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Personnel

**MANAGEMENT OF THE RESERVE
ASSOCIATE PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Provides policy guidance of a continuing nature for all AMC and Reserve personnel involved in the daily management of the Reserve Associate Program. It applies only during peacetime when the Reserve Associate units are in a non-mobilized status. When mobilized, all Reserve Associate personnel are subject to Air Force policies and directives pertaining to the active force. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974, authorized by 5 U.S.C. 1302, 2951, 3301, 3372, 4118, 8347 and Executive Orders 9397, 9830 and 12107. System of records notice OPM/GOVT-1, *General Personnel Records*, applies. This AMC instruction applies to US Air Force Reserve Command (AFRC) units but does not apply to the Air National Guard. It implements AFD 36-26, *Total Force Management*.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This revision updates the overall policy of the Reserve Associate flying squadrons, incorporates changes of office symbols in HQ AMC staff and AFRES to AFRC, incorporates AMCI 36-2602 dated 12 August 1996, and is a general update.

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Chapter 1

GENERAL (A5)

1.1. Purpose. This instruction provides guidance and policy direction of a continuing nature creating a seamless environment to meet the Air Force mission for those AMC and Air Force Reserve Associate personnel involved in the day-to-day management of the AMC Reserve Associate Program. Subsequent references to Air Force Reserve Associate personnel, units, etc., will be referred to as "Reserve Associate personnel, units, etc."

NOTE: Certain Air Force Reserve organic units are collocated with, supported and commanded by Reserve Associate Wing Commanders. Such units as aerial port squadrons, civil engineering squadrons (except Explosive Ordnance Disposal (EOD) Flights), and other similar organizations are not governed by this instruction.

1.2. Background:

1.2.1. The objective of the Air Force Reserve associate program is to provide trained personnel to be the initial and primary source of augmentation of the active forces in any emergency requiring rapid and sustaining expansion of the strategic airlift and air refueling capabilities. Additionally, the Air Force Reserve associate units perform peacetime missions as an adjunct to, or corollary of, training. AMC and AFRC, respectively, must ensure that the active duty host and Air Force Reserve associate units are indoctrinated and trained to achieve this objective.

1.2.2. The Reserve associate units use aircraft, training equipment, aerospace ground equipment, facilities, and spares with the active duty wings. Augmentation by these Reserve Associate units will ensure full utilization of AMC aircraft under full mobilization. The Reserve Associate unit Air Reserve Technician (ART) maintenance complement is authorized manpower to train traditional reservists and to provide aircraft production capability in support of active duty and Reserve flying hour requirements.

1.3. Regulation Revision. The Headquarters AMC/AFRC staff agency listed as the OPR for each chapter will be responsible for maintaining the validity and currency of its respective chapter. Revisions will be processed and published as stated in paragraph 2.6.

1.4. Explanation of Terms:

1.4.1. Reserve Associate Units. Organized Air Force Reserve (AFRC) units collocated with an active AMC wing. The Reserve Associate units use aircraft, equipment, and facilities of the collocated active AMC wing.

1.4.2. Host Wing. Active AMC wing with which the Reserve Associate unit is collocated.

1.4.3. Air Reserve Technician (ART). A full-time AFRC civil service employee assigned to an Associate unit, and a member of the Air Force Reserve with a Reserve assignment on the unit manpower document (UMD) of the Reserve Associate unit. The primary duties of the ART are to maintain a full-time unit management structure, provide support to the peacetime utilization rate, and to train other assigned Reserve personnel, all of which are to ensure unit readiness and productivity. Details of ART duties and requirements are provided in other chapters of this instruction.

1.4.4. Traditional Reservist. Non-ART member of the Air Force Reserve, available for active duty service if mobilized.

1.4.5. Civil Service Employee/Non-ART. For the purpose of this regulation, a civilian employee (non-ART) of the Associate unit who is not a traditional reservist and is not subject to mobilization with the Reserve associate unit.

1.4.6. Operational Control. Those functions of personnel management, discipline, supply, services, training, and work assignments and other matters related to designated objectives and the authoritative direction that are necessary to accomplish an operational mission.

1.4.7. Administrative Control. Direction or exercise of authority over subordinate or other organizations in respect to administrative matters such as personnel management (to include Reserve personnel training and scheduling), discipline, supply, services, and other matters not included in the operational mission of the subordinate or other organizations.

NOTE: Chapter 8 outlines basic policies and procedures applicable to the delegation of responsibilities associated with administrative control.

1.4.8. Availability. A period of time determined by reservists during which they may be absent from their civilian occupation and present for training with the Reserve associate unit. All training activities (including AMC tasked tanker/airlift missions) must be planned to ensure return to home base within the allotted time.

1.4.9. Activation. The process of placing members of the selected reserves on active duty. Activation includes all forms of mobilization and service under the Presidential Selected Reserve Call-up as well as consensual, or voluntary, service under 10 U.S.C. 12301 (formerly 672d), generally referred to as volunteerism. The term nonmobilized is understood to be the opposite of activated; i.e., peacetime duty or training in the form of inactive duty for training, annual tours, additional flying training periods or proficiency training and school tours.

1.5. Concept of Operations:

1.5.1. The Reserve associate concept establishes Reserve units, without unit aircraft or equipment, collocated with active AMC units. These units share aircraft, equipment, vehicles, and other facilities of the active unit. They are composed of traditional reservists, civil service employees, and ARTs. Command and administrative control remain with the Reserve associate unit commander. When mobilized, Reserve associate unit personnel will maintain unit identity and will continue to fully integrate with the active duty mission effort. When activated under less than full mobilization, administrative control will remain with the Reserve associate squadron, while operational control passes to the active duty commander. Under full mobilization, Reserve associate forces will be placed under operational and administrative control of the active duty Air Force. Reserve associate personnel will occupy positions according to their proficiency and/or capability within functional areas.

1.5.2. The Reserve associate aircrews and EOD teams will be qualified IAW USAF and AMC standards. When Reserve associate crew members are used on an individual basis, each will be assigned crew duties commensurate with his/her qualifications, including pilot-in-command of a crew containing active personnel.

1.5.3. Active Duty for Training (ADT) and Inactive Duty for Training (IDT) will be accomplished IAW AFMAN 36-8001, *Reserve Personnel Participation and Training Procedures*.

1.6. Command Relationships:

1.6.1. The Commander, AFRC, commands all Reserve associate organizations and is responsible for the operational readiness of the Reserve associate units and for ensuring that the training of these units conforms to the established AMC training standards. AFRC is also responsible for administrative, personnel, logistical, and budgetary support as defined in DoDI 4000.19, *Interservice and Intergovernmental Support*, AFI 25-201, *Support Agreements Procedures*, AFMD 11, *Air Force Reserve*, and AFI 10-301, *Responsibilities of Air Reserve Component (ARC) Forces* (formerly AFR 45-1).

1.6.2. Command, discipline, and administrative control of Reserve associate personnel rest with the AFRC command channel.

1.6.3. The Reserve associate unit commanders are responsible for attaining and maintaining operational readiness to include scheduling and coordinating training requirements.

1.6.4. Members of a Reserve associate unit on Active Duty Training (ADT) are subject to the Uniform Code of Military Justice (UCMJ). Jurisdiction for military justice and administrative actions rests, primarily, with AFRC.

1.6.5. Upon activation, command of personnel assigned to the AMC-gained Reserve associate units transfers to AMC/CC. Administrative control remains with the Reserve associate unit Commander.

1.7. Channels of Communication:

1.7.1. Members of Reserve associate units will communicate with counterpart members of the host unit. Correspondence related specifically to Reserve associate policy matters will be routed through the AFRC chain of command. Units will send copies of correspondence to their AFRC and AMC echelons, as appropriate.

1.7.2. Direct communication between AMC and AFRC intermediate commands is authorized and encouraged.

1.7.3. HQ AMC/A5 and HQ AFRC/XP are the OPRs for all Reserve associate matters.

1.7.4. In order for Reserve associate and active units to develop better partnership, working-level meetings will be conducted at Reserve Associate unit bases on a monthly basis. Such meetings will enhance communications between the AMC and AFRC units. Units will forward minutes and topics requiring resolution at a higher level to the next level of command.

1.8. Responsibilities:

1.8.1. AFRC will:

1.8.1.1. Establish, organize, and administer all Reserve associate units.

1.8.1.2. Recruit and qualify Reserve personnel for the Reserve associate units, and ensure Reserve associate units are in a state of readiness to effectively support the AMC mission when activated.

1.8.1.3. Provide personnel, budgetary, logistical, administrative vehicle, and administrative support to the Reserve associate unit for mission accomplishment.

1.8.1.4. Provide the alteration, rehabilitation, and/or minor construction funds necessary to make existing facilities usable for assigned units. It also will provide funds for new construction when

existing facilities are not adequate and/or available to support assigned units. Construction of joint use facilities may be jointly funded.

1.8.1.5. Authorize and fund school tours and special tour man-days required for reservists to attend required training programs.

1.8.2. AMC will:

1.8.2.1. In conjunction with HQ AFRC, evaluate the readiness of Reserve associate units to effectively support the AMC mission when activated.

