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AIR RESERVE PERSONNEL CENTER

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This mission directive prescribes the mission, organization, and functions for Headquarters Air Reserve Personnel Center (ARPC). It relieves the Air Reserve Personnel Center (ARPC) from its current assignment to the United States Air Force (USAF) as a field operating agency (FOA) and assigns ARPC to the Air Force Reserve Command (AFRC) as a major command direct reporting unit (MAJCOM DRU) effective 15 September 1997. It ensures the nation has a warrior bank of mission-ready Air Guardsmen and Reservists for mobilization by providing personnel management and service for our customers.

1. Mission. Ensures the nation has a warrior bank of mission-ready Air Guardsmen and Reservists for mobilization by providing personnel management and service for our customers.

1.1. **Wartime/Contingency.** Orders individual reserve personnel, active duty retirees, and retired reserve to active duty, as directed, during contingencies and national emergencies and as otherwise provided by law. Operates the HQ ARPC Personnel Readiness Center (PRC) 24 hours around the clock during emergencies or contingencies. Focal point for receiving and reviewing levy transactions resulting in mobilization of the Pretrained Individual Manpower (PIM) or call-up of Individual Mobilization Augmentees (IMA). Tracks and reports to higher headquarters, voluntary and involuntary personnel activation as directed by Joint Chief of Staff (JCS) guidance.

1.2. **Peacetime.** Orders individual (non-unit assigned) reserve members to active duty tours when requested by MAJCOM, FOA, and agencies external to the Air Force. Under the guidance and direction of AFRC/CC, manages the Air Force Individual Ready Reserve (IRR) Muster Program and supports Push-Pull Mobilization Exercises. Implements manpower and personnel policies for managing United States Air Force Reserve (USAFR) personnel programs. With coordination from the Director, Air National Guard (NGB/CF) implements certain personnel policies and programs for managing the Air National Guard (ANG). Provides HQ Air Force (HAF) level services to all IMAs and participating IRRs. At the direction of the Secretary of the Air Force, conducts the Reserve of the Air Force (AF) Officer Central Selection Boards to the grade of captain through lieutenant colonel for the ANG and USAFR and to the grade of colonel for the USAFR only. Conducts the Reserve of the AF position vacancy selection boards to the grade of captain through lieutenant colonel. Conducts the Reserve of

the AF Brigadier General Qualification Board and the Commander's Assignment Board. Accomplishes screening programs for the non-participating IRR, Standby Reserve, Retired Reserve, and Retired Regular members. Processes all retirements for members of the ANG and USAFR.

- 2. Command.** HQ ARPC is a direct reporting unit (DRU) of the Air Force Reserve Command (AFRC).
- 3. Assigned Forces.** In peacetime, HQ ARPC maintains administrative control (ADCON) over all IMAs, IRR, retired reserve, and active duty retirees. HQ ARPC exercises operational control (OPCON) of the centrally managed IMAs (JAG, Chaplain, and Medical). Under full or total mobilization ADCON and OPCON pass to the gaining major air commands for all forces with the exception of the ARPC headquarters staff.
- 4. Relationships to Other Units.** Established command channels apply. Communicates directly with the Air Staff, MAJCOMs, ANG, HQ AFPC, the Office of Air Force Readiness and Joint Matters (AF/DPXJ), and other activities of the Air Force, federal and Department of Defense (DoD) agencies, bases, units, and military personnel flights on matters for which HQ ARPC is responsible.
- 5. Organizational Changes.** [Attachment 1](#) specifically defines ARPC functional responsibilities and relationships to their customers. Deviations to the organizational structure shown in [Attachment 1](#) and [Attachment 2](#) require prior approval of HQ ARPC/CC. Submit changes to HQ AFRC/XPM, according to AFI 38-101, Air Force Organization.

JAMES E. SHERRARD III, Lt General, USAF
Commander

Attachment 1**FUNCTIONAL STATEMENT FOR THE HEADQUARTERS AIR RESERVE
PERSONNEL CENTER (ARPC)**

A1.1. Commander (CC/DP). Exercises command direction for HQ ARPC in fulfilling its mission as directed by the Commander, AFRC. Position is dual-hatted as Director of Personnel (DP) and provides personnel management and ensures service for the ARPC customer.

A1.1.1. Public Affairs (PA). Plans, develops, directs, and implements PA programs supporting the AFRC and Air Force objectives during peacetime and mobilization. Publishes the Reserve Personnel Update, formerly the IMA Update, the Guard and Reserve Fact Sheets, and the Center Scene newsletter. Manages and implements the Air Force Reserve Biography Program for general officers who are mobilization assistants (MAs) to active duty commands.

