

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

AIR FORCE INSTRUCTION 36-2617

28 JULY 1994



**AIR FORCE RESERVE COMMAND
Supplement 1**

1 May 2000

Personnel

**AIR RESERVE FORCES POLICY COMMITTEE
AND MAJOR COMMAND AIR RESERVE
FORCE POLICY AND ADVISORY COUNCILS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: SAF/MIR (Lt Col Bradley A. Stonesifer)
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This instruction explains the operating procedures of the Air Reserve Forces Policy Committee (ARFPC), its policy subcommittees for Air National Guard (ANG) and United States Air Force Reserve (USAFR), and the major command (MAJCOM) Air Reserve Forces Policy and Advisory Councils (ARFPAC). It implements AFPD 36-26, *Military Force Management*.

(AFRC) The OPR for this supplement is HQ AFRC/DPZ (CMSgt Earnest W. Sowell). This supplement implements and extends the guidance of Air Force Instruction (AFI) 36-2617, 28 July 1994, Section B, MAJCOM Policy and Advisory Councils. Air Force Reserve Command supplementary material is indicated by "(AFRC)" in boldface type. This supplement prescribes the charter, composition, and operation of the Air Force Reserve Command's Air Force Reserve Advisory Board (AFRAB) to be a direct-feed to the Air Reserve Forces Policy Committee (ARFPC). This supplement is to be used in conjunction with the basic instruction. This supplement applies to all United States Air Force Reserve (USAFR) members and units assigned or attached Individual Mobilization Augmentees (IMAs), Participating Individual Ready Reservists (PIRRs), and non-participating USAFR personnel assigned to the Air Reserve Personnel Center or Air Force Reserve Command. This publication includes a requirement to maintain, collect, use, or disseminate information subject to the Privacy Act of 1974.

SUMMARY OF REVISIONS

This revision substantially updates ARFPC and ARC policy and advisory council procedures and deletes specific Air Staff directorates represented on the ARFPC.

Section A—ARFPC**1. Purview:**

- 1.1. Title 10 U.S.C. 8021 establishes the ARFPC to review and make recommendations on major policy matters affecting the reserve components and their mobilization preparedness.
- 1.2. ARFPC normally reviews policies that affect both ANG and USAFR. The committee establishes subcommittees to address policy matters that affect only a specific reserve component.
- 1.3. The committee submits its recommendations to the Secretary of the Air Force and the Chief of Staff.
- 1.4. ARFPC functions under the direction of the Deputy Assistant Secretary of the Air Force (Reserve Affairs).
- 1.5. The Deputy Assistant Secretary of the Air Force (Reserve Affairs) appoints the Executive Secretary of the ARFPC from among Air Force Reserve component officers serving on active duty in the Reserve Affairs office under Title 10 U.S.C. 265.
- 1.6. At the request of the Executive Secretary, the ARFPC forms a steering committee to set agendas for reviewing and commenting on matters that do not require a full committee meeting.
- 1.7. The steering committee consists of the chairperson, vice chairperson, and the senior Regular Air Force member, plus any additional members the chairperson appoints.

2. Committee Appointments:

- 2.1. Officers in the grade of brigadier general and above from the Regular Air Force, ANG, and USAFR sit on the ARFPC. A total of 15 members, 9 alternates, and 2 nonvoting members make up the committee.
- 2.2. Five Regular United States Air Force members or their alternates on duty with the Air Staff sit on the committee.
 - 2.2.1. The Secretary of the Air Force determines which 5 of the 19 Air Staff directorates will be represented on the ARFPC.
 - 2.2.2. Air Staff directors are automatically members of the ARFPC. They serve on the committee for the duration of their tenures. Alternates for these members are the next highest ranking personnel within the directorate.
- 2.3. The Secretary of the Air Force appoints five Air National Guard of the States (ANGUS) and five USAFR members not on active duty to serve on the committee for a 3-year period.
 - 2.3.1. The ANG director and Chief, Air Force Reserve (AFRES), recommend appointments to the Secretary.
 - 2.3.2. When vacancies occur, the reserve component chief submits at least three nominations to SAF/MIR.
 - 2.3.3. New appointments, approved by the Secretary, are effective 1 July each year and are staggered to ensure continuity. Appointments to fill unscheduled vacancies are effective upon approval by the Secretary and are for the duration of the original appointee's unexpired term.