1.8.2.2. Monitor and assist in solving problems related to support agreements.

1.8.2.3. Control student assignments to the AMC transition training unit (TTU), coordinate with HQ AFRC/DOT those flying training quotas for the Reserve associate units, and assure the availability of training resources of AETC IAW USAF Program Technical Training Part I, Addendum A, paragraph E9, Mission Directive Field Training Activities.

1.8.2.4. Provide AMC wings the support required to ensure that Reserve associate units possess the capability to train personnel to an operational status that meets AMC mission objectives.

1.8.2.5. Coordinate with HQ AFRC during the developmental stage and prior to publication all AMC directives and regulations applicable to Reserve Associate units during non-mobilized status.

1.8.2.6. Reimburse overtime expended by ARTs or AFRC civilians on AMC missions/tasking, except as noted in paragraph [3.4.1.3.3.1.1](#).

1.8.3. Commanders of 4 AF, 18 AF, and 22 AF will:

1.8.3.1. Monitor the operational readiness training of the respective Reserve associate units to ensure that total wartime capability is attained and maintained.

1.8.3.2. Provide guidance, advice, and assistance to the Reserve associate units to solve specific problems involving operational readiness.

1.8.4. Commanders of AFRC Numbered Air Forces will:

1.8.4.1. Carry out the policies of the AFRC/CC that are applicable to Reserve associate units.

1.8.4.2. Advise and assist their respective Reserve associate units in the conduct of operations and training to achieve and maintain the highest possible state of operational readiness.

1.8.4.3. Coordinate with respective AMC intermediate gaining commands to assure application of this and other publications.

1.8.5. Commanders of active duty host wings will:

1.8.5.1. Provide aircraft, aerospace ground equipment, simulator, ground training facilities, life support and supplies, as required, to support the training of the Reserve associate units.

1.8.5.2. Provide command/administrative office space for the Reserve associate units. When facilities are not available, coordinate with HQ AFRC to construct AFRC funded facilities.

1.8.5.3. Maintain the Reserve associate unit individual flight records at the consolidated wing flying records section.

- 1.8.5.4. Establish safety programs, standards, and objectives as outlined in AFI 91-202, *The US Air Force Mishap Prevention Program*.
- 1.8.5.5. Negotiate, conclude, and review support agreements with Reserve associate units, as required, IAW AFI 25-201.
- 1.8.5.6. Support, advise, and assist the Reserve associate units in the conduct of training (including UTA weekends) to ensure the highest possible state of operational readiness.
- 1.8.5.7. Coordinate with AETC to ensure that Reserve associate unit training requirements are identified and the training is accomplished with the same priority consideration as active duty requirements.
- 1.8.5.8. Provide access to automated information systems, computer networks, and management systems required to perform the Reserve Associate mission. Ensure Reserve Associate supervisory personnel are included in contract negotiations with employee unions.
- 1.8.5.9. Coordinate in the development of mobilization support plans to ensure adequate logistical and administrative support in the event of activation of Reserve associate units. Ensure support requirements are identified in Base Support Plans and Support Agreements with the affiliated active wing supplier and the tenant (associate) receiving unit.
- 1.8.5.10. Provide for billeting of Reserve associate unit officers and airmen during UTA/AT periods. Contract billeting may be provided for Reserve associate unit personnel who cannot be accommodated on base. Reserve associate unit commanders will budget for contract billeting funds through Headquarters AFRC.
- 1.8.5.11. Provide food service for Reserve associate personnel as specified in the support agreement.
- 1.8.5.12. Provide mobility and logistical planning support through the host Wing Plans Flight.
- 1.8.5.13. Ensure support agencies are staffed as required to support primary and alternate UTAs.
- 1.8.6. Reserve associate wing/group commanders' responsibilities include, but are not limited to:
 - 1.8.6.1. Administer, control, and maintain discipline of Reserve associate personnel during non-mobilized status.
 - 1.8.6.2. Prepare UTA schedules for the attendance and training of personnel assigned to the Reserve associate units.
 - 1.8.6.3. Conduct training for the Reserve associate units in accordance with established USAF/AMC/AFRC training standards.
 - 1.8.6.4. Establish specific support requirements with the active wing commander to ensure the Reserve associate unit mission is adequately supported.
 - 1.8.6.5. Contract facility and communication requirements with the active wing commander.
 - 1.8.6.6. Be responsible for implementation and administration of safety programs to conform with AMC and the host wing's safety programs, standards, and objectives.
 - 1.8.6.7. Develop a unit Mobilization Plan to ensure adequate logistical and administrative support in the event of mobilization of Associate units IAW AFI 10-402 (*Mobilization Planning*). Identify

mobilization support required of the affiliated active wing, by the associate unit, in applicable Support Agreements.

1.8.6.8. Designate an ART as supply custodian for each equipment account assigned to the organization. Appointment will be IAW AFMAN 23-110 (*USAF Supply Manual*), volume II, part two, chapter 22. Supply custodian and Associate Decentralized Supply Support (DSS) personnel will receive additional training IAW AFMAN 23-110, *USAF Supply Manual*. This training will be the responsibility of the AMC host chief of supply.

1.8.6.9. Designating an OPR to negotiate and monitor support agreements as prescribed by DoDI 4000.19, as supplemented.

1.8.6.10. Assigning a unit mobility officer and NCO to coordinate unit mobility requirements with the base mobility officer and logistical tasking in various war/contingency plans with the wing plans officer.

1.8.6.11. Ensure support agencies are staffed as required to support primary and alternate UTAs.

1.9. Policy Actions:

1.9.1. AMC host wings and Reserve associate wings will forward to HQ AMC and HQ AFRC, through channels, recommendations for new techniques, procedures, tactics, and doctrines which require administrative and/or logistical action by AFRC.

1.9.2. AMC host wing and Reserve associate unit commanders will be responsible for developing and presenting orientation and indoctrination programs. These programs are to include concept, policies, techniques, operating procedures, working relationships, and other appropriate information to ensure that both active duty and Reserve associate personnel thoroughly understand the Air Force Reserve associate program. All personnel must participate in the orientation to the Air Force Reserve associate program or the AMC host wing.

1.10. Mobilization. Unless otherwise specified, mobilization of Air Force Reserve associate personnel, as required for AMC mission accomplishment, will be in accordance with AFI 10-402.

Chapter 2

INFORMATION MANAGEMENT (IM)

2.1. General:

2.1.1. The Chief, Base Support Flight, of the active duty host organization will advise and assist the Reserve associate commander in administrative matters and provide maximum support to the organization mission through effective information management.

2.1.2. The Chief of Information Management of the Associate unit will advise and assist the Associate commander in administrative matters and provide maximum support to the organization mission through effective information management.

2.2. Organization. Information management will be structured as required by AFI 38-101, *Air Force Organization*, and pertinent unit manpower document furnished by HQ AFRC/XPM.

2.3. Support Policy:

2.3.1. The Chief of Information Management of the Reserve associate unit will provide staff guidance, assistance, and surveillance over lower echelons in areas of administrative matters and maintain a cooperative working relationship to ensure effective information management throughout the organization.

2.3.2. The host active duty organization will ensure that definitive support agreements are negotiated as required to provide information management support (records management, administrative communications, publications and forms distribution (PDO), copier management, printing management, and administrative systems) to meet Reserve associate unit mission objectives.

2.4. Training. The host active duty organization will provide direct support to the Reserve associate unit to maintain an effective training and orientation program for civilians and assigned reservists during periods of active duty. The program will provide records technician and customer account representative training, and copier management orientation. The host will, upon request of the Reserve associate, provide postal operations training to reservists with assigned UTC LWDB tasking.

2.5. Publications:

2.5.1. AMC Publications:

2.5.1.1. Training and operations publications (premobilization), as determined applicable by HQ AMC/AFRC, will be included in AFRC Index 2, *Numerical Index of Applicable Gaining Command Publications* (see AFI 10-301).

2.5.1.2. Unclassified AMC publications will be maintained and distributed by the host base publishing distribution office.

2.5.1.3. The distribution of classified AMC publications is determined by the originating staff agency at Headquarters AMC. Request additional copies through command channels from the Headquarters AMC OPR.

2.5.1.4. Logistics operating instructions published under the provisions of this regulation are applicable to Reserve associate units before mobilization and will not be listed in the AFRC publications index.

2.5.2. AFRC Publications. AFRC publications will be applicable to Reserve associate personnel unless otherwise indicated.

2.6. Revisions. Chapter OPRs will coordinate recommended revisions/changes with their HQ AMC/AFRC counterpart. After concurrence, OPRs will proceed as follows:

2.6.1. In Headquarters AMC, chapter OPRs will prepare an AF Form 673, **Request to Issue Publication**, obtain directorate coordination in Section II, and forward Headquarters AFRC OPR coordination to HQ AMC/A5R. HQ AMC/A5R will complete the package and send to HQ AMC/IMP. After publication, the document will be listed in the AFRC Index 2.

2.6.2. HQ AMC/SCMV will supply all necessary information required to authenticate and distribute the publication. HQ AMC/SCMV will edit the draft and process for publication.

Chapter 3

FINANCIAL MANAGEMENT AND COMPTROLLER (A8)

3.1. General. Responsibilities of financial management and comptroller organizations are specified in AMCI65-101 (*AMC Headquarters Financial Management Procedures*) and other governing regulations. This chapter explains comptroller responsibilities of the active force and of the Reserve force as they relate to the Reserve Associate Program.

