



Personnel

RESERVE UNFAVORABLE INFORMATION
FILE (UIF) PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction clarifies procedures and sets guidelines for preparing and managing UIFs on participating and non-participating reservists, Selective Service System, Ready Reinforcement Personnel Section (RRPS), Non Affiliated Reserve Section (NARS) NC (Reserve Sanctuary) and ND (Key Employees), Health Professionals Scholarship Program (HPSP), Chaplain Candidates and Legal Interns.

SUMMARY OF REVISIONS

This revision better defines the Reserve categories and update name of offices and office symbols due to a major reorganization.

1. References:

- 1.1. AFI 36-2907, *Unfavorable Information File (UIF) Program*.
- 1.2. AFMAN 37-139, *Records and Disposition Schedule*.

2. Responsibilities:

- *2.1. The Command Personnel Office (MSQ) prepares all UIF case files for participating and non-participating reservists assigned and/or attached to HQ ARPC.
- *2.2. The Management Support Office (DPSZ) manages all UIF cases on non-participating reservists.
- *2.3. Quality Force Management Branch (DPSSP).
 - *2.3.1. Updates, when requested, UIF actions on Participating Individual Ready Reservists (PIRR).

*2.3.2. Monitors and prepares all UIF case files on reservists assigned to the Selective Service System, RRPS, NARS-ND, NARS-NC, HPSP, Chaplain Candidates, and Legal Interns.

2.3.3 Provides guidance to active duty commanders and commander support personnel on UIF program management.

2.3.4. Provides statistical data upon request.

3. Procedures:

3.1. Upon request from the First Sergeant or Headquarters Section Commander, prepares AF Form 1058, **Unfavorable Information File Action**, for the Commander's signature, and when signed, forwards to the member's home address via certified mail for assigned PIRRs and nonparticipating reservists. If the member is active duty, the First Sergeant or Headquarters Section Commander will complete the applicable action.

3.1.1. Prepares AF Form 1137, **Unfavorable Information File Summary**, upon receipt of completed AF Form 1058.

3.1.2. Prepares AF Form 1137 through applicable HQ ARPC staff offices (**attachment 1**).

3.1.3. Completes case file and maintains in a secure area until disposition of the case. Refer to AFMAN 36-139, table 36-16, rule 1 for disposition instructions.

3.1.4. If the member is a non-participating reservist, forward case file to HQ ARPC/DPSZ for disposition.

*3.2. DPSZ.

3.2.1. When an individual is transferred to a non-participating status with an existing UIF, a transaction notice will be produced indicating the member's losing unit. Upon receipt of the transaction notice, a letter will be sent to the losing commander requesting the existing UIF case file or a memorandum explaining the disposition of the file if it was inadvertently destroyed.

3.2.1.1. On receipt of the case file disposition date will be corrected to equal 1 year from the member's Effective Date of Change of Strength Accountability if the current disposition date is less than 1 year.

3.2.1.2. If the case file is not received within 30 days of initial request, a follow-up letter will be sent to the losing commander.

3.2.2 Case file will be maintained in a secure area until final disposition of the case. Refer to AFMAN 36-139, table 36-16, rule 1 for disposition instructions.

*3.3. DPSSP

3.3.1. Provides assistance to active duty units on updating UIF system codes for PIRRs. Maintains copy of UIF update in accordance with AFMAN 37-139.

3.3.2. Upon request, prepares AF Form 1058 for commander's signature. Upon receipt of signed form forwards to the member's mailing address via certified mail.

3.3.2.1. Prepares AF Form 1137 upon receipt of completed AF Form 1058.

3.3.2.2. Coordinates AF Form 1137 through applicable HQ ARPC staff offices **(attachment 1)**.

3.3.2.3. Completes case file in accordance with AFI 36-2907.

3.3.2.4. Maintains case file in a secure area until final disposition of the case. Refer to AFMAN 37-139, table 36-16, rule 1 for disposition instructions.

KIRK A. JAMISON
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*Attachment 1

UNFAVORABLE INFORMATION FILE WORKSHEET

FOR OFFICIAL USE ONLY

NAME _____ RANK _____

SSN _____

DATE RECEIVED _____

Take appropriate action on above named individual due to establishment of Unfavorable Information File/Control Roster.

<u>BRANCH</u>	<u>DATE</u>	<u>INITIALS</u>
Quality Force Management Branch (DPSSP)	_____	_____
Evaluations Branch (DPBR-2)	_____	_____
Promotions Branch (DPBB)	_____	_____
Personnel Support Branch (DPAF)	_____	_____
Assignments Division (DPAP)	_____	_____
Document Imagery Branch (DPSRB)	_____	_____
Quality Force Management Branch (DPSSP)	_____	_____

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