2.3.4. The Secretary appoints two ANGUS and two USAFR members not on active duty to serve as alternates.

2.3.5. Alternate committee members are nominated and appointed in the same manner as primary members. However, alternate members only serve for 1 year.

2.4. The Secretary also appoints two nonvoting members of the Civil Air Patrol (CAP) to sit on the committee: one from CAP-CORP and one from CAP-USAF.

2.5. The committee selects a chairperson and vice chairperson from among the non-Regular Air Force members, alternating between the ANG and the USAFR. Each selectee serves for 2 years.

3. Committee Support Staff:

3.1. No fewer than 10 officers, 5 from each reserve component, serve on active duty within Air Staff to give the ARFPC ongoing administrative support, as authorized under Title 10 U.S.C. 8021.

3.2. The Executive Secretary of the ARFPC assigns these officers as the need arises. The Executive Secretary may also request or obtain additional administrative support from the ANG and USAFR.

4. Committee Schedule and Agenda:

4.1. Normally, the committee meets at least semiannually.

4.2. The chairperson convenes the steering committee 90 days prior to each meeting to review and determine the meeting's agenda.

4.3. The Executive Secretary obtains an Air Staff position on each agenda item not later than 45 days before the meeting. (See [Attachment 1](#) for a sample report of an Air Staff position.)

4.4. The Executive Secretary asks the appropriate office for a position on previous agenda items requiring a status update and obtains these positions not later than 45 days before an ARFPC meeting. (See [Attachment 2](#) for a sample committee status report.)

4.5. The Executive Secretary may assign nonpolicy issues directly to the appropriate Air Staff office for administrative remedy.

4.6. Individuals may submit agenda items directly to the committee or through the MAJCOM policy and advisory councils.

4.7. The National Guard Bureau, Air Force Reserve, deputy chiefs of staff, and military associations may also submit appropriate agenda items directly to the ARFPC.

5. Committee Procedures:

5.1. Robert's Rules of Order for Parliamentary Procedures govern the conduct of ARFPC meetings.

5.2. A majority of the committee constitutes a quorum.

5.3. Each primary member has one vote. Alternate members may vote in the absence of the primary member.

5.4. Committee members may vote by mail, electronic mail, or telefax when the committee is not in session.

5.5. A majority vote of the members present at a meeting or voting by other means determines the committee's decisions and recommendations. Opposing members may submit a minority opinion.

6. Committee Reports:

6.1. After each meeting, the committee sends the Secretary of the Air Force a report on its findings and recommendations. The committee also sends a copy to the Chief of Staff.

6.2. When the Secretary approves the recommendations in the report, the Chief of Staff implements the policy changes.

6.3. The appropriate offices and MAJCOM councils receive copies of reports detailing approved policy actions from SAF/MIR.

Section B—MAJCOM Policy and Advisory Councils

7. Responsibilities:

7.1. MAJCOM commanders establish policy and advisory councils to consider matters referred to them which directly affect the ANG and USAFR.

7.2. Commanders may convene their councils to examine proposed policy actions.

7.3. Commanders may use their councils as study groups for examining implementation problems of major concern to the ANG and USAFR.

7.4. Commanders appoint council members from selected personnel who serve under their command if mobilized.

7.5. Commanders generally appoint members according to the same guidelines as those for making appointments to the ARFPC. The commander determines the grades and ranks of council members, making sure that each council has at least one voting enlisted member.

7.6. The senior statutory tour officer who has direct access to the commander serves as the resident secretary of the MAJCOM council. This officer has primary responsibility for the operation of the council, but as an ex-officio, nonvoting member.

7.7. The MAJCOM commander appoints the council chairperson, who serves for 2 years. When representatives of both reserve components sit on the council, ANG and USAFR members serve as chairperson in alternate cycles.

7.8. Each council forms a steering committee to review and determine the meeting agenda. Commanders may convene the steering committee when necessary.

7.9. Councils convene at least once a year but may meet more often if the commander determines it's necessary. Councils submit a report of their meetings to SAF/MIR according to the format shown in [Attachment 3](#).