3.2. Objectives. The financial management and comptroller position for this program is based on requirements established by Public Law and the directives of OSD and USAF for compliance with the law. Objectives in the financial management and comptroller area are delineation of funding responsibilities and identification of required financial management and comptroller support.

3.2.1. The first objective, delineation of funding responsibility, has two aspects. In the first, the Reserve associate unit is under command of AFRC which is hosted by an AMC base. The parent organization funds those expenses which are directly related to AFRC. Host operations and maintenance (O&M) funds will be used to support AFRC tenant units consistent with the funding policy contained in chapter 15 of AFI 65-601, volume 1, *Budget Guidance and Procedures*. Therefore, AMC finances all expenses which result from support provided by the Reserve associate unit.

3.2.2. The second objective, identification of required financial management and comptroller support, is discussed in subsequent paragraphs.

3.3. Training. AMC wing financial management and comptrollers will ensure that training is given as required by AFI 10-301 and AMCI 36-2604 (*AMC Advisors to the Air Reserve Components* (forthcoming)).

3.4. Budget. AMC financial management and comptrollers will ensure that the requirements of the Reserve associate units which are the financial responsibility of the active force are budgeted and funded on an equitable basis. The Reserve associate unit has a civilian employee who performs the budget function for the AFRC area of responsibility. Fund source for expenses arising from the Reserve associate unit concept will be as follows:

3.4.1. Pay of Personnel:

3.4.1.1. Reserve Personnel Appropriation (RPA) provides funds for pay, allowances, uniform clothing, subsistence, etc., of Reserve Associate members. Pay and allowances are charged to this appropriation for all inactive duty training periods and annual tours, special tours of active duty for training using RPA man-days, and tours to attend TTU training courses or courses under the Air Force Training Program. Detailed guidance is provided in AFMAN 36-8001; AFM 177-373, volume 3, *Air Reserve Forces Pay and Allowances System (ARPAS)*; and the DoD Military Pay and Allowances Entitlement Manual. Reserve associate members cannot qualify for pay for more than two periods of inactive duty training during a single calendar day. For AFTPs, a flight must be made during each AFTP.

3.4.1.2. Military personnel appropriation (MPA), Air Force, funds the pay and allowances of Associate members who are ordered to special tours of active duty using MPA mandays (these are tours other than for training, even one day). Use of this appropriation is controlled by Headquar-

ters USAF through allocation of active duty man-days and the "Reserve Personnel Report of Special Tours of Active Duty Chargeable to Military Personnel Appropriation," RCS: HAF-MPP(M)7115, both of which are the responsibility of HQ AMC/A1. Charges to this appropriation include flying pay, subsistence, etc., applicable to the period of active duty.

3.4.1.3. Pay and benefits of Air Reserve Technicians (ART), including minimal ART overtime at the discretion of the Associate unit commander, regularly scheduled ART holiday work, and other civilian employees of the Reserve associate unit are funded by AFRC. Funding of overtime, holiday work, and TDY include the following considerations:

3.4.1.3.1. Approval of the senior ART. With discretion, the senior ART may further delegate this authority to the executive officer and/or the highest grade civilian employee (ART or non-ART) in the O&M function.

3.4.1.3.2. Availability of funds.

3.4.1.3.3. Compliance with funding policy of AFRC and AMC.

3.4.1.3.3.1. Policy. AMC will reimburse AFRC for overtime and holiday work under the following circumstances:

3.4.1.3.3.1.1. Overtime Work/Pay. This is defined as maintenance overtime performed by AFRC ARTs specifically in support of AMC aircraft when requested by the AMC host logistics group commander. Overtime performed by AFRC ART personnel for those aircraft maintenance activities which benefit AFRC will continue to be funded by AFRC on a nonreimbursable basis, for example, overtime associated with Reserve associate training activities, joint operational readiness inspections, etc. AMC reimbursable overtime should not be used in lieu of available MPA man-days. All overtime payment to ART personnel, other than those assigned to aircraft maintenance functions, will continue to be the funding responsibility of AFRC. **EXCEPTION:** Host unit will recompense for all overtime as a result of duty performed by civilian/ART employees in direct support of the Host Wing/Group. Request can be made by other than host Logistics Group Commander if work falls outside the logistics arena. Requester must be authorized by the host commander.

3.4.1.3.3.1.2. Holiday Work/Pay. When the previously planned personnel work schedule for a holiday is inadequate due to some unexpected workload and additional ARTs are required to work the holiday, the holiday pay for these additional ARTs will be funded by AMC.

NOTE: This will not include the ARTs who were scheduled to work the holiday as part of a reduced or normal work force within their scheduled work week. AFRC ART personnel are an integral part of the maintenance work force and therefore must be considered when scheduling the work force for legal holidays.

3.4.1.3.3.2. Procedure. When Reserve associate personnel work overtime or on holidays in support of AMC missions as outlined in [3.4.1.3.](#), the following procedures will be used:

3.4.1.3.3.2.1. Host designated representative (applicable group commander or designated representative) AMC is the requester and initiates the action.

3.4.1.3.3.2.2. Justification on AF IMT 428, **Request for Overtime, Holiday Premium Pay, and Compensatory Time**, explains the need for overtime or holiday pay and indicates the responsibility center/cost center (RC/CC) or the AMC unit to be charged.

3.4.1.3.3.2.3. The senior ART or designated personnel (restricted to those listed in paragraph **3.4.1.3.1.**) is the approving authority.

3.4.1.3.3.2.4. Financial Service Office certifies the AFRC fund availability.

3.4.1.3.3.2.5. For AFRC budget preparation, AMC activities will assist the AFRC Associate budget officer in estimating the amount of reimbursable premium pay for overtime or holiday work planned.

3.4.1.3.3.2.6. AFRC will budget reimbursable AFRC O&M funds to support the indicated AMC workload in sales code 49 (TWCF).

3.4.1.3.3.2.7. AMC bases will provide TDY funding for Associate Reserve personnel on MPA mandates. These funds will be included in the base budget submission to HQ AMC.

3.4.2. Quarters. Where on-base facilities are available, the AMC host base will make such facilities available to the Associate unit. Contract billeting may be provided for Reserve associate unit personnel who cannot be accommodated on base.

3.4.3. Travel:

3.4.3.1. Travel pay between home and duty station is not authorized for Associate personnel performing inactive duty training according to Joint Federal Travel Regulations (JFTR), paragraph U7150C.2.

3.4.3.2. Entitlement to travel pay between home and duty station for Reserve associate personnel who are on active duty for training, or annual training duty, is explained in JFTR, paragraph U7150A. When authorized, this expense is chargeable to RPA.

3.4.3.3. Reserve associate personnel who are ordered to active duty and receive pay from MPA as outlined in paragraph **3.4.1.2.** will be funded by AMC for travel pay, when authorized, for travel from home to duty station and return.

3.4.3.4. Reserve associate personnel who perform Reserve training at a location other than the home station of their Reserve associate unit are entitled to travel pay regardless of whether they are on inactive duty training status, active duty for training (including annual training duty), or on a short tour of active duty. RPA is used for TDY expenses of unit personnel attending TTU training courses, or for personnel directed to attend courses under the Air Force Training Program. AFRC funds the TDY expenses for unit personnel performing staff visits, attending conferences in connection with Air Force Reserve matters, and for crew personnel performing training flights. AMC funds, from the TWCF, crew TDY for Associate personnel who perform TWCF missions as basic or augmented crew members (see AMCR 55-1, *Tanker/Airlift Operations* (AMCI 11-201)). This includes cost of returning Reserve associate personnel crew members to unit of assignment when unexpected delays would cause their normal return to be extended beyond the tour termination date. TWCF also funds the TDY of Reserve associate unit maintenance personnel who may be required to perform emergency service on TWCF aircraft away from home station.

3.4.4. Facilities. Construction, initial alteration, or rehabilitation of facilities for sole use of the Reserve associate unit are funded by AFRC. If rehabilitation can be done in-house for the Reserve associate unit, the cost, if \$2,000 or less, is charged to AMC appropriated funds together with the O&M costs of the sole use facility; if more than \$2,000, the cost is charged to AFRC.

3.4.5. Supplies and Equipment:

3.4.5.1. AFRC funds all administrative supplies and equipment requisitioned by Reserve associate units, items issued to the Reserve associate unit for training purposes, and equipment management office (EMO)-controlled expense equipment, including personal equipment and hand tools.

3.4.5.2. AMC funds the expenses resulting from operation, maintenance, and support of TWCF aircraft.

3.4.6. Utilities. AMC host wing will give the same utilities support as furnished to every other Air Force tenant funded by AMC O&M appropriation.

3.4.7. Communications. Common user services will be funded by AMC appropriated funds. Long distance tolls and communications systems peculiar to AFRC are funded by AFRC.

3.4.8. Rental of Equipment. Rental charge of equipment which is supplemental to equipment on AMC host equipment authorization inventory data (EAID), supporting the AMC mission, and has a unit purchase price in excess of \$15,000, is funded by AMC appropriation. Rental charge for equipment, which is supplemental to AFRC EAID, supporting the AFRC mission, and has a unit purchase price of \$15,000 or less, is AFRC-funded.

3.4.9. Vehicle Rentals. If a vehicle is rented to supplement AMC vehicle authorization, AMC funds are cited. Headquarters AFRC has funding responsibility for rental of vehicles supplementing AFRC vehicle authorization.

