records. (T-3)

2.23.15. Review all Individual Reservists' individual medical readiness compliance statistics. Integrate performance measures to increase Individual Reservists individual medical readiness compliance to meet AFRC goal. (T-3)

2.23.16. Process deployment and modification waivers received on members with Assignment Limitation Code C from Active Component Military Treatment Facility in the Electronic Case Tracking system for AFRC/SG review and coordination with gaining Major Command. Also notifies member and RIO Detachment Commander. (T-3)

2.23.17. Provide Host Aviation Resource Management with Air Force Form 1042, *Medical Recommendation for Flying or Special Operational Duty*, for all Individual Reservist flyers. (T-3)

2.23.18. Provide Individual Reservists with Reserve Health Readiness Program information and review paperwork submitted to AFRC/SG for approval. RIO/IRM will update readiness once members visit is completed. (T-3)

2.23.19. Engage with Active Component Military Treatment Facility when required for any medical case related questions. (T-3)

2.23.20. Review Deployment Availability Code Hard holds from RIO Detachments for members requesting orders. (T-3)

2.23.21. Process all HQ ARPC Personnel Accounting System Code Reserve Component and Active Guard Reserve members' medical cases (i.e. Chaplain Candidates, Health Professional Services Program). (T-3)

2.23.22. Complete request in Manpower Military Personnel Appropriation Man-day Management System for Initial Pre-Medical Continuation consideration for Reserve Component Airmen injured while performing a Regular Air Force funded Military Personnel Appropriation tours that meet Medical Continuation eligibility. (T-2)

2.24. The host Active Component Wing Commander shall: Ensure the Base Mobilization Plan or Base Support Plan includes provisions for accessing Individual Mobilization Augmentees. (T-2)

2.25. The Active Component Military Personnel Support (Force Support Squadron, Military Personnel Section, Military Personnel Flight, and Commander Support Staff) shall:

- 2.25.1. Provide base level personnel support to Individual Reservists. (T-2)
- 2.25.2. Ensure Personnel Systems Manager provides Military Personnel Data System and Manpower Military Personnel Appropriation Man-day Management System Individual Reservist access to Military Personnel Section, Force Support Squadron, Commander Support Staff, and Unit Training Manager personnel to ensure support of Individual Reservists. (T-2)
- 2.25.3. Provide personnel products on Individual Reservists to applicable active component organization to include, but not limited to, the following: Reports on Individual Person, i.e., Unit Personnel Management Rosters, Enlisted Performance Report, Office Performance Report Notifications, Officer Upgrade Suspense, officer and enlisted training rosters, and enlisted formal school board convening notices and results notifications, evaluation rosters, officer promotion products, and Individual Reservist Assigned and Attached Rosters. (T-3)
- 2.25.4. Update capability and responsibility, as detailed in Air Force Computer Systems Manual 36-699, Volume 1 and Personnel Services Delivery Guide, *Force Support Squadron Execution, Organization, and Responsibilities* (available on <https://mypers.af.mil>) to include but not limited to: address, office symbol, duty phone, home phone, civilian phone, dependent information, and rater information. (T-3)
- 2.25.5. Out-process and provide administrative support to Individual Reservists approved by applicable Headquarters for Air and Space Expeditionary Force taskings. (T-2) Ensure that members do not deploy without an Air Force Form 938 (Military Personnel Appropriation Days only for Participating Individual Ready Reserve members) and Contingency, Exercise and Deployment orders per Air Force Instruction 36-3802, issued by HQ RIO. (T-2)
- 2.25.6. Establish procedures to process an Air Force Form 3847, *Deployment Processing TDY Checklist*, for all Individual Reservists identified for deployment ensuring that all requirements, including training and equipment, are met prior to deployment in accordance with Air Force Instruction 36-3802. (T-2)
- 2.25.7. Ensure Individual Reservists released after 180 days or more continuous orders complete Department of Defense Form 2648, *Preseparation Counseling Checklist For Active Component (AC), Active Guard Reserve (AGR), Active Reserve (AR) Full Time Support (FTS), and Reserve Program Administrator (RPA) Service members*, in accordance with Air Force Instruction 36-3009, *Airman and Family Readiness Centers*. (T-2)
- 2.25.8. Ensure the Personnel Readiness Function processes Individual Reservists (Participating Individual Ready Reserve members on Military Personnel Appropriation days only) activated for direct or indirect support of a contingency operation in accordance with Air Force Instruction 36-3802. (T-2) For activated Individual Mobilization Augmentees, coordinate any planned or emergency changes to the member's activation, to include duty location, extensions and curtailments with the HQ RIO Installation Personnel Readiness. (T-2)

