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Personnel

**AIR MOBILITY COMMAND (AMC) AND AIR
RESERVE COMPONENT (ARC) POLICY AND
ADVISORY COUNCIL**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This regulation prescribes mission, organization, composition, and operating procedures of the AMC and ARC Policy and Advisory Council, referred to here as the "Council." It implements AFD 36-26, *Total Force Development*, outlines procedures for referring AMC and ARC policy matters to the Council, and explains subsequent processing. This instruction applies to Air National Guard (ANG) and Air Reserve Command (AFRC) units.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

Section A—General

1. Authority. AFI 36-2617, Air Reserve Forces Policy Committee and Major Command Air Reserve Forces Policy and Advisory Councils, contains authority for establishing the AMC Council and Steering Committee.

2. Mission :

2.1. The council reviews and comments on policy matters affecting AMC, ANG, and AFRC and makes specific recommendations to the Commander, Air Mobility Command (AMC/CC).

2.2. The steering committee reviews and approves council agenda and, at the request of AMC/CC, comments on any matters that do not require full council meeting.

3. Organizations :

3.1. The council functions under the direction of the Air Force Office of the Deputy Assistant Secretary for Reserve Affairs (SAF/MR).

3.2. The resident secretaries are the Guard and Reserve Advisor's to the Commander, who are the senior statutory tour officers at AMC and have direct access to AMC/CC. The secretaries, who serve as ex-officio (without vote) members of the steering committee and council, are the offices of primary responsibility (OPR) for council operations.

3.3. The 18 AF/CG/CR resident secretaries are senior statutory tour officers and OPR at the NAF for Council operations.

4. Membership :

4.1. Composition. The council consists of personnel in grades equivalent to colonel or above from the following organizations.

4.1.1. AMC: 7 members and 1 alternate assigned to AMC. (six officers, one enlisted).

4.1.2. ANG: 4 members and no alternates. (three officers, one enlisted).

4.1.3. AFRC: 4 members and no alternates. (three officers, one enlisted).

4.1.4. ANG and AFRC members are responsible for designating a replacement if they are unable to attend a council meeting.

4.2. According to AFI 36-2617, enlisted membership on the council is authorized at the option of AMC/CC. However, include such membership in the total number of members authorized for the council.

4.3. AMC members. Membership on the council is by duty position. Personnel occupying the following AMC positions serve as council members and are placed on orders for the duration of their tenure in the position:

4.3.1. Deputy Director, Plans and Programs (AMC/A5).

4.3.2. Deputy Director, Operations (AMC/A3).

4.3.3. Deputy Director, Logistics (AMC/A4).

4.3.4. Deputy Director, Personnel (AMC/A1).

4.3.5. One Mobility Wing Commander.

4.3.6. 18 AF/CG or 18 AF/CR.

4.4. AMC Advisory Members. Advisory members will not attend meetings unless notified to do so. Advisory members will be kept apprised of minutes and taskings generated by the Council meeting. The following advisory members (without vote) are placed on orders for the duration of tenure in the position:

4.4.1. Director of Staff (AMC/DS).

4.4.2. Deputy, Inspector General (AMC/IG).

4.4.3. Deputy, Communications (AMC/A6).

4.4.4. Deputy Command Surgeon (AMC/SG)

4.4.5. Deputy, Installations and Mission Support (AMC/A7)

4.4.6. Vice Commander, Tanker Airlift Control Center.

4.5. ANG and AFRC members. AMC/CC appoints ANG and AFRC council members on orders for a term of three years. New appointments are generally made effective as of 1 July each year and staggered so there are always at least two members from each component who have more than one-year continuous council service.

4.6. Chairperson/Vice Chairperson: AMC/CC has designated the MA to AMC/CC and the ANG Assistant to AMC/CC to serve as the Chairman/Vice-Chairman for the duration of their positions. Chairman/Vice-Chairman duties will alternate between the positions. (one year as vice chairperson and one year as chairperson). Council chairperson's are encouraged to attend the meetings of the Air Reserve Forces Policy Committee (ARFPC).

4.7. Steering Committee. The committee consists of a chairperson, vice chairperson, resident secretaries, designated AMC member, plus any additional member the chairperson may appoint.

5. Schedule of Meetings. The council should convene two times each calendar year unless AMC/CC determines other meetings are required.

5.1. SAF/MIR will be notified in advance of the reason a meeting is canceled.

5.2. The steering committee will coordinate issues approximately two weeks before a scheduled council meeting via electronic, teleconference, or as determined by members.

Section B—Responsibilities

6. Responsibilities are defined and are the responsibility of each OPR to be accomplished within time guidelines.

6.1. AMC/CV will provide 18 AF, ANG, and AFRC with specific guidance for soliciting and submitting agenda items. (OPR: AMC/CG/CR).

6.2. AMC/CG/CR will coordinate the steering committee (OPR: AMC/CG/CR).

6.3. AMC/CG/CR will publish agenda and provide copies to council members (OPR: AMC/CG/CR).

6.4. AMC/CG/CR will prepare and publish final report and ensure 18 AF, ANG, and AFRC are advised of the status of their agenda items (OPR: AMC/CG/CR).

Section C—Procedures

7. Meeting and Agenda. At least two months before each council meeting, AMC/CV issues specific guidance to AMC, 18 AF, and AFRC NAF commanders; National Guard Bureau (NGB), Washington DC; HQ, AFRC, Robins AFB, Georgia; and the AMC staff. This notification will include the meeting date and request agenda items.

7.1. Using this directive, AMC/CG/CR will solicit agenda items from active duty and AMC-gained ANG and AFRC units. These units will submit proposed agenda items directly to AMC/CG/CR. AMC/CG/CR will ensure that proposed agenda items are appropriate, adequately staffed, and in accordance with the attached format before presentation to the steering committee. NGB, AFRC, 18 AF, AMC Staff, and AFRC NAFs will submit proposed agenda items to AMC/CG/CR. (See [Attachment 1](#) for format).

7.2. AMC/CG/CR will prepare proposed agenda items for steering committee consideration. The committee will determine item validity, either for council deliberations as policy or for separate handling.

7.3. AMC/CV will send validated agenda items to AMC headquarters OPRs, for coordinated inputs. OPR inputs should be an officially coordinated AMC, NGB, or AFRC position.

7.4. AMC/CG/CR will give the final agenda to all council members at least one week before the next council meeting.

8. Disposition of Recommendations. The council determines disposition of agenda items. Submit recommendations and minority opinions to AMC/CG/CR. The council itself may also submit initiatives to AMC/CC for consideration.

8.1. The chairperson, vice chairperson, AMC member, and resident secretaries will out brief AMC/CC at the conclusion of the council meeting or as soon as possible when the commander is not immediately available.

8.2. Send major policy matters requiring Air Force headquarters action to SAF/MIR for Air Force Reserve Policy Committee consideration.

8.3. Handle policy matters not requiring action by Air Force headquarters in the following manner:

8.3.1. Items Recommended for Implementation. Send to AMC/CV, who will assign them to the appropriate AMC staff OPR for action. The AMC OPR will send both the coordinated AMC and council position to AMC/CC for review and action. The AMC OPR will provide AMC/CG/CR with periodic updates on the status of policy council recommendations.

8.3.2. Items Not Recommended for Implementation: AMC/CG/CR sends disposition of open or closed policy items to NGB, AFRC, AMC, and AFRC NAFs. AMC/CG/CR resident secretaries will ensure originators are advised of disposition.

8.3.3. Policy Items Requiring Other Action. AMC/CG/CR handles these items as directed by the council, provides status reports, and ensures originators are advised of final disposition.

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