3.4.10. Contract Maintenance of Equipment. Funding for maintenance of equipment performed by contract will be IAW the provisions of AFI 65-601, volume I; AFR 170-24, *Airlift Service, Air Force Industrial* (DoDR 7000-14V11); and AFI 25-201.

3.4.11. Host Support. AMC is responsible for providing the following support on a non reimbursable basis:

3.4.11.1. Common base support.

3.4.11.2. Data automation support required by the Reserve associate unit.

3.4.12. At the direction of Commander, Air Force Reserve, AFRC reimburses AMC for the programmed unilateral training portion of the approved Reserve Associate flying hour program. Billing is prepared by DFAS, Omaha OPLOC each month and is based on one-twelfth of the above hours multiplied by the approved hourly training rates found in the *US Government and non-Government Airlift Rates*.

3.5. Financial Services Office:

3.5.1. The AMC base-level financial services office will provide the same support as is furnished every tenant.

3.5.2. AMC reimbursement for ART holiday work will be recorded in the TWCF records as overtime. When computing reimbursement for ART overtime, the DFAS OPLOC civilian payroll section

matches the actual overtime hours worked by ART personnel with the approved AF IMT 428 and, at the end of each payroll period, manually tabulates the amounts by RC/CC to be reimbursed from AMC to AFRC funds and processes the SF 1080, **Voucher for Transfers Between Appropriations and/or Funds**.

3.6. Mobilization Procedures. Financial management and comptroller procedures will be incorporated in the mobilization plan prepared IAW AFI 10-402. These procedures will be consistent with the provisions of the 17X-series of Air Force directives, AFI 10-402, AFI 10-221, *Contingency and Wartime Deployable Airfield Operations Management*, and AFMAN 10-401, *Operation Plan and Concept Plan Development*.

Chapter 4

OPERATIONS (A3)

4.1. General:

4.1.1. The responsibility for recruiting and training qualified aircrew personnel rests with the Reserve associate unit commander. The responsibility for training is shared by the commander of the host wing (AMC); this support is the only means available to the Reserve associate unit commander for attaining and maintaining operational readiness.

4.1.2. Scheduling of training and AMC tasked tanker/airlift missions for Reserve associate crew members will be done by the Reserve associate unit in coordination with the active wing and subordinate units of both wings. The active wing and TACC will attempt to provide stability to the Reserve associate schedule. When surge/contingency situations require increased flight operations (above the approved program rate for Reserve associate units), such increases, when within the capability of the Reserve associate unit to support, may be supported, provided budgeting and funding is IAW AFI 10-301. Recognizing the Reserve associate flying hour/utilization rate is at a minimum for maintaining operational ready status, any actions which might reduce these hours must have prior coordination with AFRC.

4.1.3. Reserve associate aircrew personnel may be assigned flight duties on an individual basis as a member of a mixed aircrew (part active and part Reserve associate) or constitute a complete aircrew.

4.1.4. Reserve associate aircrew personnel available for weekend/evening training will be scheduled to optimize these periods of availability. Missions/flights will be scheduled to coincide with periods of Reserve associate aircrew availability and will be published accordingly in the wing flying schedule.

4.1.5. Reserve associate unit will determine the number of local training flights/sorties and AMC tasked tanker/airlift /air evac missions necessary to initially train and maintain assigned aircrews in a current and proficient state in order to fulfill the unit's mobilization role. The Reserve associate unit will submit requirements to the host wing in writing on a regular basis.

4.1.6. The TACC is responsible for the effective management of aircrews when under their operational control. An element of that responsibility is the efficient use of Reserve associate aircrew personnel during their periods of availability. There is no guarantee that missions will always be completed at scheduled Mission End Time (MET). Therefore, it is incumbent upon Reserve associate crew members to make available sufficient time to accommodate unavoidable delays in returning to home station. Scheduled Return Time (SRT) will be calculated MET plus 24 hours. SRT(s) for contingencies and missions of unknown duration will be determined by TACC in coordination with HQ AFRC. For stages, crew SRT(s) will be computed using the known ground times at stage locations. Twenty-four hours ground time will be used in those instances where the duration of stage ground times is unknown. SRT will be determined and placed on the flight authorization. The overall objective is to recover aircrews on schedule and provide scheduling stability. Two essential ingredients for this concept are realistic determination of SRT(s) based on mission duration and conscientious management by the TACC to ensure return of aircrews by MET. Except in uncontrollable or unusual circumstances, Reserve associate crew members must be assured that their missions will be completed within the SRT. The Reserve associate aircraft commander will be provided a copy of mission itinerary changes. Delays in return of Reserve associate aircrew personnel beyond their SRT will be coordinated by the TACC and concurred with by the aircrew and the operating Reserve associate unit.

Replacement crew members will be coordinated by TACC. The return of Reserve associate crew members to home station to meet the SRT will be IAW AMCI 11-206, *Mobility Force Management* and AMCI 11-208, *Tanker/Airlift Operation*. If the SRT cannot be met by these provisions, and the Reserve associate aircrew (or members) cannot extend past the SRT, the TACC will verify whether military or contract means of transportation is available. If no such means is available, the TACC will request authority through channels from the Reserve associate unit to return the crew members to home station by the most expeditious means (see [Chapter 3](#) for funding provisions).

4.1.7. Headquarters AFRC will provide the necessary man-days of active duty and inactive duty training periods and additional flying training periods to assure Reserve associate aircrew currency/proficiency. Budgeting and funding support for Reserve associate unit aircrews operating active force aircraft when augmenting the active force beyond the above mentioned prescribed drill periods will be IAW AFI 10-301.

4.1.8. Reserve associate commanders will provide sufficient aircrew coverage to assure the unit's programmed aircraft flying hour allocations are accomplished. The host wing commander will ensure that the Reserve associate unit is given sufficient AMC tasked tanker/airlift/training missions to meet the flying hour allocation, meet training objectives, and maintain aircrew currency.

4.1.9. Insofar as practical, schedule maximum aircrew training in conjunction with airlift of Reserve associate and aeromedical evacuation crew members when such airlift is performed within the flying hours reimbursed by AFRC.

4.2. Readiness. Reserve associate units are responsible for achieving AMC-established training standards IAW AFI 10-301. The commander of the AMC host wing shares this responsibility with the Reserve associate commander inasmuch as total support is the only means available to the Reserve associate unit to attain and maintain operational readiness. Wartime readiness of the active and Reserve associate units is dependent on both the active and Reserve associate operational capability. The day-to-day combat readiness of active and Reserve associate units is measured separately by using the Status of Resources and Training Systems Report (SORTS) as set forth in Joint Pub 1-03.3, *Joint Reporting Structure Status of Resources and Training System (SORTS)*, and AFI 10-201, *Status of Resources and Training System*. These publications are supplemented by AMC and AFRC, and provide the instructions for reporting unit readiness.

4.3. Aircrew Standardization/Evaluation:

4.3.1. Concept. Standard policies and procedures will be used by each Associate unit IAW current Air Force, AMC, and AMCI-series directives, as reviewed and approved by Headquarters AFRC IAW AFI 10-301. The aircrew standardization/evaluation program is directed toward obtaining quality aircrew performance and maintaining unit capability at the highest possible state of readiness.

4.3.2. Reserve Associate Responsibilities. One ART for each crew position, per assigned weapons system, flight examiner qualified, will be assigned the aircrew standardization/evaluation responsibility within each Reserve associate operations group. The ART is normally assigned at the group level, but may be at the squadron level when only one squadron exists. Squadron positions will be assigned as an additional duty. Selection, qualification, and duties will be in accordance with AFI 11-202 Vol 2 and AMC Sup 1, *Aircrew Standardization and Evaluation Program*. The use of a Reserve associate nurse for squadron standardization is authorized in those squadrons assigned a primary medical mission. The ARTs performing additional duties as aircrew standardization/evaluation crew members

within each wing/group/squadron will serve as an advisor to the unit commander for all matters pertaining to aircrew standardization/evaluation.

4.3.3. AMC Responsibilities. AMC will monitor the Reserve associate aircrew standardization/evaluation program to ensure standards of qualification and proficiency are maintained.

4.3.4. Reserve associate wing will have overall responsibility for its standardization/evaluation program. Conduct flight evaluations IAW AFI 11-202 V2/AMC 1. Copies of all correspondence involving aircrew readiness will be sent to the appropriate NAF/DO and AFRC/DOT.

4.3.4.1. Staff Assistance Visits. The host wing aircrew standardization officer will ensure that a staff assistance visit is made upon request of the associate unit. Units will send copies of all correspondence involving aircrew readiness issues to the appropriate NAF/DO and AFRC/DOT.

4.3.5. Aircrew Member Certification Board. The Reserve associate squadron will certify crew members in accordance with AFI 11-202 V2/AMC 1. Final certification for aircraft commanders and flight examiners will be performed by the Reserve Associate Wing/Group commander.

4.3.6. Reporting: Reserve Associate units are responsible for reporting aircrew standardization/evaluation data IAW AFI 11-202 V2/AMC 1.

4.4. Aircrew Training. AFRC/CC will ensure that training is conducted in accordance with those portions of AFI 11-2MDS Volume 1s (e.g., AFI 11-2C-17 Vol 1, *C-17 Aircrew Training*). To avoid duplication and most effectively use existing programs, consolidated training will be done whenever possible.