A1.2. Personnel (DP). Establishes, manages, and directs personnel programs, plans, policies, and procedures pertaining to all assigned personnel in support of the ARPC mission. Fulfills personnel management responsibilities through interpretation of policies and procedures, the translation of Commander's policies and decisions into plans of action, and direction of unique personnel programs, systems, and activities.

A1.2.1. Assignments (DPA). Provides oversight and functions as the office of primary responsibility (OPR) for matters pertaining to assignments, mobilization, readiness, IMA end strength management, career counseling, classification, military training, and ensures personnel readiness of all assigned forces. Executes central assignments and appointments processing. Processes all Reserve officer appointments and active duty recall actions. Processes all enlistments for members entering the IMA program.

A1.2.1.1. Operates the HQ ARPC Personnel Readiness Center (PRC). Serves as the mobilization link to the Air Force Manpower and Personnel Readiness Network. Validates all IMA mobilization requirements and publishes IMA mobilization/demobilization orders. Liaison for IMA Program Managers, IMAs, gaining active duty supervisors on personnel pay related issues. Provides the ARPC/CC management structure for coordinating directorate responsibilities before, during, and after activation/mobilization. Publishes contingency and exercise deployment (CED) orders for all IMAs deployed to support Aerospace Expeditionary Forces (AEFs) and contingency operations. Manages the IRR muster program and supports Push-Pull mobilization exercises. In coordination with AF/DPXJ, tests and evaluates automated systems that support the activation process through mobilization exercises as required by law.

A1.2.1.2. Manages IMA end strength. Processes assignments into the ARC. Provides a full range of career counseling services regarding Reserve assignment opportunities to include how to move between the ANG, unit, non-participating status, Air Reserve Technician (ART), IMA, and the active guard reserve (AGR) programs. Provides information to all AFR members interested in applying for Limited Period or Unlimited Period Recall to Extended Active Duty tours. Manages the Individual Reserve Enlisted Incentive Program, and the Active Duty Sanctuary Program for IMAs. Manages fiscal year (FY) participation requirements for IMAs. Computes, establishes, and verifies pay and service dates for ANG/USAFR members. Processes applications concerning community and personal hardships, key employee status and foreign government employment for ANG/USAFR members.

A1.2.1.3. There are several other processes as follows that are managed or provided to Reserve personnel. Manages all classification and training for IMAs, Participating Individual Ready Reserve (PIRRs), and active duty members assigned to HQ ARPC. Implements the Enlisted Specialty Program, Tuition Assistance for Selected Reserve Montgomery GI Bill (MGIB), the MGBI "Kicker" Program and Defense Alternative Non-traditional Education Support (DANTES), Community College of the Air Force, enlisted and officer professional military education (PME), in-residence and correspondence courses, and in-residence formal technical schools. Awards and upgrades enlisted and officer Air Force Specialty Code (AFCS) classifications. Serves as OPR for the Reserve Officer Association (ROA) Outstanding Officer and Enlisted IMAs of the Year, AFRC Junior Officer Professional Development Seminar, ROA Junior Officer of the Year, AF Twelve Outstanding Airmen of the Year Award and the Reserve Exchange Program to Germany and the United Kingdom.

A1.2.2. Promotion Secretariat (DPB). Ensures Reserve of the Air Force central selection boards are conducted in accordance with Public Law and Secretary of the Air Force (SAF) policies. Determines the eligibility of Reserve of the Air Force officers for promotion consideration by mandatory and position vacancy selection boards. At the direction of the SAF, conducts the Reserve of the AF Officer Selection Boards for promotion to the grade of captain through lieutenant colonel for ANG and USAFR personnel and to the grade of colonel for the USAFR personnel. Prepares the final board report for staffing through the SAF for Presidential approval and the Senate confirmation, as appropriate. Publishes promotion orders for ANG and USAFR officers and promotion/demotion orders for enlisted members other than unit and ANG. Conducts the Air Force Reserve Brigadier General Qualification Board, Commanders' Assignment Board, Continuation Boards, and Selective Early Removal Boards. Processes IMA and PIRR Officer Performance Reports (OPRs) and Enlisted Performance Reports (EPRs). Processes all officer performance and training reports and awards/decorations on ANG and non-extended active duty (non-EAD) Reserve officers. Maintains liaison with HQ AFPC Selection Board Secretariat, AF/REP and AF/DPPF.