2.25.9. Administer Officer and Enlisted Evaluations Systems, and officer Promotion Recommendation Forms for the Commander, ensuring that requirements for supporting assigned/attached Individual Reservists are fully incorporated into the program in accordance with Air Force Instruction 36-2406. (T-2)

2.25.10. Provide casualty assistance and ensure required documentation is submitted regarding Individual Reservist casualties in accordance with Air Force Instruction 36-3002, *Casualty Services*. (T-2)

2.25.11. Ensure the Airman and Family Readiness Center provides required pre-separation counseling and supplemental pre-separation counseling for Individual Reservists being released from 180 continuous days of active order (other than training) and all eligible deactivating members in accordance with Title 10 United States Code Section 1142, Air Force Instruction 36-3009. (T-2) Ensure Individual Reservist attends mandatory Transition Assistance Program training when required. (T-2)

2.25.12. Advise and assist commanders in the submission of awards and decorations for Individual Reservists in accordance with Air Force Instruction 36-2803. (T-3)

2.25.13. Advise supported Active Component organization on officer promotion matters and monitor compliance in accordance with Air Force Instruction 36-2504. (T-3)

2.25.14. Manage Air and Space Expeditionary Force Indicator rosters in coordination with the Readiness Integration Organization detachments. (T-2)

2.25.15. Ensure Active Component Unit Commanders are aware of their requirement to account for Individual Reservists in accordance with Air Force Instruction 36-3803. (T-3)

2.26. Medical Treatment Facility (MTF) shall:

2.26.1. Administer all individual medical readiness requirements which include Preventive Health Assessments, dental examinations, immunizations and labs to include human immunodeficiency virus screenings for Individual Reservists and afford them the same priority as Active Component personnel, without regard to the Individual Reservist's current duty assignment location, per Air Force Instruction 41-210 and Air Force Instruction 44-176, *Access to Care Continuum*. (T-2)

2.26.2. Verify Individual Reservists are in a duty status (active or inactive) for Preventative Health Assessments, dental exams, treatment and immunizations. (T-3) Inactive Duty Training is documented on an Air Force Form 40A, *Record of Individual Inactive Duty Training*. Verify member has an approved or interim Line of Duty to authorize treatment when not in a military status. (T-3) Members do not have to be in a duty status to schedule an appointment.

2.26.3. Update all individual medical readiness items in Aeromedical Services Information Management System and/or other systems as required, to include dental exams documented on the Department of Defense Form 2813, completed by civilian dentists, completed Preventative Health Assessments, immunizations and labs (once lab results have been received). (T-2) All associated hard copies shall be included in the Individual Reservist's medical and/or dental records. (T-3)

2.26.4. Initiate medical Line of Duty determinations on all Individual Reservists when required in accordance with Air Force Instruction 36-2910. (T-2)

- 2.26.5. Include Individual Reservist cases during the Deployment Availability Working Group. (T-2)
- 2.26.6. Initiate fitness assessment medical exemptions for Individual Reservists and take appropriate action in accordance with Air Force Instruction 36-2905. (T-2)
- 2.26.7. Initiate Initial Review in Lieu of Medical Evaluation Board packages on Individual Reservists with no approved Line of Duty or with pending Line of Duty Determination in accordance with Air Force Instruction 41-210. (T-2) Upload completed cases for HQ RIO/IRM review and processing into the Electronic Case Tracking system. (T-2)
- 2.26.8. Coordinate with HQ RIO/IRM for processing Initial Review in Lieu of Medical Evaluation Board (to include Commander Impact Statement), Fitness for Duty/Medical Evaluation Board and Review in Lieu of requirements in accordance with Air Force Instruction 41-210. (T-2)
- 2.26.9. Complete medical portion of Air Force Form 1971, *Certification for Incapacitation Pay*, for all Individual Reservist incapacitation pay cases in accordance with Air Force Instruction 36-2910. (T-2)
- 2.26.10. Process deployment waivers for all assigned Individual Reservists in accordance with Air Force Instruction 41-210 and coordinate with HQ RIO/IRM. (T-2)
- 2.26.11. Submit non-emergent surgery requests on all Individual Reservists that are within 6 months of orders end date to HQ RIO/IRM for processing in the Electronic Case Tracking system. (T-2)
- 2.26.12. Complete Air Force Form 422, *Notification of Air Force Member's Qualification Status* and Air Force Form 469 on assigned Individual Reservists in accordance with applicable guidance. (T-2)
- 2.26.13. In coordination with HQ RIO/IRM, update Wing Commander on Individual Reservists with an Assignment Limitation Code – C and assure timely medical review as specified by AFRC/SG. (T-3)
- 2.26.14. Complete Medical Continuation medical review for initial and extension requests on Individual Reservists in accordance with Air Force Instruction 36-2910 and coordination with HQ RIO/IRM. (T-2)

