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AIR RESERVE PERSONNEL CENTER (ARPC)

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1. Mission. The Air Reserve Personnel Center (ARPC) provides personnel services and administration for the men and women of the Air Reserve Components in support of the Air Force mission.

2. Command. ARPC is a field operating agency (FOA) that, during peacetime, receives direction and guidance from the Chief of Air Force Reserve (HQ USAF/RE). During contingency or war, ARPC receives direction and guidance from the Chief of Staff of the Air Force through the Air Force Crisis Action Team.

3. Responsibilities.

3.1. Orders individual reserve personnel and active duty retirees to active duty, as directed, during crises and national emergencies and as otherwise provided by law. Orders individual (non-unit assigned) reserve members to active duty tours when requested by major commands (MAJCOM), FOAs, and agencies external to the Air Force (hereinafter referred to as MAJCOMs).

3.2. Under the guidance and direction of HQ USAF/RE, implements manpower and personnel policies for managing USAFR personnel programs and, in coordination with Director of the National Guard Bureau (NGB/CF), certain Air National Guard (ANG) personnel programs:

3.2.1. Administers accession and separation programs for USAFR personnel. Administers retirement program, Reserve Transition Assistance Program, Survivor Benefit Plan, and Reserve Component Survivor Benefit Plan for the Air Reserve Components.

3.2.2. Accomplishes screening and muster programs for non-participating Individual Ready Reserve (IRR), Standby Reserve, Retired Reserve, and Retired Regular members.

3.2.3. Provides flight-management support to all rated USAFR members not assigned to a unit.

3.2.4. Administers and maintains the Point Credit Accounting and Reporting System for all ANG and USAFR personnel.

- 3.2.5. Manages the USAFR mobilization deferment status program for key civilian employees and members of Congress.
- 3.2.6. Administers Survivor Benefit Plan for the ANG and USAFR personnel.
- 3.3. Convenes and conducts the Reserve Officers' Personnel Act central selection boards for promotion to the grade of captain through lieutenant colonel for USAFR and ANG personnel along with a board to the grade of colonel for USAFR personnel and specific Air Force Reserve boards: Reserve Brigadier General Qualification Board, Air Force Reserve School Selection Board, Judge Advocate General's Department Reserve Screening Board, Central Managers Enlisted Reassignment Panel, Officer and Airman Outstanding Individual Mobilization Augmentee (IMA) of the Year Board, and administrative discharge boards.
- 3.4. Performs master personnel records custodian responsibilities for the ANG and USAFR except for retired members receiving pay.
- 3.5. Manages the Air Force IMA program under the guidance of HQ USAF/RE; provides military personnel flight, training, and finance support for IMAs and participating members of the IRR and Standby Reserve.
- 3.6. Maintains IMA health records and acts as medical standards reviewing authority for USAFR personnel not assigned to units.
- 3.7. Commands the individual (non-unit) USAFR members not on active duty, including members identified with command code 3I, Reservist, Central Managed Command.
- 3.8. Administers the Judge Advocate Individual Reserve Program and the Air Force Reserve Officer Training Corps (AFROTC) legal intern accessions programs, under the guidance of The Judge Advocate General and HQ USAF/RE.
- 3.9. Administers the Chaplain Individual Reserve Program and Chaplain Candidate Program, under the guidance of the Chief of Chaplains and HQ USAF/RE.
- 3.10. Administers the Medical Individual Reserve Program, Health Professions Scholarship Program and other medical incentive programs under the guidance of the Surgeon General and HQ USAF/RE.
- 3.11. Administers the ARPC and AFRES Policy and Advisory Council.
- 3.12. Provides casualty review of the ANG and USAFR, serves as central point-of-contact for Serviceman's Group Life Insurance (SGLI), and certifies eligibility of ANG and USAFR members for payment of SGLI proceeds when death occurs in other than duty status.
- 3.13. Provides customer service, to include issuance of the commissary privilege card to retired reservists who are eligible for pay at age 60.

4. Direct Communication. The Commander, ARPC is authorized direct communication with MAJ-COMs, and other activities of the Air Force, federal and DoD agencies, bases, units and military personnel flights, on matters for which ARPC is responsible.

ROBERT A. MCINTOSH, Maj General, USAF
Chief of Air Force Reserve