



# Air Force Reserve Leadership for Individual Reservists (IRs)

## Resources, Managers, & Advocates

### IR Strategy Office (ISO)



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

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

### Mobilization Assistant (MA)\*\*



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

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

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

### Reserve Advisor (RA)\*\*



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

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

### Career Field Manager (CFM)\*\*\*



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

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

### MAJCOM Functional Managers (MFM)\*\*\*



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

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

### HQ RIO Commander (HQ RIO/CC)\*



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

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

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

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

### RIO Detachment Commander (RIO Det/CC)\*



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

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

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

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

### IMA Section Commander



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

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

### Unit Reserve Coordinator (URC)\*



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

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

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

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

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