2.27. Active Component Unit Commanders/Civilian Directors shall:

- 2.27.1. Maintain the following administrative control as specified:
- 2.27.1.1. Quality force actions to include discipline. Under no circumstances does this relinquish Uniform Code of Military Justice authority of the HQ RIO/CC or HQ RIO Detachment Commander who may pursue action(s) in lieu of or in coordination with the Active Component Commander. (T-3)
- 2.27.1.2. Initiate and process Unfavorable Information File actions on Individual Reservists in accordance with Air Force Instruction 36-2907. (T-2) Provide a copy of the Air Force Forms 1058 and 1137 to the servicing Readiness and Integration Organization Detachment for Military Personnel Data System update. (T-2)

- 2.27.1.3. Ensure Enlisted and Officer Performance Reports on Individual Reservists are completed and submitted within 45 days of closeout to HQ ARPC in accordance with Air Force Instruction 36-2406. (T-2)
- 2.27.1.4. Prepare, complete, track, and update Individual Reservist decorations in accordance with Air Force Instruction 36-2803. (T-3)
- 2.27.1.5. Prepare officer promotion recommendations to include promotion recommendation forms in accordance with Air Force Instruction 36-2406. (T-2)
- 2.27.1.6. Monitor Individual Reservist officer qualification for promotion and initiates propriety of promotion actions in accordance with Air Force Instruction 36-2504. (T-2)
- 2.27.1.7. Recommend approval or disapproval of enlisted promotions. (T-2)
- 2.27.1.8. Make Line of Duty recommendations on the Air Force Form 348 consistent with the provisions of Air Force Instruction 36-2910, pertaining to unit commander responsibilities. Ensure Line of Duty Determination is initiated when an Individual Reservist incurs an illness, injury or disease while on published orders, performing inactive duty, or traveling directly to or from the member's duty location. (T-2) Coordinates closely with the servicing Readiness and Integration Organization Detachment and HQ RIO/IRM on all Line of Duty actions. (T-3)
- 2.27.2. Execute Individual Reservist assignment actions to include approval for and release of Individual Reservist members assigned and attached to the Active Component unit in accordance with applicable assignment instructions. (T-2)
- 2.27.3. Ensure Individual Reservists are assigned to positions appropriate for member's Air Force specialty and rank. (T-2)
- 2.27.4. In coordination with Readiness and Integration Organization Detachment, submit manpower change request actions to Major Command A1/J1 for the purpose of meeting changing or emerging mission requirements. (T-3) Inform Individual Reservists of manpower change requests or other actions impacting their positions. (T-3)
- 2.27.5. Coordinate with the applicable HQ RIO Detachment Commander for all Participating Individual Ready Reserve (Category E) Lt Col and below position requirements and assignment actions. (T-2) For Colonel and General Officer requirements and assignment actions, coordinate with AF/REG. (T-2)
- 2.27.6. Recommend or non-recommend Individual Reservists for reenlistment in accordance with Air Force Instruction 36-2606 and conduct reenlistment ceremony as requested. (T-2)
- 2.27.7. Ensure participation management (inclusive of non-participation accounting) is consistent with the provisions of Air Force Instruction 36-2254, Volume 1. (T-2)
- 2.27.8. Complete Air Force Form 3559, *Reserve Assignment Recommendation*, in accordance with applicable Reserve assignment policies and guidance, for colonels eligible to screen for Brigadier General positions. (T-2)
- 2.27.9. Designate in writing, a primary and alternate Unit Reserve Coordinator for Individual Reservist issues and forward to the servicing Readiness and Integration Organization Detachment. (T-2) Individual Reservists are not to be designated as primary Unit Reserve Coordinators. The appointment letter will contain the following: name, rank,

phone numbers, email address, unit Personnel Accounting System Code(s), Air Force Portal ID and Electronic Data Interchange Personal Identifier (10 digit number on Common Access Card certification). (T-2)

2.27.10. Ensure each Individual Reservist has a qualified supervisor appointed in accordance with Air Force Instruction 36-2406, and rater information is updated in the Military Personnel Data System. (T-2)

2.27.11. Ensure safety, health requirements and expectations are communicated to supervisors and the performance of their responsibilities as a supervisor to include: formal performance feedback, performance reports, award and decoration submissions, promotion recommendation form submissions, and on-the-job training. (T-3)