7.10. The commander may implement the council's recommendations when the action affects only one specific command. ARFPC reviews major policy actions that affect the entire Air Force. (See [Attachment 4](#) for a sample recommendation format.)

7.11. Because many policy issues cross specific command lines, MAJCOM councils should pool findings whenever it's appropriate. This mutual exchange also reduces the likelihood of duplicating actions.

7.12. Resident secretaries do not solicit the position of ARC headquarters on any recommendation that hasn't yet been considered by their MAJCOM council. The ARC headquarters' position is obtained during Air Staff processing, before the council's recommendation reaches the ARFPC.

Section C--(Added-AFRC) The Air Force Reserve Advisory Board

8. (Added-AFRC) Definitions:

8.1. (Added-AFRC) USAF/RE--Chief of Air Force Reserve, Pentagon, Washington, D.C.

8.2. (Added-AFRC) AFRAB--The Air Force Reserve Advisory Board.

8.3. (Added-AFRC) AFRC--The Air Force Reserve Command, Robins AFB GA.

8.4. (Added-AFRC) ARPC--The Air Reserve Personnel Center, Denver, CO.

8.5. (Added-AFRC) ARFPC--The Air Reserve Forces Policy Committee - A committee within the Office of the Secretary of the Air Force whose composition, functions, and responsibilities are identified in the basic instruction.

8.6. (Added-AFRC) USAFR--Air Force Reserve - all Air Force Reservists.

8.7. (Added-AFRC) AFRIG-- Air Force Reserve Integration Group - A group chaired by USAF/RE-Deputy responsible for proactively organizing, channeling, and centralizing USAFR legislative efforts.

8.8. (Added-AFRC) ARC--Air Reserve Components (all USAFR and ANG personnel).

9. (Added-AFRC) Authority:

9.1. (Added-AFRC) The USAF/RE has designated the Air Force Reserve Advisory Board (AFRAB) to be the primary, direct-feed forum to channel initiatives to the ARFPC. This action satisfies the intent of Title 10 U.S.C. Section 10305 to examine, review, and comment on major policy matters directly affecting the Air Force Reserve and Air Force Reserve mobilization preparedness. The AFRAB will assume responsibilities assigned under the purview of AFI 36-2617, Air Reserve Forces Policy Committee and Major Command Air Reserve Forces Policy and Advisory Councils. See duties in paragraph 10.1.

9.2. (Added-AFRC) USAF/RE appoints the AFRAB chairperson, normally the AFRC Assistant Vice-Commander, and the vice-chairperson, normally a senior Individual Mobilization Augmentee, from members of the Air Force Reserve. The vice-chairperson serves for a period of 3 years and is then replaced.

9.3. (Added-AFRC) The AFRAB Chair designates a Resident Secretary of the AFRAB who provides operational and administrative support to the Board. This is a non-voting position. See duties in paragraph 10.3.

9.4. (Added-AFRC) The AFRAB forms a steering committee to review and determine meeting agendas and to ensure issues are progressing. At least one representative from each headquarters will

be on the steering committee and at least one enlisted representative. The AFRAB chair may convene the steering committee whenever necessary. See duties in paragraph 10.2.

9.5. (Added-AFRC) The AFRAB, or individuals designated by the AFRAB, may also be used to examine other issues or studies, or work on special projects as determined necessary by the AFRAB Chair. Use a modified version of Attachment 5 to staff issues.

9.6. (Added-AFRC) The AFRAB has authority to implement approved Air Force Reserve policies and changes in existing policies if the issues have been fully staffed within both AFRC and ARPC headquarters, and do not require coordination and approval by USAF/RE. Issues approved for implementation by the AFRAB and which are of particular interest to the Chief of the Air Force Reserve are sent to USAF/RE for approval, coordination, and dissemination throughout the Command. Use Attachment 5 to record fully staffed issues.

10. (Added-AFRC) Responsibilities:

10.1. (Added-AFRC) AFRAB Chair/Vice-Chair:

10.1.1. (Added-AFRC) The AFRAB Chair sends approved initiatives to HQ USAF/RE for an Air Staff position 90 days prior to the ARFPC meeting.

10.1.2. (Added-AFRC) The AFRAB Chair requests a position on previous ongoing agenda items requiring a status update not later than 60 days before an ARFPC meeting.