A1.2.3. Personnel Programs (DPP). Provides oversight and functions as the OPR for matters pertaining to the Air Reserve Component (ARC) personnel programs relating to retirements, survivor benefit, discharges, separations, and point credit accounting. Approves and disapproves applications for transfer to the Retired Reserve. Verifies service for the ARC to establish retired pay at age 60 and service for members eligible for Voluntary Separation Incentive/Special Separation Benefit (VSI/SSB). Processes all applications for special pay or benefits associated with the Reserve Transition Assistance Program (RTAP). Provides the final authority for AGR retirements and computes Total Active Federal Military Service (TAFMS). Is the final authority and computes the Retired Pay for AGR and non-EAD ARC members. Processes Reserve Component Survivor Benefit Plan (RCSBP) annuity cases for ARC members. Manages the Reserve sanctuary and Enlisted IMA High Year Tenure Programs. Manages the Mandatory Separation Dates (MSD) for IMAs, units, ANG and the IRR. Manages the special actions program and conducts Inactive Status List Reserve Section (ISLRS) screenings. Processes conditional releases for Reserve officers and enlisted members not on EAD or unit assigned. Processes requests for delays, exemptions, and stop-loss waiver requests from IMA and IRR members ordered to active duty during mobilization. Serves as program manager for ARC Point Credit Accounting and Reporting System (PCARS). Audits and adjusts ARC members' records for all paid and non-paid pints. Verifies eligibility and issues the Notification of Eligibility for Retired Pay at Age 60 letter to ANG and USAFR members.

A1.2.4. Customer Assistance (DPS). Provides oversight and functions as the OPR for matters pertaining to the military personnel records, customer service, entitlements, awards and decorations, commander programs, Air Force Board for Correction of Military Records (AFBCMRs) applications, and the Congressional/High Level Inquiries.

A1.2.4.1. Manages customer contacts and service requests using the ARPC Customer Support Center (CSC). Serves as the initial point of contact (POC) for all customer service issues relating to HQ ARPC. Receives and responds to incoming customer issues and refers to the appropriate area or work group if unable to provide answer.

A1.2.4.2. Identifies and verifies eligibility for identification cards for the ANG and Air Force Reserve members. Surveys members of the IRR, Standby Reserve and Retired Regular/Reserve as required by Title 10, United States Code. Acts as POC for ARC entitlements, RCSBP, Service member's Group Life Insurance (SGLI), and Veterans Group Life Insurance (VGLI).

A1.2.4.3. Determines eligibility and issues Commissary Privilege Cards (CPCs) to non-unit members. Prepares statements of service for the Social Security Administration, Public Health Service, Post 1956 retirement payback (Catch 62 members), ANG/USAFR casualties, and for surviving spouses of deceased members. Initiates DD Form 214, Certificate of Release or Discharge from Active Duty, for IMAs and PIRRs. Corrects, re-accomplishes and re-issues DD Forms 214 for all reservists. Computes total active Federal Reserve service used to adjust the service computation date for civilian employees with Reserve service. Verifies service for members applying for VA home loans. Acts as focal point for the Air Force Elements and Program Manager for Selective Service System (SSS) by managing the IMA Reserve Personnel Appropriation (RPA) fund account.

A1.2.4.4. Publishes the Individual Reserve Guide and Program Manager Guide. Manages participation of the Nonaffiliated Reserve Sections (NARS-NC/ND) and PIRR members assigned to the Ready Reinforcement Personnel Section (RRPS). Manages and controls AFBCMRs for the ANG, AF Reserve units, and individual reservists.

A1.3. Financial Management and Comptroller (FM). Provides financial management services and budget support to approximately 15,000 IMA and PIRR serving worldwide. Manages budgets for HQ ARPC operations and maintenance (O&M) and the IMA/IRR Reserve Personnel Appropriation. Budgets and accounts for all IMA and PIRR pay and allowance funds expended using AF Reserve pay and travel budgets. Verifies, obligates, publishes, and distributes, all IMA and PIRR tour orders for RPA annual, special, school, and selected Military Personnel Appropriations (MPA). Manages and administers the government travel card program for all ARPC employees and assigned reservists.