2.27.12. Budget and fund for organizational clothing, equipment and projected temporary duty requirements for assigned and attached Individual Reservists. Ensure Individual Reservists have the needed clothing and equipment (including organizational) for contingency deployment. (T-2)

2.27.13. Maintain accurate recall rosters that include assigned and attached Individual Reservists and ensure Individual Reservists are accounted for in accordance with Air Force Instruction 36-3803. (T-2)

2.27.14. Ensure Individual Reservists have Government Travel Card access when required and are supported by the base or unit Government Travel Card Program Coordinator in accordance with Department of Defense Financial Management Regulation 7000.14R, Volume 9, *Travel Policy*. (T-2)

2.27.15. Ensure that Individual Reservists receive training as outlined in Air Force Instruction 36-2101, Air Force Reserve Command Instruction 36-2204, Air Force Instruction 36-2201, Air Force Enlisted Classification Directory (available on www.mypers.af.mil) and Air Force Officer Classification Directory (available on www.mypers.af.mil). (T-2)

2.27.16. Ensure the Unit Security Manager incorporates Individual Reservists in the Commander's Information and Personnel Security Programs, and submits or resubmits investigations when applicable in accordance with Air Force Instruction 16-1404, *Air Force Information Security Program* and Air Force Instruction 31-501, *Personnel Security Program Management*. (T-2)

2.27.17. Ensure Individual Reservists complete annual Preventative Health Assessments and dental examinations, including required follow-up studies and final disposition in accordance with Air Force Instruction 48-123, *Medical Examinations and Standards*. (T-2)

2.27.18. Ensure Individual Reservists comply with fitness programs requirements in accordance with Air Force Instruction 36-2905. (T-2)

2.27.19. Ensure Verbal Order of the Commander Orders are not authorized without prior coordination with the servicing HQ RIO Detachment Commander. (T-3)

2.27.20. Ensure Individual Reservists do not deploy in support of Air and Space Expeditionary Force requirements without an Air Force Form 938 (Participating Individual Ready Reserve members on Military Personnel Appropriation days only) ordering member to active duty and Contingency, Exercise and Deployment orders published by appropriate agency. (T-2)

2.27.21. For an activated Individual Mobilization Augmentee, coordinate any planned or emergency changes to member's activation, to include duty location, extensions and curtailments with the responsible HQ RIO Detachment Commander. (T-3)

2.27.22. Ensure funding for travel is budgeted, as necessary, when an Individual Reservist performs a Military Personnel Appropriation tour in support of an organization. (T-3)

2.27.23. Budget for Military Personnel Appropriation man-days to support unit (Active Component) requirements. (T-3)

2.27.24. Ensure Individual Reservists identified for an Air and Space Expeditionary Force deployment are deployment trained, equipped and supplied. (T-2)

2.27.25. Monitor well-being of family members of assigned Individual Reservists who are deployed in the same manner as deployed active duty members. (T-3)

2.27.26. Ensure Individual Reservists in and out process upon new assignment, retirement, etc. (T-3)

2.27.27. Utilize self-assessment checklist in Management Internal Control Toolset to report compliance with and communicate risk to the unit's Individual Reservist program in accordance with Air Force Instruction 90-201. (T-2).

2.28. Active Component First Sergeant shall:

2.28.1. Provide Individual Reservists the same level of interface as that of their Active Component counterparts. (T-3)

2.28.2. Conduct quality force reviews on enlisted performance reports, awards, decorations, promotions, classifications, quality control, and disciplinary actions in accordance with Air Force Instruction 36-2113, *The First Sergeant*. (T-3)

2.28.3. Ensure that Individual Reservists are aware of their responsibility to make adequate family care arrangements and that an Air Force Form 357, *Family Care Certification*, is completed, when required, in accordance with Air Force Instruction 36-2908, *Family Care Plans*. (T-2)

2.29. Unit Reserve Coordinator shall:

2.29.1. Be designated in writing by the active component Commander or Director for Individual Reservist issues. (T-2) Individual Reservists are not to be designated as primary Unit Reserve Coordinators. (T-2)

2.29.2. Complete Unit Reserve Coordinator initial and recurring training provided by Advanced Distributed Learning System and/or HQ RIO. (T-2) Attend any other training meetings when notified by HQ RIO. (T-3)

2.29.3. Conduct initial orientation and in-processing briefings for assigned Individual Reservists. (T-2) Ensure Individual Reservists and their supervisors are aware of their responsibilities. (T-3)