10.1.3. (Added-AFRC) The AFRAB reviews new/proposed ARFPC agenda items to ensure all policy and legislative issues have been thoroughly staffed by both AFRC and ARPC headquarters and an Air Staff position has been obtained to ensure all potential effects are known prior to the ARFPC's decision.

10.1.4. (Added-AFRC) The AFRAB considers all fully staffed policy and legislative matters referred to them from other sources. The AFRAB Chair forwards approved initiatives which would be of significant merit and/or cost effectiveness for the entire Air Force, the ANG, or those of significant merit to other services' reserve component, to USAF/RE for an Air Staff position, then to the ARFPC for consideration. Use the format at Attachment 5 for AFRC/ARPC internal staffing.

10.1.5. (Added-AFRC) The AFRAB forwards properly staffed and approved AFRAB issues requiring legislation or legislative changes, and AFRAB approved issues involving congressional testimony, to HQ USAF/REI which will send each to the AFRIG for prioritization and submission through legislative channels.

10.1.6. (Added-AFRC) The AFRAB will submit a report of their meetings to AFRC/CV, ARPC/CC, USAF/RE, and SAF/MIR at least yearly, and using the report format at Attachment 6.

10.1.7. (Added-AFRC) Examine implementation problems of major concern to the USAFR.

10.1.8. (Added-AFRC) Provide additional administrative support to the ARFPC if requested by the ARFPC Executive Secretary.

10.2. (Added-AFRC) The Steering Committee:

10.2.1. (Added-AFRC) Reviews new initiatives submitted from the field. Using their discretion, the steering committee may decide that certain new initiatives brought before the AFRAB require a working group.

10.2.2. (Added-AFRC) Reviews issues in-progress, fully staffed, and ready for presentation to the AFRAB by the working group. Ensures all items have been staffed in both AFRC and ARPC.

10.2.3. (Added-AFRC) Determines the disposition of issues not appropriate for presentation to the AFRAB; e.g., return to sender, request additional information from the reservist, request additional staffing, or forwarding to the appropriate OPR for administrative resolution.

10.2.4. (Added-AFRC) Provides workable administrative remedies on non-policy issues when requested.

10.3. (Added-AFRC) The AFRAB Resident Secretary:

10.3.1. (Added-AFRC) Has the primary administrative responsibility for the continuing operations of the Board, including logistical support, administrative information for members and guests, vacancy announcements, and preparation of mission and operational briefings about the AFRAB as necessary, but as an ex-officio, non-voting member. The Resident Secretary also provides the following services.

10.3.2. (Added-AFRC) Prepares agenda and distributes prior to meetings.

10.3.3. (Added-AFRC) Monitors the staffing and progress of incoming, forwarded, and completed initiatives, and reporting their status as necessary. Ensures the staffing is complete prior to referral to the AFRAB. HQ USAF/REI, AFRC/DP, and ARPC/XP are designated as the central point of contact (POC) for their respective headquarters and will be responsible for monitoring issues.

10.3.4. (Added-AFRC) Coordinates representation for the AFRAB at meetings of the ARFPC.

10.3.5. (Added-AFRC) Prepares reports and distributes to USAF/RE, AFRC/CV, ARPC/CC, and SAF/MIR; and to other offices or using other media distributes as deemed appropriate.

10.3.6. (Added-AFRC) Documents and provides formal feedback to the originators of issues or others concerning the status of issues submitted.

10.3.7. (Added-AFRC) Maintains supervision of records and files of the Board.

10.4. (Added-AFRC) Staffing Issues:

10.4.1. (Added-AFRC) All issues must be staffed by both AFRC and ARPC. (See Attachment 5 for format.)

10.4.2. (Added-AFRC) Each office reviewing the initiatives must include a discussion of the issue and address all aspects of the issue raised by the reservist to include additional relevant information known by them, and must explain and attach excerpts of directives/laws referenced.

10.4.3. (Added-AFRC) The last segment of the discussion should be a recommendation for approval or disapproval by the AFRAB with substantiating reasons, and a list of follow-on actions required should the idea be approved. NOTE: Make recommendations based on the merits of the reservist's idea rather than rejecting the idea because directives or law do not currently allow it.