4.4.1. Formal School. All aircrew members will meet the basic requirements as outlined in applicable AFI 11-MDS Series publications. Initial Qualification training, Mission Qualification and Upgrade Training, and Continuation Training, will be conducted in accordance with these directives.

4.4.2. Annual simulator training for pilots, navigators, and flight engineers will be provided by civilian contracted agencies as provided for by HQ AMC.

4.4.3. AFRC will provide HQ AMC/A11E and HQ AMC/A37TF with the necessary data to establish quotas at AMC formal schools. Data will include requirements for newly activated units and the training of additional aircrews due to attrition from units previously activated.

4.4.3.1. AMC formal school quotas will be controlled and assigned by HQ AMC/A11ET IAW AMCI 36-2204, *AMC Major Command (MAJCOM) Mission Training Program*. All Reserve formal school quotas will be forwarded to HQ AFRC/DOT for distribution to subordinate units.

4.4.3.2. Quotas assigned to Reserve associate units must be filled 30 days prior to scheduled class start date per agreement with AFRC/DOT. If not filled, quotas will be offered to other units.

4.4.4. Incremental training, as specified in AFI 36-2115, *Assignments Within the Reserve Components*, is authorized for Reserve associate unit personnel.

4.4.5. AFRC will make man-days/other resources available to ensure that annual currency requirements other than flying are accomplished.

4.4.6. A consolidated unit training program will be used to the maximum extent to reduce duplication and provide for the most effective use of existing programs, facilities, and equipment.

4.4.7. AFRC/CC is responsible to AMC/CC for the operational readiness and efficiency of the Air Force Reserve Associate Program.

4.4.7.1. AFRC NAF commanders are responsible to AFRC/CC to ensure that units under their command fulfill established readiness objectives.

4.4.7.2. The commanders of the Reserve associate units are responsible for attaining and maintaining operational readiness together with scheduling and conducting the training required to achieve this readiness.

4.4.8. Reporting. Reserve associate units will report aircrew training status IAW AMCI 11-402 (*Operations Systems Management (OSM)*), Report of Aircrew Qualifications, RCS: AMC-A37T(M) 7104. The reports will be combined with those of the active wing prior to submission to higher headquarters.

4.5. Operations:

4.5.1. General. Missions will be assigned to the Reserve associate unit by the host wing IAW AMCI 11-206, *Mobility Force Management*.

4.5.2. Operational procedures:

4.5.2.1. Mission itinerary, aircrew complement, and setup instructions will be contained in the Mission Directive as published in the host flying schedule.

4.5.2.2. Interfly of Reserve associate aircrews/aircrew members will be IAW AMCI 11-206.

4.5.2.3. Aircrew scheduling will be IAW AMCI 11-206.

4.5.2.4. Reserve associate aircrew capability will be coordinated with the host wing well in advance of the operating month for integration into the 30-day schedule.

4.5.2.5. Monthly Reserve associate aircrew capability will be determined by the Reserve associate unit commander.

4.5.2.6. Record and report planned and accomplished training hours IAW AMCI 11-206.

4.5.2.7. When Reserve associate unit training missions are scheduled in support of geographically separated personnel, as authorized in paragraph 1.5.4, they will be assigned a priority high enough to preclude arbitrary cancellation or diversion. The Reserve associate unit will be responsible for aircraft configuration changes required to support aeromedical evacuation training.

4.6. Intelligence:

4.6.1. Purpose. To provide general guidance that establishes and maintains an intelligence capability to support Reserve Associate aircrews and staff, and to train in preparation for the unit's wartime tasking.

4.6.2. Policy:

4.6.2.1. Reserve Associate intelligence divisions (both wing and squadron) will train and function as organic intelligence divisions in support of their respective unit's peacetime and wartime missions.

4.6.2.2. Each wing and squadron will establish an intelligence function based on the intelligence authorizations in its unit manning document (UMD).

4.6.2.2.1. Facilities for each intelligence division will be established at each Reserve Associate unit. A combined wing/squadron intelligence facility may be established.

4.6.2.2.2. Wing intelligence divisions will provide oversight and assistance to subordinate intelligence functions.

Chapter 5

CIVIL ENGINEERING (A70)

5.1. Purpose. This chapter outlines the civil engineering procedures and actions necessary to ensure the availability or programming of adequate facilities to accommodate activation and continuation of Reserve associate units at locations for which AMC has been designated host. This chapter also contains guidance for training, equipping, and managing associate Explosive Ordnance Disposal (EOD) Flights.

5.2. Facility Requirements. AFI 32-1024 (*Standard Facility Requirements*) and AFRC Handbook 32-1001 (*Standard Facility Requirements*) specify facility space requirements to support each Reserve associate unit.

5.3. Responsibilities:

5.3.1. Headquarters (HQ) AMC/A7 will:

5.3.1.1. Provide funding for maintenance and repair of facilities designated for use by associate Reserve units, within the framework of the host active AMC Wing Commander's funding priorities.

5.3.1.2. Consolidate and transmit to HQ AFRC/CE, Commander's Facility Assessment (CFA) data from all Reserve associate tenant units on AMC installations.

5.3.1.3. Validate, in conjunction with HQ AFRC/CE, the amount of administrative space required to support Reserve associate wings and squadrons, in accordance with AFI 32-1024 and AFRC Handbook 32-1001.

5.3.2. Headquarters (HQ) AFRC/CE will:

5.3.2.1. Validate, in conjunction with HQ AMC/A70, the amount of administrative space required to support Reserve associate wings and squadrons in accordance with AFI 32-1024 and AFRC Handbook 32-1001.

5.3.2.2. Program and fund all military construction (MILCON) projects.

5.3.2.3. Provide operations and maintenance (O&M) funding for alteration and minor construction in excess of \$2,000 for facility projects in interim and permanent facilities supporting the Reserve associate mission.

5.3.2.4. Program facility projects in accordance with AFI 32-1021, *Planning and Programming of Facility Construction Projects*, and AFI 32-1032, *Planning and Programming Real Property Maintenance Projects Using Appropriated Funds (APF)*.

5.3.3. The host active Base Civil Engineer will:

5.3.3.1. Help the Reserve associate unit develop administrative space requirements in accordance with AFI 32-1024 and AFRC Handbook 32-1001.

5.3.3.2. Provide permanent or interim administrative space required to support the Reserve associate mission using locally established procedures for space allocation.

5.3.3.3. Perform all maintenance and repair, as required, to support the Reserve associate mission.

5.3.3.4. Submit requests for change in utilization or conversion as required in accordance with provision of AFI 32-9002 (*Use of Real Property Facilities*).

5.3.3.5. Prepare documents for alteration, refurbishment, or minor construction of facilities supporting the Reserve associate mission, in accordance with AFI 32-1021, and AFI 32-1032.

5.3.3.6. Identify sites for new Reserve associate facilities to be constructed through the MILCON program using procedures established within the host active wing and by HQ AMC/A7O.

5.3.3.7. Support HQ AFRC/CE in the development of MILCON projects for new construction in accordance with AFI 32-1021.

5.3.3.8. Identify the base architectural compatibility standards with which all host and tenant facility projects must comply.

5.3.3.9. Collect and accurately record Reserve associate input to the Commander's Facility Assessment and forward an integrated host active wing list to HQ AMC.

5.3.3.10. Ensure that all facility support to Reserve associate units is identified in applicable host-tenant support agreements.

5.3.4. The Reserve associate unit commander will:

5.3.4.1. Identify the amount of administrative space required to support Reserve associate wings and squadrons, in accordance with AFI 32-1024 and AFRC Handbook 32-1001.

5.3.4.2. Submit work order requests to the host base civil engineer for necessary in-house refurbishment to facilities, in accordance with AFI 32-1032. Alteration and minor construction work in excess of \$2,000 will be funded by HQ AFRC.

5.3.4.3. Provide the active host base civil engineer facility evaluations in support of the Commander's Facility Assessment, in accordance with direction provided by the host.

5.3.4.4. Ensure that all facility support is identified in applicable host-tenant support agreements.

5.4. Explosive Ordnance Disposal Flights:

5.4.1. References:

5.4.1.1. AFRD 32-30, *Explosive Ordnance Disposal*

5.4.1.2. AFI 32-3001, *Explosive Ordnance Disposal Program*

5.4.1.3. AMCI 32-3001, *Air Mobility Command Explosive Ordnance Disposal Program*

5.4.2. General:

5.4.2.1. During peacetime associate EOD Flights are under the leadership of the Reserve associate EOD Flight Chief who reports to the reserve CES commanders. Subsequent to mobilization or recall, HQ AFRC will place Reserve associate EOD personnel on active duty to support EOD UTCs listed in the applicable OPlan, OPORD, or other tasking document.

5.4.2.2. Functional supervision, task assignment, and work center qualification and proficiency training are a joint, shared, and coordinated responsibility between the host and Reserve associate work center supervisors, managers, and commanders. Performance reports and other administra-

tive and personnel management functions will be the responsibility of supervisors and commanders within the respective chain of command.

5.4.2.3. Each work center supervisor has full control over all personnel assigned to his/her responsibility, including active and Reserve associates. However, the supervision of traditional reservists present for training remains the responsibility of the senior reservist assigned to that work center.