2.29.4. Distribute Common Access Card readers to Individual Reservists as necessary. (T-3)

2.29.5. Ensure unit personnel are aware of program-specific Reserve requirements as they relate to commander's programs and Individual Reservist training requirements. (T-3)

2.29.6. Ensure Individual Reservists are incorporated into the unit and unit programs and events as much as reasonably possible, including but not limited to training, wingman days and routine status slides (readiness, performance reports and fitness status). (T-3)

2.29.7. Conduct out-processing briefing for assigned Individual Reservists upon notification of retirement, separation, discharge or reassignment. (T-3)

2.29.7.1. Notify commander or directorate of such action. (T-3)

2.29.7.2. Provide Readiness and Integration Organization detachment Out-Processing Checklist to Individual Reservist and ensure completion. (T-3)

2.29.7.3. Coordinate with Readiness and Integration Organization detachment and In-Service Recruiters to ensure Individual Mobilization Augmentee vacancies are advertised and filled in a timely manner. (T-3)

2.29.8. Assist Individual Reservists with scheduling of a fitness assessment, ancillary training and other required appointments and ensure readiness items are completed by their due date. (T-3)

2.29.9. Ensure all personnel actions (i.e., promotions, changes of reporting official) are completed promptly and routed through the proper chain of command for update in Military Personnel Data System. (T-3)

2.29.10. Review management products (alpha rosters, assignment/attachment rosters, etc.) on a monthly basis to ensure data accuracy. (T-3)

2.29.11. Inform Individual Reservists of current unit events, policy changes, information updates, etc. (T-3)

2.30. Active Component Unit Deployment Manager shall: Be responsible for training and equipping Individual Reservist deployers in accordance with this Air Force Instruction, Air Force Instruction 65-601 Volume 1, *Budget Guidance and Procedures*, and Air Force Instruction 10-244, *Reporting Status of Aerospace Expeditionary Forces*. (T-2)

2.31. Active Component Unit Training Manager shall: Ensure all training related matters, i.e., upgrade, downgrades, and Career Development Course enrollments, are completed promptly and routed through the proper chain of command for update in the Military Personnel Data System in accordance with Air Force Instruction 36-2201. (T-2)

2.32. Active Component Supervisors of Individual Reservists shall:

2.32.1. Work closely with the Individual Reservist to establish a realistic and meaningful annual training schedule in advance of execution in accordance with Air Force Instruction 36-2254 Volume 1. (T-3)

2.32.2. Ensure the Individual Reservist is aware of his/her role in mobilization and receives the training necessary to remain current and proficient. Evaluate and certify accomplished training. (T-3)

2.32.3. Utilize the Air Force Reserve Participation Management Tool to document Inactive Duty Training per Air Force Instruction 36-2254, Volume 1 and other systems as applicable to coordinate, approve and confirm Individual Reservist participation. (T-2)

2.32.4. Develop and approve schedule of IDTs with Inactive Duty Training no later than 15 August for the upcoming Fiscal Year. (T-3)

2.32.5. Counsel, recommend and monitor reservist's participation in developmental education courses, schools and other development opportunities. (T-3)

2.32.6. Administer the officer and enlisted evaluation systems to include: conducting Airmen Comprehensive Assessments, accomplishing performance reports and preparing Promotion Recommendation Forms as directed per Air Force Instruction 36-2406. (T-3)

2.32.7. Submit recommendations for awards and decorations when appropriate. Ensure Individual Reservists are included when unit receives an organizational award. (T-3)

2.32.8. Ensure Individual Reservists under their supervision complete readiness requirements (such as their fitness assessment, flu shot, dental exam, Preventative Health Assessment, etc.) by their due date. (T-2)

2.32.9. Approve or disapprove telecommuting requests in accordance with Air Force Instruction 36-2254, Volume 3, *Reserve Personnel Telecommuting/Advanced Distributed Learning (ADL) Guidelines*. (T-3)

2.33. Individual Reservists shall:

2.33.1. Ensure compliance with established military standards. (T-2)

2.33.2. Use applicable systems as directed to request and document participation. (T-2)

2.33.2.1. Access the Air Force Reserve Participation Management Tool to schedule Inactive Duty Training with their supervisors no later than 15 Aug for the upcoming Fiscal Year per Air Force Instruction 36-2254, Volume 1. (T-3)

2.33.2.2. Request orders for Annual Training using Air Force Reserve Order Writing System prior to 1 June of each year (Individual Mobilization Augmentees only). Include justification/explanation as necessary in accordance with Air Force Instruction 36-2254, Volume 1. (T-3)