11. (Added-AFRC) Membership:

11.1. (Added-AFRC) Board membership consists of two categories:

11.1.1. (Added-AFRC) The first category is those members appointed because of their assignment within the command. Individuals assigned to these identified positions remain Board members for the duration of their assignment.

11.1.1.1. (Added-AFRC) An Air Force Reserve ARFPC member (1).

11.1.1.2. (Added-AFRC) HQ USAF/REI/REP (2).

11.1.1.3. (Added-AFRC) HQ AFRC/DP/DPC/RS/SG (4).

11.1.1.4. (Added-AFRC) ARPC/XP (1).

11.1.2. (Added-AFRC) The second category is those members appointed from nominations provided by the Deputy to the Chief of Air Force Reserve, ARPC and the reserve Number Air Forces (NAF). These board members will rotate in order to prevent membership stagnation.

11.1.2.1. (Added-AFRC) The Deputy to the Chief of Air Force Reserve (USAF/RE) nominates two officers and one enlisted Active Guard and Reserve (AGR) members. (3)

11.1.2.2. (Added-AFRC) ARPC will nominate one IMA officer from a centrally managed program; one officer representing the Participating Individual Ready Reserve (PIRR) program; one IMA officer from a non-centrally managed program; two enlisted IMA's from non-centrally managed programs; and one Base Individual Mobilization Augmentee Administrator (BIMAA). (6)

11.1.2.3. (Added-AFRC) Each NAF will nominate one Traditional Reserve (TR) officer; one TR enlisted member, and one Air Reserve Technician (ART). The ART may be either officer or enlisted. (9)

11.2. (Added-AFRC) The AFRAB chair determines the grades and ranks of council members, making sure that the membership represents the composition and structure of the USAFR with respect to type of assignment (traditional, AGR, ART, IMA, PIRR, BIMAA, centrally-managed personnel (JA/HC/SG)), grade, ethnic origin, and gender of individuals. The ARPC representative represents non-participating Individual Ready Reserve (IRR) members, Standby reservists and gray area retirees. The PIRR representative required in paragraph 11.1.2.2 represents the Air Force Academy Liaison Officer (AFALO) program, the Civil Air Patrol Reserve Assistance Program (CAPRAP), and the ROTC Liaison Officer program).

11.3. (Added-AFRC) Terms for rotating AFRAB members are for 3 years. Terms should be staggered to ensure continuity; i.e., one-third of the rotating membership should "turn over" every year. Nominations should be solicited from the headquarters that manages the type of vacancy being filled. For instance, the ARPC Commander should provide nominees to fill IMA vacancies; the AGR program manager should provide nominees to fill AGR vacancies, etc.

11.4. (Added-AFRC) Selected members of the Air Staff and key reserve management personnel in AFRC or ARPC may be invited to the AFRAB meetings as appropriate to contribute their knowledge and expertise to the decision-making process. These guests will not vote on issues.

12. (Added-AFRC) Operating Procedures:

12.1. (Added-AFRC) The AFRAB normally convenes 4 times per calendar year and other times if USAF/RE or the AFRAB Chair deems it appropriate.

12.2. (Added-AFRC) General questions or comments from reservists that do not fit the description of policy or legislative issues to be worked for AFRAB review will be given to the appropriate headquarters/office to respond to the member submitting the comment/question.

12.3. (Added-AFRC) Each voting member of the AFRAB, including the chairperson and vice-chairperson, has one vote. A quorum consists of a majority of voting members present. A majority vote determines Board action as long as all participation groups are in attendance. Any member with a dissenting vote may submit a minority opinion, which must be included in any presentation having to do with that particular issue.

12.4. (Added-AFRC) Since the mission of the Board is to consider all major policies, programs and legislative issues referred to them, a portion of certain meetings must be devoted to briefings concerning recent or pending legislative changes which would affect the Air Force Reserve, and that Board members should be aware of.

12.5. (Added-AFRC) The final yearly report includes all issues brought before the AFRAB since the previous report, the final decision of the AFRAB, and the compelling reasons for approval or disapproval. Use the report format at Attachment 6. This is necessary in order to maintain the historical integrity of our decision making process.

12.6. (Added-AFRC) Board Member Expenses. Each respective headquarters or unit of assignment determines which method AFRAB members will use to attend and participate in AFRAB meetings (RPA mandays or TDY) and provide orders, per diem expenses, and travel costs when necessary.