5.4.3. Reserve CES Commander will:

5.4.3.1. Command and administratively manage the Associate EOD Flight.

5.4.3.2. Ensure the availability of Associate EOD personnel for scheduled training.

5.4.3.3. Evaluate training requirement and plans and coordinate UTA schedules.

5.4.3.4. Requisition necessary individual equipment.

5.4.3.5. Identify and coordinate specific support requirements with the host BCE.

5.4.4. Host BCE will:

5.4.4.1. Provide training and evaluation for associate EOD Flight personnel IAW AMCI 32-2001, *Crash Fire Rescue* (forthcoming) and host training requirements.

5.4.4.2. Schedule and conduct training to coincide with the availability of associate EOD Flight personnel.

5.4.4.3. Conduct EOD training exercises during the Reserve associate EOD Flight UTA or during home station annual tour IAW AMCI 32-3001.

5.4.4.4. Provide command, training, and administrative office space for the Reserve associate EOD Flight IAW AFI 32-1024, AMC BCE Facility Guide, and AFRC Handbook 32-1001.

5.4.4.5. Requisition and maintain the necessary mobility equipment for Reserve associate EOD UTCs IAW AMCI 32-3001.

5.4.4.6. Provide technical data support IAW AMCI 32-3001.

5.4.5. HQ AMC/A700 and HQ AFRC/CEX are jointly responsible for managing and implementing the Reserve associate EOD program.

Chapter 6

MAINTENANCE (A4)

6.1. Purpose. This chapter provides standardized organization and management instructions applicable to and directive on all AMC and AFRC Maintenance Groups and subordinate squadrons which operate together as associated units. These organizations will work together as an integrated, Total Force team operating seamlessly on flight lines, in shops and offices to maintain Air Mobility aircraft, optimize maintenance production, generate aircraft to meet mission tasking, and manage/allocate resources across their respective active/associate wings. When activated, Reserve associate Maintenance Group personnel, even though not mobilized as a unit, will maintain unit identity and will continue to fully integrate into the active duty maintenance production effort. When activated under less than full mobilization, administrative control will remain with the Reserve associate squadron, while operational control passes to the active duty commander. Under full mobilization, Reserve associate forces will be placed under operational and administrative control of the active duty Air Force.

6.2. Organizational Concept. AMC and AFRC Maintenance Groups, with their subordinate squadrons, will be structured as independent, mirrored organizations to the extent possible given authorized manpower and mandated functional responsibilities. AMC and AFRC aircraft maintenance commanders, managers, and supervisors will exercise the full range of command, personnel management, performance review, career development, and administrative support responsibilities for members of their respective units. The work center supervisor, whether active duty, ART, civilian, or traditional reservist, is empowered to assign tasks. AMC and AFRC (ART and traditional reservist) aircraft maintenance personnel will be trained, tasked, and employed as a unified team to meet mission tasking.

6.2.1. Civilian performance appraisals, military performance reports, and other administrative and personnel management functions will be the responsibility of supervisors and commanders within the respective chain of command. Active duty supervisors and commanders will perform these functions for active duty personnel. Similarly, Associate Reserve supervisors and commanders will perform these functions for Associate Reserve personnel.

6.2.2. Reserve associate units will be collocated with active duty units as facilities allow. When facilities do not permit collocation, every effort will be made to ensure long-term planning includes adequate space for this collocation. The intent of this collocation is to facilitate an integrated active duty and Reserve supervisory structure to plan and coordinate the processes necessary to accomplish launch, recovery, and repair of aircraft, while at the same time preserving the Reserve supervisory responsibility for the training of Reserve personnel.

6.2.3. Within the AMC aircraft maintenance complex, work center supervisors and assistant work center supervisors may be ART, active duty, Reserve, or civilian. The establishment and designation of these positions will be by agreement between the AMC and AFRC Maintenance Group Commanders.

6.2.3.1. Each work center supervisor has full functional control over all personnel assigned to his/her area of responsibility, including active and Reserve associate, military and civilian. However, the supervision of traditional reservists present for training remains the responsibility of the senior reservist assigned to that work center, including reservists performing equivalent training. Reserve trainers will be assigned to work the same shift as their assigned trainees.

6.2.3.2. Branch and work center Reserve associate personnel will assume control over assigned reservists during monthly UTAs. However, prior to UTAs, Associate personnel will coordinate with work center supervisors on what maintenance tasks are to be done during the UTA in conjunction with scheduled training. Advanced planning is the key factor to ensure reservists are given meaningful jobs during each UTA. Senior Reserve associate personnel in each work area are ultimately responsible to the work center supervisor for the accomplishment of assigned maintenance tasks.

6.2.4. Reserve squadrons will share production equipment, tools, personnel equipment, bench stocks, and radios. AMC unit commanders will ensure appropriate and equivalent work space, office space, desk space, etc., is available for the use of ART personnel in civilian status performing their daily functional responsibilities within AMC facilities.

6.2.5. Dedicated Crew Chiefs (DCC) will be drawn from a combined pool of AMC and Reserve associate personnel. The exact level of ACC representation and designation will be locally determined based on a proportional ratio of active duty and Reserve associate personnel at the grade and skill levels required to perform these duties.

6.2.6. The flexible participation of traditional reservists throughout the work week and on varying shifts is a highly desired objective. This objective will be achieved by the flexible scheduling of UTAs and the use of annual tours and RPA/MPA man-days.

6.2.7. Daily, weekly, and long-term planning and execution of production and training events is a shared responsibility to be conducted at the lowest possible and practical level. Production and training are joint and shared responsibilities of all supervisors, managers, and commanders, whatever their affiliation, component, or status. Production plans and tasking will be developed and executed on the basis of the mission of the combined parent wings. Wing training, qualification, and proficiency programs will be developed and executed based on the requirements of all personnel (active duty, ART, and traditional reservists).

6.2.8. Active duty, ART, and traditional reservists will be assigned production and training tasks as integrated teams where possible. Selection of personnel for production tasking will be based on supervisors assessments of production and training requirements and individual qualifications. Teams will be assigned immediately after roll call. Teams will not be formed using component affiliation as the sole or primary criterion. Team chiefs will be designated on the basis of rank, qualification, and experience.

6.3. Joint Responsibilities. Each objective listed below is a joint responsibility of the host (AMC) wing Maintenance Group Commander, the Reserve associate Maintenance Group Commander/Senior ART, and their subordinate commanders, managers, and supervisors. These responsibilities will be discharged with the full coordination and cooperation of these senior leaders.

6.3.1. Qualification and proficiency training of all assigned personnel (active duty, traditional reservists, and ARTs) is a joint responsibility of the AMC and AFRC Maintenance Group Commanders and their subordinate commanders. All personnel will be trained to AF standards using host wing equipment and AF/AMC procedures, media, and methods to meet AMC proficiency criteria. Trainees will be formally assigned designated OJT trainers from their own squadrons. They may, however, receive task instruction from any qualified trainer, regardless of component, designated by their supervisor. Training will be IAW applicable Air Force, AMC, and AFRC directives. ART personnel will be

allowed sufficient time to prepare for Reserve training. AMC and associate reserve units will support a unified maintenance qualification and training program (MQTP), to include instructors.

6.3.2. Active duty and Associate Maintenance Group Commanders and their subordinate commanders will organize/allocate aircraft maintenance resources and will manage and control these resources. They will manage aircraft maintenance functions to ensure successful mission (AMC and AFRC, peacetime and wartime) accomplishment. They will also:

6.3.2.1. Define the relationship between the maintenance groups and their subordinate organizations.

6.3.2.2. Review UMDs annually to ensure all personnel are assigned to and working in the exact position authorized.

6.3.2.3. Ensure that when uncommon tours of duty (includes Saturday and Sunday) and/or shift work are required, the level of ART authorizations assigned to these tours/shifts will reflect their proportionate fair share of the individual squadron force. Deviations are permitted during peak workloads, unusual mission requirements, or as agreed upon by the AMC and Reserve Associate Maintenance Group Commanders.

6.3.3. Except as agreed upon by the AMC and Reserve associate Maintenance Group Commanders/Senior ART, key ART officers and squadron superintendents will be assigned to a standard day-shift schedule within their respective functional areas. With the concurrence of Reserve Associate Maintenance Group Commander/Senior ART, AMC unit commanders may temporarily require ART personnel to serve on alternative shifts or in alternative functional areas during periods of increased readiness, surges, peak workloads, etc.

6.3.4. Key AMC and Reserve Associate supervisory personnel will conduct periodic meetings to ensure cross-tell of information, discussion, and resolution of mutual problems.

6.3.5. Duties and responsibilities of 2SOXX ART personnel assigned within A4 will be that of Decentralized Supply Support (DSS) as identified in AMCI 23-101, *Instruction for Decentralized Supply Support*. The designated supervisor within DSS will maintain individual AF Forms 971, **Supervisor's Employee Brief**. The Maintenance Support Squadron commander/senior ART will be the AF IMT 860, **Civilian Performance and Promotion Appraisal - Performance Plan**, reporting official. Authorizations will be placed in FAC 2120C0 and given organizational structure code (OSC) MAMS. Reserve command/control and administrative support remain a responsibility of the Associate Maintenance Group Commander/Senior ART.