2.33.3. Comply with readiness requirements in order to maintain currency. (T-2) Readiness data is available through Air Reserve Command Network. [Readiness Tab-Air Reserve Command Network](#)

2.33.4. Complete Fitness Assessments as required in accordance with Air Force Instruction 36-2905. (T-2)

2.33.5. Maintain adequate family care arrangement in accordance with Air Force Instruction 36-2908. (T-2)

2.33.6. Complete mandatory training requirements within prescribed time limits. (T-2)

2.33.7. Pursuant to Title 10 United States Code Section 10205, keep Active Component and RIO Detachment chains of command 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. (T-0)

- 2.33.7.1. Ensure currency of address, phone information, marital status and dependent information is accurate on the virtual Record of Emergency Data, in the Military Personnel Data System and the Defense Enrollment Eligibility Reporting System. (T-2) If mailing address is not the same as residential, both addresses must be updated. Some data items require source documents (e.g. marriage license, divorce decree, birth certificate) for verification prior to Defense Enrollment Eligibility Reporting System update.
- 2.33.7.2. Maintain current Civilian Employment Information data at: <https://www.updatecei.org>. Data must be verified and updated annually. (T-3)
- 2.33.8. Complete annual Preventative Health Assessments and dental examinations, including required follow-up studies and final disposition in accordance with Air Force Instruction 48-123. (T-2)
- 2.33.9. Promptly report (within 72 hours) a disease, injury, operative procedure or hospitalization not previously reported to commander, supervisor, or Medical Treatment Facility as instructed in Air Force Instruction 48-123. (T-2) 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.
- 2.33.10. Comply with all safety instructions, technical orders, job guides and operating procedures in accordance with Air Force Instruction 91-202, *US Air Force Mishap Prevention Program*. (T-2)
- 2.33.11. Monitor promotion eligibility and ensures own selection record is correct before the convening of a promotion selection board in accordance with Air Force Instruction 36-2504. (T-3)
- 2.33.12. If activated, coordinate all planned and unplanned changes to activation status, to include changes in duty location, extensions, and curtailment with the HQ RIO Installation Personnel Readiness Section as soon as is practically feasible. (T-3) Emergency requests for activation changes will be routed through the Air Force Reserve Command Force Generation Center Battle Watch (DSN 497-0686, commercial (478) 327-0686, fgc.battlewatch.us.af.mil). (T-2) The Air Force Reserve Command Force Generation Center Battle Watch is the 24/7 Point of Contact for Force Generation Center Command and Control of all Air Force Reserve forces, to include Individual Mobilization Augmentees.
- 2.33.13. Comply with accountability requirements for themselves and their Defense Eligibility Enrollment System enrolled dependents in accordance with Air Force Instruction 36-3803. (T-2)

SHON J. MANASCO
Assistant Secretary of the Air Force
(Manpower and Reserve Affairs)

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

Title 5 United States Code Section 552a, *The Privacy Act of 1974*

Title 10 United States Code Section 8013, *Secretary of the Air Force*

Title 10 United States Code Section 8037, *Judge Advocate General Deputy Judge Advocate General: Appointment; Duties*

Title 10 United States Code Section 10174, *Air Force Reserve Command*

Title 10 United States Code Section 10205, *Members of Ready Reserve: Requirement of Notification of Change of Status*

Title 10 United States Code Section 1142, *Pre-separation counseling; transmittal of medical records to Department of Veterans Affairs*

Title 10 United States Code Section 806, *Judge Advocates and Legal Officers*

Department of Defense Instruction 1215.06, *Uniform Reserve, Training and Retirement Categories for the Reserve Components*, 11 March 2014

Department of Defense Instruction 1235.11, *Management of Individual Mobilization Augmentees (IMAs)*, 10 July 2015

Department of Defense Instruction 7730.54, *Reserve Components Common Personnel Data System (RCCPDS)*, 20 May 2011

Department of Defense Financial Management Regulation 7000.14R, Volume 7A, *Military Pay Policy and Procedures – Active Duty and Reserve Pay*, Chapter 29, Clothing Monetary Allowance, September 2016.