12.7. (Added-AFRC) Soliciting Input. The AFRAB, as a forum to consider policy and legislative issues and changes, shall be advertised in forums available to all Air Force Reserve members, participating, non-participating, and retired members awaiting attainment of age 60. Groups, such as the ROA, NCOA, AFSA, or AFA, may also submit recommendations. The format at Attachment 5 should be made easily available to all interested parties to ensure the input is complete as submitted the first time. The cutoff date for issues to be put into staffing channels or referred to a working group is 30 days after the last AFRAB meeting. In other words, if the AFRAB meets 12-13 November, new issues must arrive by 12 December to be introduced at the February meeting.

RODNEY A. COLEMAN

The Assistant Secretary of the Air Force for Manpower
Reserve Affairs, Installations and Environment

Attachment 1

SAMPLE REPORT OF AIR STAFF POSITION

Agenda Item _____ (Note 1)

_____ Meeting, ARFPC (Note 2)

SUBJECT: (Note 3)

AIR STAFF POSITION:

AIR STAFF ACTION OFFICER: (Note 4)

HQ USAF/RE POSITION:

HQ USAF/RE ACTION OFFICER: (Note 4)

NGB POSITION:

NGB ACTION OFFICER: (Note 4)

NOTES:

1. Agenda item number is assigned by SAF/MIR.
2. ARFPC meeting number is assigned by SAF/MIR, based on the ARFPC schedule.
3. Enter title as stated in original submittal.
4. Enter name, office symbol, and telephone extension of action officer, and date.

Attachment 2

SAMPLE COMMITTEE STATUS REPORT

ARFPC Agenda Item No. _____ (Note 1)

SUBJECT: (Note 2)

SUMMARY:

CURRENT STATUS:

RECOMMENDATION:

AIR STAFF ACTION OFFICER: (Note 3)

NOTES:

1. Enter agenda item number as listed in original Air Staff position report.
2. Enter subject as stated in original Air Staff position report.
3. Enter name, rank, office symbol, and telephone extension of action officer.

Attachment 3

SAMPLE MAJCOM COUNCIL REPORT

HEADQUARTERS AIR COMBAT COMMAND

Langley Air Force Base, Virginia

Date: _____

SUBJECT: Report of the (number) Meeting of the Air Reserve Forces Policy and Advisory Council

TO: Commander, Air Combat Command

1. The (number) meeting of the Air Combat Command Air Reserve Forces Policy and Advisory Council convened at Langley Air Force Base (inclusive dates).

2. The attached report and recommendations are respectfully submitted under the provisions of AFI 36-2617, paragraph 7.9, for your consideration.

 Vice Chairperson Chairperson

(Name, Grade, Component)(Name, Grade, Component)

 (Signature of Resident Secretary of the Council)

Attachment 4

SAMPLE COUNCIL RECOMMENDATION (NOTE 1)

ACC No. _____ (Note 2) Agenda Item No. _____ (Note 3)

Date of Council Meeting _____ Meeting, ARFPC (Note 3)

SUBJECT: DoD Establishment of Reserve Armories

RECOMMENDATION: (Note 4) We determine that with each of the different Reserve units in a community paying rent, one specifically designed, etc.

HQ ACC POSITION: Leased facilities for Air Reserve training, etc.

ACC ARF POLICY AND ADVISORY COUNCIL: Concur and recommend this agenda item be sent to the ARFPC for consideration, etc.

NOTES:

1. Submit the recommendation in duplicate (an original and one copy).
2. ACC is used here only for an example of the sample format. Number the items consecutively, by appropriate command. Page 2 and subsequent pages should have the same headings as the first page: council identification and number, date of council meeting, agenda item number, and meeting number.
3. Leave blank.
4. Wording of the recommendation must be approved by the council.

ATTACHMENT 5 (ADDED-AFRC)

SAMPLE STAFFING SHEET FOR AFRAB ISSUES

AFRAB Agenda Item #00-01

DATE OPENED: (date first received from the initiator)

INITIATED BY: (can be anonymous)

CATEGORY/SUBJECT: (major function - benefits, awards, etc.)

