



# Position Advertisements

## A Guide for Air Force IMA Opportunities

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

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

## PREPARATION

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

#### Before application:

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

## ACTIVE SEARCH

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

#### Identify POCs and network:

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

## APPLICATION

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

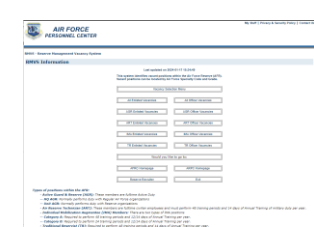
#### Current reservists apply via [myIMA/myFSS](#) unless otherwise instructed by RMVS:

Once in myFSS, scroll to the myIMA tile > Select AFR Submit Inquiry to RIO Detachment > Create a Request > Follow the instructions, and select the HQ RIO Det that the position belongs to > Include the position number and upload all required documents combined in a single pdf > Allow up to 3 weeks for a response before following up.

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

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

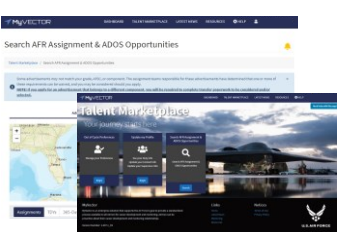
### BELOW: Review the Tools and Systems used in the application process



#### Reserve Management Vacancy System (RMVS)

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

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



#### Talent Marketplace (TM)

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

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



#### Senior Leader Career Management System (SLCMS)

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

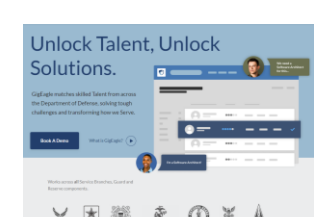
Access all AF/REG resources [here](#) (CAC and Google Chrome Required)



#### Volunteer Reserve System (VRS)

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

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



#### Gig Eagle (GE)

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

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

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