Department of Defense Federal Management Regulation 7000.14R, Vol 9, *Travel Policy*, June 2015

Air Force Policy Directive 36-26, *Total Force Development*, 22 December 2015

Air Force Policy Directive 51-8, *Assignment, Training, and Management of The Judge Advocate General's Corps Reserve (TJAGCR)*, 19 April 2011

Air Force Instruction 10-244, *Reporting Status of Aerospace Expeditionary Forces*, 15 June 2012

Air Force Instruction 10-402, *Mobilization Planning*, 1 May 2012

Air Force Instruction 11-401, *Aviation Management*, 10 December 2010

Air Force Instruction 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Aviation Badges*, 13 December 2010

Air Force Instruction 11-421, *Aviation Resource Management*, 10 April 2014

Air Force Instruction 16-1404, *Air Force Information Security Program*, 29 May 2015

Air Force Instruction 31-501, *Personnel Security Program Management*, 27 January 2005

- Air Force Instruction 33-360, *Publications Management Programs*, 1 December 2015
- Air Force Instruction 36-2005, *Officer Accessions*, 2 August 2017
- Air Force Instruction 36-2101, *Classifying Military Personnel (Officer and Enlisted)*, 25 June 2013
- Air Force Instruction 36-2113, *The First Sergeant*, 18 November 2014
- Air Force Instruction 36-2131, *Administration of Sanctuary in the Air Reserve Components*, 27 July 2011
- Air Force Instruction 36-2201, *Air Force Training Program*, 15 September 2010
- Air Force Instruction 36-2254, Volume 1, *Reserve Personnel Participation*, 26 May 2010
- Air Force Instruction 36-2254, Volume 2, *Reserve Personnel Training*, 9 June 2010
- Air Force Instruction 36-2254, Volume 3, *Reserve Personnel Telecommuting/Advanced Distributed Learning (ADL) Guidelines*, 18 June 2010
- Air Force Instruction 36-2301, *Developmental Education*, 16 July 2010
- Air Force Instruction 36-2406, *Officer and Enlisted Evaluation Systems*, 8 November 2016
- Air Force Instruction 36-2502, *Enlisted Promotion/Demotion Programs*, 12 December 2014
- Air Force Instruction 36-2504, *Officer Promotion, Continuation and Selective Early Removal in the Reserve of the Air Force*, 9 January 2003
- Air Force Instruction 36-2605, *Air Force Military Personnel Testing System*, 24 September 2008
- Air Force Instruction 36-2606, *Reenlistment and Extension of Enlistment in the United States Air Force*, 27 July 2017
- Air Force Instruction 36-2619, *Military Personnel Appropriations (MPA) Man-Day Program*, 18 July 2014
- Air Force Instruction 36-2626, *Airman Retraining Program*, 3 June 2013
- Air Force Instruction 36-2638, *Air Force Reserve Enlisted Incentives*, 26 January 2005
- Air Force Instruction 36-2640, *Executing Total Force Development*, 16 December 2008
- Air Force Instruction 36-2803, *The Air Force Military Awards and Decoration Program*, 18 December 2013
- Air Force Instruction 36-2905, *Fitness Program*, 21 October 2013
- Air Force Instruction 36-2907, *Unfavorable Information File (UIF)*, 26 November 2014
- Air Force Instruction 36-2908, *Family Care Plans*, 1 October 2014
- Air Force Instruction 36-2910, *Line of Duty Determination, Medical Continuation (MEDCON) and Incapacitation (INCAP) Pay*, 8 October 2015
- Air Force Instruction 36-3002, *Casualty Services*, 20 June 2017
- Air Force Instruction 36-3009, *Airman and Family Readiness Centers*, 7 May 2013
- Air Force Instruction 36-3014, *Clothing Allowances for Air Force Personnel*, 23 November 2015

Air Force Instruction 36-3017, *Assignment Incentive and Special Duty Assignment Pay*, 8 January 2016

Air Force Instruction 36-3202, *Separation Documents*, 22 November 2005

Air Force Instruction 36-3203, *Service Retirements*, 18 September 2015

Air Force Instruction 36-3802, *Personnel Readiness Operations*, 23 February 2009

Air Force Instruction 36-3803, *Personnel Accountability in Conjunction with Natural Disasters or National Emergencies*, 7 June 2016

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Air Force Instruction 38-201, *Management of Manpower Requirements and Authorizations*, 30 January 2014

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Air Force Instruction 44-176, *Access to Care Continuum*, 8 September 2017

Air Force Instruction 48-123, *Medical Examinations and Standards*, 5 November 2013

Air Force Instruction 65-109, *Preparation of Air Force Form 938*, 1 September 1996 certified current 23 September 2010

Air Force Instruction 65-601 Version 1, *Budget Guidance and Procedures*, 16 August 2012

Air Force Instruction 90-201, *The Air Force Inspection System*, 21 April 2015

Air Force Instruction 91-202, *US Air Force Mishap Prevention Program*, 24 June 2015