RECOMMENDATION: (member's input)

BACKGROUND: (member's input)

DISCUSSION: (member's input)

HQ AFRC/ARPC/(ofc sym) STAFF DISCUSSION/RECOMMENDATION: (This is to be filled out by each office having functional, policy, or administrative responsibility for the subject area. Address all aspects of the issue raised or implied by the reservist to include additional relevant information known by you, and explain and attach excerpts of any directives/laws/ computer printouts/spreadsheets/charts you reference. The last sentence should be your recommendation with the reason supporting it and list all follow-on actions which would be required should the idea be approved. NOTE: Rejecting an idea because the directives or law does not allow it is not a good reason. Make your recommendation based on the merits of the reservist's idea)

HQ AFRC/ARPC/(ofc sym) STAFF OFFICER: (The supervisor or management specialist who owns the process or has functional or policy responsibility for the referenced process. Provide name, HQ identification/office symbol, and phone number.)

FOLLOW-ON ACTIONS REQUIRED IF IMPLEMENTED:

AFRAB STEERING COMMITTEE POSITION:

AFRC/ARPC (ofc sym) AFTER ACTIONS DISCUSSION: (if needed)

AFRC/ARPC (ofc sym) STAFF OFFICER: (if needed)

AIR FORCE RESERVE ADVISORY BOARD DECISION/RECOMMENDATION: (If the AFRAB has full authority over the proposed action, use "DECISION;" if the issue will go to a higher forum, use "RECOMMENDATION.")

ATTACHMENT 6 (ADDED-AFRC)

SAMPLE BOARD REPORT

A cover should be provided showing the AFRAB logo, the words "Final Report," and the date and place of the meeting.

The second page should be a cover letter signed by the AFRAB Chair, forwarding the report to HQ USAF/RE and SAF/MIR. This letter should state that the report is submitted for consideration under the provisions of AFI 36-2617, and that items recommended for submission to the ARFPC be processed for an Air Staff position prior to submitting them to the ARFPC.

Subsequent pages should be:

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B. Welcome and Agenda Presentation

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D. Dates of Next Meeting

**VI. SUMMARY OF AGENDA ITEMS/
BOARD RECOMMENDATIONS**

VII. AGENDA ITEMS

**REPORT OF THE MEETING OF THE
AIR FORCE RESERVE ADVISORY BOARD**

(DATE)

I. AUTHORITY. The Air Force Reserve Advisory Board is constituted and convenes according to with Air Force Instruction 36-2617, 28 July 1994, Air Reserve Forces Policy Committee and Major Command Air Reserve Force Policy and Advisory Councils.

II. PURPOSE. To assist the Chief of the Air Force Reserve in identifying and recommending solutions to problem areas associated with all Air Force Reserve elements and personnel. The board also recommends the administrative resolution to problems of a non-policy nature.

III. LOCATION. The meeting was held at

IV. ATTENDANCE.

A. The following board members were present:

(Chairperson)

(Vice-Chairperson)

(Unit, IMA, AGR, ART and non-participating representatives)

B. The following nonvoting persons gave support:

(Resident Secretary)

(Coordinator, if there is one)

V. PROCEEDINGS.

- A. Call to Order
- B. Welcome
- C. Introduction of New Members
- D. Dates of Next Meeting

VI. ACTION.

A. Steering Committee:

The Steering Committee of the AFRAB met at (place and date). (Number) agenda items were reviewed. Of these, 19 were forwarded to the AFRAB for consideration and (number) were returned to initiators without action.

B. Board Meeting:

The AFRAB met at (place and date). (Number) agenda items were reviewed. Of these, (number) were forwarded to HQ USAF/RE for consideration and approval. (Number) items were returned to initiators without action. (Number) items are being researched further.

**SUMMARY OF BOARD ACTIONS--
AIR FORCE RESERVE ADVISORY BOARD**

ITEM NO

AFRAB 00-01 (CATEGORY/SUBJECT)

RECOMMENDATION: (Brief statement of the initiator's recommendation)

AFRAB RECOMMENDATION: (Briefly state what the AFRAB recommendation was (forward/implement/return, etc.)

AFRAB 00-02 (etc.)

AFRAB AGENDA ITEM 00-01

(Attach all fully staffed and considered items the AFRAB has acted on. Each item should start a new page. Attach all backup documents, attachments, and laws.)