6.4. Reserve Associate Maintenance Support Responsibilities. The Reserve Associate Maintenance Group Commander/ Senior ART will ensure that all personnel are familiar with the responsibilities outlined here. All incoming personnel, both active and Reserve Associate, will be briefed on this chapter's contents and the Reserve Associate Program.

6.4.1. Assigning key ART personnel in coordination with host wing functional managers.

6.4.2. Formulating duty schedules for ARTs and reservists in coordination with the host wing maintenance managers.

6.4.2.1. Encourage non-ART reserve members to perform UTA or special tour duty throughout the workweek, including shifts, to increase both the training opportunity for the reserve member and the maintenance production capability of the organization.

6.4.3. Acting as the Reserve associate technical advisor in the preparation and review of maintenance related group operating instructions and base regulations.

6.4.4. Determining upgrade/proficiency training requirements for Reserve associate personnel.

6.4.5. Determining the utilization of all assigned Reserve associate personnel during UTA periods and AT in coordination with the host wing functional managers.

6.4.6. The host wing functional managers are responsible for:

6.4.6.1. Ensuring host wing operating instructions and base supplements are current and include directive guidance for integrating AMC and AFRC personnel during UTAs, ATs, and mobilization of Reserve associate personnel.

6.4.6.2. Ensuring Reserve associate personnel are considered as a resource to augment the AMC Tanker Airlift Control Element (TALCE) during exercise/ORIs when the Reserve associate unit is on UTA, AT, or when individuals volunteer, provided military personnel appropriation (MPA) man-days are used. The gaining MAJCOM DPB is OPR for MPA man-days. The appropriate group resource manager will request man-days from the MAJCOM based on inputs from the work center(s). The Reserve associate unit senior ART maintenance officer will solicit volunteers from assigned Reservists to fill each request. ARTs performing man-days tours must be in appropriate leave status from their civil service positions.

6.4.6.3. Ensuring that each ART has sufficient time to perform Reserve related duties.

6.5. Support. Administrative logistical support for the Reserve associate unit is a Headquarters AFRC responsibility prior to mobilization. Headquarters AMC and the AMC host wing have a vested interest in discharging normal support responsibilities as prescribed by AFI 25-201.

6.5.1. Logistics Plans Division (HQ AMC/A45) and Maintenance Management and Training Division (HQ AMC/A44) responsibilities include, but are not limited to:

6.5.1.1. Reviewing support agreements prepared IAW DoDI 4000.19.

6.5.1.2. Reviewing, with coordination of HQ AFRC/LGX, any other agreements that affect logistic support.

6.5.1.3. Determining maintenance data collection requirements for the Reserve associate maintenance functions in coordination with HQ AMC/A44A.

6.5.2. Chief, Logistics Reserve Affairs (HQ AMC/A4R), will be responsible for coordinating and maintaining currency of this chapter with HQ AFRC/LGQ.

6.5.3. AMC Expeditionary Mobility Task Forces (EMTF) Directors of Logistics (A4) responsibilities include, but are not limited to:

6.5.3.1. Supplementing AMC guidance to active and Reserve associate units on matters contained in this chapter, if required.

6.5.3.2. Establishing contact with the applicable AFRC NAF to coordinate actions which concern AFRC.

6.5.3.3. Furnishing AMC/AFRC and AMC/AFRC NAFs guidance to the active and Reserve associate units regarding functional matters by means of staff assistance visits performed IAW AFI 10-301.

6.5.3.4. AMC in coordination with AFRC will arrange for Reserve associate reserve personnel to perform active duty tours in support of field exercises involving the associated active wing.

6.5.4. Host supply and services responsibilities include, but are not limited to:

6.5.4.1. Providing supplies and non technical mission equipment to the Reserve Associate units by procedures outlined.

6.5.4.2. Referring matters that relate to budgeting and funding for the Reserve associate units to the host base comptroller IAW this instruction, **Chapter 3**.

6.5.4.3. Storing mobility/contingency equipment for Reverse associate units IAW AFMAN 23-110.

6.6. Training:

6.6.1. The Reserve associate Maintenance Group Commander/Senior ART and host wing functional managers jointly will:

6.6.1.1. Ensure that associate members are trained in accordance with applicable Air Force and AMC training directives.

6.6.1.2. Establish and monitor formal training classes as required.

6.6.1.3. Provide orientation on local safety rules and procedures.

6.6.2. Civilian work schedules for ARTs (including uncommon tours of duty, if required) and active duty personnel will be arranged to permit time for training non-ART personnel during UTA, AT, and special tour training periods. To accomplish this, Reserve associate training assignments and schedules will be coordinated between the host wing and the Reserve associate unit.

6.6.3. Incremental training of Reserve associate personnel may be necessary in the event the host is unable to furnish normal support for a large Associate complement.

6.6.4. Responsibility for the different types of training is as follows:

6.6.4.1. Technical training/proficiency development to AMC standards is monitored by the Air Reserve Technicians. AMC proficiency testing/reporting is accomplished by the AMC maintenance training management office.

6.6.4.2. OJT is monitored by the Reserve associate Military Personnel Flight (MPF).

6.6.4.3. Formal schools for Reserve associate unit ARTs are funded by AFRC, monitored by both the Reserve associate unit MPF, and scheduled by the host base MPF. ART and non-ART Reservist training quotas are jointly scheduled by the host wing and Reserve associate unit maintenance training managers using AFRC funds. The Reserve associate unit MPF will obtain formal school training quotas for non-ART Reservists. AFRC approval must be obtained for training funds to include associate TDY, travel, and/or overtime costs as required.

6.6.5. The conduct and supervision of Reserve associate unit maintenance training is the responsibility of the Reserve associate unit.

6.6.6. USAF, AMC, AFRC, contractor, as well as locally developed training media will be used for Reserve associate maintenance technical training. Maximum use will be made of the host unit level learning center. Procedures are listed in MCR 66-4, *Contract Quality Assurance*.

6.6.7. ARTs will be qualified in their technical AFSC to train personnel as set forth in their job description.

6.6.8. Qualified non-ART reservists may be used as instructors during UTA/AT.

6.6.9. Host wing functional managers may direct active duty or civilian personnel to conduct training for Reserve associate personnel when required. This training may be required in functional areas where Reserve associate personnel capabilities do not exist. Prior coordination is required to schedule military/civilian instructors if a workweek change is required.

6.6.10. ART personnel must have sufficient time to prepare for Reserve associate training. However, the preparation time for training by ARTs should be arranged to minimize interference with maintenance tasks. Maintaining a required productivity factor by ARTs assigned to Labor Code 100 is important for the Reserve associate unit to support its mission. Preparation of training material, Reserves associate organizational duties, and other Reserve associate-related work will be deducted from the assigned man-hours, as required. ART personnel assigned to Labor Code 300 will perform these duties on an "as needed" basis and as part of their assigned duties.

6.6.11. The host wing functional managers perform advisory support for the Reserve associate maintenance program IAW AFI 10-301 and AMCR 36-2604.

6.6.12. Reserve associate maintenance personnel will be given required proficiency training. ART personnel will be trained during their civilian workweek and will be enrolled in classes with host personnel.

6.6.13. Support agreements will reflect joint active duty/Reserve associate training concepts and relationships.

6.6.14. Reserve associate personnel will be merged with AMC functional elements for training. The success of the Reserve associate program depends on acknowledgment by all concerned that operationally, all logistic support personnel are trained for the same goal, i.e., increasing wartime flying hour capability. In the functional training function, these other factors will be considered:

6.6.14.1. The host wing will determine its ability to accomplish any training workload generated by absorbing responsibilities prescribed in AMCR 36-2604.

6.6.14.2. The Reserve Associate Maintenance Group Commander/Senior ART is responsible for the conduct of Reserve Associate training during UTA, AT, and individual training periods.

6.6.14.3. Reserve Associate maintenance personnel must qualify in their AFSC and grade IAW current Air Force and AMC regulations and instructions.

Chapter 7

MANPOWER AND ORGANIZATION (A51)

7.1. Purpose. This chapter provides guidance for actions affecting the manpower and organizational status of Associate units.

7.2. References:

- 7.2.1. AFPD 38-2, *Manpower*.
- 7.2.2. AFI 38-101, *Air Force Organization*.
- 7.2.3. AFI 38-201, *Determining Manpower Requirements*.
- 7.2.4. AFM 26-211, *Base Manpower Data System (BMDS): E511/QP, Users Manual*.
- 7.2.5. AFM 26-749, *Command Manpower Data System (CMDS) Users Manual*.
- 7.2.6. AFMAN 10-401, *Operation Plan and Concept Plan Development and Implementation*.
- 7.2.7. AFI 10-402, *Mobilization Planning*.
- 7.2.8. AFMAN 10-403, *Deployment Planning*.
- 7.2.9. MACR 45-2, *Administrative Procedures for Mobilization of the Air Reserve Forces* (to be AMCI 36-2603).

7.3. General:

7.3.1. HQ AMC/A51 is responsible for development of the wartime manpower requirements for Reserve associate units. These requirements are expressed in the gaining command's unit authorization file (UAF) and are based upon USAF and AMC manpower standards and wartime man-hour availability factors.