A1.4. Chaplain (HC). Manages all individual Reserve chaplains, chaplain assistants and chaplain candidates. Accounts for recruiting, commissioning, assessing, professional training, and mobilizing Chaplain Service Reserve forces. Manages the individual reserve manday account allocation of RPA and MPA mandays. Determines suitability and eligibility for assignment and appointment to the IMA and reinforcement designee programs. Implements approved plans to mobilize IMA Reserve chaplains and chaplain assistants. Administers annual, special and school tours.

A1.5. Judge Advocate (JA). Manages all judge advocates and paralegals in the IMA, reinforcement designee, and legal intern programs. Develops and implements approved plans to mobilize IMAs, PIRR,

and IRR judge advocates and paralegals. Counsels ANG and AF Reserve members on employment rights and statutory protection during mobilization. Conducts administrative discharge boards. Manages the individual reserve RPA and MPA manday account allocations for judge advocates and paralegal personnel. Conducts the Annual Survey of the Law for The Judge Advocate General's Department Reserve (TJAGDR) judge advocates and paralegals. Advises outside activities on Uniform Code of Military Justice (UCMJ) jurisdiction, court-martial, and non-judicial punishment (Article 15, UCMJ) for Reserve and ANG members. Acts as Labor Counsel in civilian personnel matters.

A1.6. Mission Support (MS). Provides civilian personnel support to the Headquarters and manages all related matters pertaining to these assigned personnel. Performs headquarters squadron section duties required for HQ ARPC assigned military personnel. Furnishes other support services relating to safety, security, maintenance, space management, and vehicle management.

A1.7. Communications and Information (SC). Predicts and provides for the information, communications, and computer systems needs of HQ ARPC and its customers. Manages all computers, network servers, networking services, and the Local Area Network/Wide Area Network (LAN/WAN). Coordinates with DoD and commercial agencies on communications requirements. Manages and operates the toll-free telephone system, including the Telephone Control Officer Program. Initiates purchase and procurement of telephone equipment as well as coordinates line changes and redistribution. Manages and provides Privacy Act and Freedom of Information Act activities, event support, mail, printing management, forms design, publications management, and system records management. Acts as functional manager for all ARPC military Information Managers (3AOX1) AFSCs.

A1.8. Surgeon (SG). Acts as central manager for all individual Reserve medical reservists, and IRR members in the Armed Forces Health Professions Scholarship Program (HPSP) students, deferred residency students and medical personnel. Accounts for recruiting, commissioning, accessing, and professional training of medical IMAs. Determines suitability and eligibility for assignment and appointment to the IMA and reinforcement designee programs. Administers annual, special, and school tours for medical IMAs. Develops and implements approved plans to mobilize IMA or PIRR medical reservists. Executes the individual reserve manday account allocation of RPA and MPA mandays for medical personnel. Manages the Reserve Medical Incentive Programs (Stipend, Bonus, and Loan Repayment). Administers the Armed Forces HPSP and Financial Assistance Programs that provide academic scholarships to officers participating in health care training programs leading to clinical practice on active duty. Coordinates mobilization of IMA or PIRR medical reservists. Oversees physical standard requirements and medical records for over 15,000 IMA and PIRR members.

A1.9. Plans and Programs (XP). Establishes, manages, and directs personnel plans, programs, policies, and procedures that pertain to the ANG, IMAs, participating and non-participating IRRs, and Retired Reserve members. Develops and coordinates with AFRC to develop the command strategic and performance plans. Prepares and publishes Air Force Instructions that pertain to the ANG and members of the AF Reserve. Resolves Reserve personnel policy conflicts that occur between ARPC directorates or other government agencies. Recommends and documents new Reserve legislation or changes to Reserve legislation. Acts as the HQ ARPC focal point for Program Objective Memorandum (POM) submissions. Coordinates with HQ AFRC to translate requirements into programmatic terms, including program elements and required funding. Manages all matters pertaining to manpower, organization, and management engineering functions for IMAs and HQ ARPC assigned personnel. Develops and controls organization struc-

ture and policy. Manages allocations of authorizations (funding) for IMA requirements. Serves as the liaison for HQ AF/RE, MAJCOM/XPMs, MAJCOM IMA program managers, FOAs, DRUs, DoD agencies and unified command program managers in support of their IMA authorizations. Serves as liaison for manpower matters on the reallocation of IMA funding (authorizations). Manages the USAF Innovative Development through Employee Awareness (IDEA) program for HQ ARPC. Conducts cost comparison (A-76) studies and develops manpower standards to increase effectiveness in achieving mission objectives.

Attachment 2

AIR RESERVE PERSONNEL CENTER (ARPC) DENNVER CO