Air Force Manual 33-363, *Management of Records*, 1 March 2008

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Air Force Reserve Command Instruction 10-208, *Crisis Response Process*, 13 August 2015

Air Force Reserve Command Instruction 36-2204, *Air Force Reserve Seasoning Training Program*, 14 March 2017

Air Force Reserve Manpower Standard 13C101, *Host Aviation Resource Management*, 9 July 2012

Headquarters Air Force Mission Directive 1-42, *Chief of Air Force Reserve*, 25 January 2016

Joint Travel Regulation, 1 September 2011

Personnel Services Delivery Guide, *Force Support Squadron Execution, Organization, and Responsibilities*, 15 October 2015

Adopted Forms

DD Form 4, *Enlistment/Reenlistment Document Armed Forces of the United States*

Department of Defense Form 2648, *Preseparation Counseling Checklist For Active Component (AC), Active Guard Reserve (AGR), Active Reserve (AR) Full Time Support (FTS), and Reserve Program Administrator (RPA) Service members*

Department of Defense Form 2813, *Department of Defense Active Duty/Reserve/Guard/Civilian Forces Dental Examination*

Air Force Form 40A, *Record of Individual Inactive Duty Training*

Air Force Form 55, *Employee Safety and Health Record*

Air Force Form 348, *Line of Duty Determination*

Air Force Form 357, *Family Care Certification*

Air Force Form 422, *Notification of Air Force Member's Qualification Status*

Air Force Form 469, *Duty Limiting Condition Report*

Air Force Form 847, *Recommendation for Change of Publication*

Air Force Form 938, *Request and Authorization for Active Duty Training/Active Tour*

Air Force Form 1042, *Medical Recommendation for Flying or Special Operational Duty*

Air Force Form 1058, *Unfavorable Information File Action*

Air Force Form 1137, *Unfavorable Information File Summary*

Air Force Form 1288, *Application for Ready Reserve Assignment*

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

Air Force Form 1971, *Certification for Incapacitation Pay*

Air Force Form 2096, *Classification/On-The-Job Training Action*

Air Force Form 3847, *Deployment Processing TDY Checklist*

Air Force Form 3559, *Reserve Assignment Recommendation*

Terms

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

Administrative Control— 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.

Agency— A military organization constituted by directives issued by United States Air Force.

Electronic Case Tracking System —Automated software tool integral to the efficient and timely adjudication of a variety of cases to include deployment waivers, participation waivers, reviews in lieu of, fitness for duty determinations and medical evaluation boards.

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 Fiscal Year.

Functional Area Manager— The Functional Area Manager is the individual or designated agency, accountable for the management and oversight of all personnel and equipment within a specific functional area to support operational planning and execution. Responsibilities may include: providing input to the development of policy, reviewing policy; developing, managing and maintaining UTCs; developing criteria for and monitoring readiness reporting; force posturing; and analysis.

HQ RIO Detachment Commander — The Detachment Commander responsible for personnel and programming issues relating to the assigned Individual Mobilization Augmentees.

Individual Mobilization Augmentee— An individual filling a military position identified as augmenting the Active Component structure of the Department of Defense or other United States government department or agency, (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 Department of Defense Instruction 1215.06, *Uniform Reserve, Training and Retirement Categories for the Reserve Components*, and normally varies from 24 to 48 drill periods a year.

Individual Reservist—An individual who is either an Individual Mobilization Augmentee (paragraph 1.1.1) or a Participating Individual Ready Reserve member (paragraph 1.1.2).

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

Major Command Functional Managers— Serve as Major Command liaisons for their respective Air Force Career Field Manager. Monitor the health and manning of their career fields within their command and elevate concerns to the Air Force Career Field Managers while managing command training for their career field and coordinate command training and personnel issues across their Major Command staff and with Air Force Career Field Managers.

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

Mobilization Assistant— A duty title exclusively established for general officer Individual Mobilization Augmentee positions. Mobilization Assistant refers to the broad scope of responsibilities of the position. (Example duty title: Mobilization Assistant to Air Force Reserve Command Director of A4)

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

Participating Individual Ready Reserve— Individual reserve member that participates for points only status. Eligible to perform Military Personnel Appropriation man-days.

Reserve Advisor— Serves as technical advisor to the commander and organizations concerning Air Force Reserve Command's plans, procedures, and mission objectives.

Specified Administrative Control— Those administrative control duties specifically identified herein to be accomplished by the Active Component.

Unit Reserve Coordinator — Customarily an Active Component individual who functions as their unit's central point of contact to assist with administrative duties associated with assigned and attached Individual Mobilization Augmentees.