7.3.2. HQ AFRC/XPM is responsible for developing and justifying Reserve associate manpower requirements needed to support the peacetime management of Reserve associate units. These Reserve associate authorizations will appear in both AFRC and AMC UAFs with a wartime available code appearing in the MNT column in accordance with AFM 26-749, chapter 17, table 17-2. If HQ AMC/A51 determines that peacetime Reserve associate requirements can be used to satisfy wartime requirements, HQ AMC/A51 will adjust the unit's UAF to reflect the wartime commitment by changing the MNT code of the affected positions. HQ AFRC/XPM is responsible for the designation of ART positions.

7.3.3. Procedures for processing manpower authorization change requests originating at base level are:

- 7.3.3.1. Requested changes to Reserve associate authorizations or organizational design which affect wartime manpower requirements. Manpower change requests (MCR) approved by the Reserve associate unit commander, with an annotated copy of the UMD containing the affected position, will be sent to the servicing AMC Wing/MO through the active duty wing commander.

NOTE: The commander of the host AMC unit is responsible for the basic evaluation, justification, and submission of any unit-proposed changes in manpower or organization of the Reserve associate units. The

commander of the active wing and servicing AMC Wing/MO are responsible for evaluating the impact upon wartime manpower requirements. Since these units are designed under the provisions of AFI 38-101, consideration of the effect of the proposed action on like Reserve associate units must be included in the servicing AMC Wing/MO evaluation. AMC Wing/MO will evaluate the requested change and forward it with appropriate comments to HQ AFRC/XPM, through the appropriate AFRC NAF with an information copy to HQ AMC/A51. HQ AFRC/XPM will evaluate each change and forward it to HQ AMC/A51 for final determination of wartime requirements. If approved, HQ AMC/A51 will notify HQ AFRC/XPM that changes are being made to appropriate UMDs. Headquarters AFRC will allocate authorizations if presently included within the budget or as soon as required increases have been programmed and included in the budget.

7.3.3.2. Requested changes in ART authorizations in integrated AMC/AFRC work centers, as described in 7.3.2. above. MCRs approved by the Reserve associate unit commander will be sent to AMC Wing/MO through the Active Duty Host Commander. The servicing AMC Wing/MO will evaluate the requested change and forward it, with recommendations, to HQ AFRC/XPM through the appropriate AFRC NAF with an information copy to HQ AMC/A51. HQ AFRC/XPM will evaluate each change and forward it to HQ AMC/A51 for final determination when wartime requirements are affected. If approved, HQ AMC/A51 will notify HQ AFRC/XP1R that changes are being made to appropriate UMDs.

7.3.3.3. Requested changes to manpower authorizations that support peacetime management of Reserve associate units. Requests will be submitted by the Reserve associate unit commander to HQ AFRC/XPM through the appropriate AFRC NAF. HQ AFRC/XPM will input approved changes into the AFRC UAF as peacetime management requirements. HQ AMC/A51 will periodically review these peacetime requirements to identify those which are capable of satisfying a wartime requirement. When such tasking is possible, HQ AMC/A51 will insert the appropriate wartime MNT codes into their UAF.

7.3.4. Direct communication between the servicing AMC Wing/MO and the appropriate AFRC NAF is authorized.

7.4. Manpower Requirements Development, Documentation, and Reporting. AFRC manpower is authorized on the basis of the gaining command's wartime requirements for the given unit. The Total Force Policy is employed in computing active and Reserve associate requirements for the wartime mission of the unit. The active force component is manned to support the pre-mobilization emergency requirement. The Reserve associate component manpower is based upon the additional requirement to surge from the pre-mobilization emergency situation to the full wartime airlift mission.

7.5. Organization and Mission. The mission of Associate units is prescribed in AMC/AFRC mission directives. Requests for changes in organizational configuration of Associate units approved by the Associate unit commander will be forwarded to the servicing AMC Wing/MO for evaluation through the active duty wing commander. The AMC Wing/MO will forward requests, with recommendations, to HQ AMC/A51 with an information copy to HQ AFRC/XPM through the appropriate AFRC NAF. Requests for changes to the organizational configuration of the peacetime ART and TITLE V civilian UAF Part A will be sent by the senior Reserve associate commander through the appropriate AFRC NAF to HQ AFRC/XPM.

7.6. Mobilization. Detailed mobilization procedures are contained in AFI 10-402; AMCI 36-2603, *Administrative Procedures for Mobilization of the Air Reserve Forces* (forthcoming), and AFM 26-211.

7.6.1. Upon mobilization, AMC Wing/MOs will provide an integrated UMD to units serviced. Until proposed data system changes will permit an integrated UMD to be published prior to mobilization, an interim product available from the servicing AMC Wing/MO should be used for planning. (For Host CM: Request the servicing AMC Wing/MOs, in conjunction with the host base personnel systems manager (PM), run the Direct English Statement Information Retrieval System (DESIRE) program titled "Unit Manpower Document, Civilian, Active, Reserve Authorizations" and provide the output to the appropriate active and Associate wing planners).

7.6.2. AFRC will retain operational and administrative control of reserve coded manpower authorizations established in MAJCOM gained units for reserve support. Reserve coded assets are usually mobilized in-place to aid the mobilization/deployment process of the Reserve associate Wing/Group. In the event that AFRC no longer requires these assets, they will be released upon AFRC approval for utilization by other MAJCOMs.

7.6.3. Operational and administrative control of wartime manpower authorizations in non-associate reserve units within a Reserve Associate Wing/Group will be gained by the applicable MAJCOM. These assets are usually mobilized to fill a wartime commitment/mobility tasking.

Chapter 8

PERSONNEL (A1)

Section 8A—Military Personnel

8.1. References:

- 8.1.1. AFI 10-301, *Responsibilities of Air Reserve Component (ARC) Forces*.
- 8.1.2. AFI 10-402, *Mobilization Planning*.
- 8.1.3. AFI 36-2002, *Regular Air Force and Special Category Accessions*.
- 8.1.4. AFI 36-2101, *Classifying Military Personnel (Officers and Airmen)*.
- 8.1.5. AFI 36-2115, *Assignments Within the Reserve Components*.
- 8.1.6. AFI 36-2201, *Developing, Managing, and Conducting Training*.
- 8.1.7. AFI 36-2402, *Officer Evaluation System*.
- 8.1.8. AFI 36-2504, *Officer Promotions for the Reserve of the Air Force*.
- 8.1.9. AFI 36-2604, *Service Dates and Dates of Rank*.
- 8.1.10. AFI 36-2608, *Military Personnel Records System*.
- 8.1.11. AFI 36-2612, *United States Air Force Reserve (USAFR) Reenlistment and Retention Program*.
- 8.1.12. AFI 36-2623, *Occupational Analysis*.
- 8.1.13. AFI 36-3209, *Separation Procedures for Air National Guard and Air Force Reserve Members*.
- 8.1.14. AFPD 36-80, *Reserve Training and Education*.
- 8.1.15. AFI 51-604, *Appointment to and Assumption of Command*.
- 8.1.16. AFM 30-3, volume I, *The Personnel Data System (PDS), Users Manual*.

8.2. General. The commander of the Reserve associate unit is responsible for peacetime management and control of assigned reservists, as well as for selecting, assigning, promoting, and reassigning all reservists. All personnel administration, with the exception of on-the-job training (OJT), will be done by the Reserve Military Personnel Flight (MPF) assigned to the Reserve associate unit. The host base MPF has no direct responsibility in the peacetime management of reservists nor operation of the Reserve MPF assigned to the Reserve associate unit. However, proper working relationships will be established whereby mutual assistance may be exchanged between functional areas of both MPFs. This should be established by the unit support agreement.

8.3. Non prior Service (NPS) Program. HQ AFRC/RS is responsible for enlisting NPS airmen under the provisions of AFRCR 33-1, *Recruiting and Enlistment Procedures for the United States Air Force Reserve (PA)*, for the Reserve associate units. Applicants will not be enlisted in the 2E, 2P, 42, or 43 career fields unless a technical school training quota is available. NPS quotas will not be given for OJT unless a

request is made in writing to HQ AFRC/RS/A4/DP requesting permission to place an individual on OJT and stating that the host wing has agreed to accomplish this training during the initial active duty tour.

8.4. Administration. Military justice and administrative actions jurisdiction are the responsibility of the Reserve associate unit commander as established in AFI 25-201, chapter 6.

8.5. Separation Processing. Reserve MPF will administer separation processing to NPS airmen assigned to Reserve associate units being released from their initial active duty for training tour.

8.6. Selection of Associate Unit Commanders. HQ AFRC/CC/CV will apprise HQ AMC/CC/CV of officers identified to fill positions as Reserve associate wing and group commanders prior to completion of the assignment action.

8.7. Passports and Visas. The host base relocations office will assist Reserve associate units in processing applications for passports and visas IAW AMCR 34-3 (*Passports and Visas*).

8.8. Mobilization Plan. The Reserve associate Wing/Group will develop a plan IAW AFI 10-402; AFI 10-403; and AFI 10-404, *Base Support Planning*. Copies will be forwarded to applicable MAJCOM/DP/XPP for review and concurrence prior to publication.

8.9. Wearing of Uniforms. Air Reserve Technician (ART) personnel are authorized to wear the military uniform IAW AFI 36-2903, Dress and Personal Appearance of Personnel.

Section 8B—Civilian Personnel

8.10. General. In integrated functions in Associate units, overall personnel management over ARTs is retained by the unit Commander/Senior ART or designee. Because of the dual status of the ART, the AFRC unit commander/senior ART or designee may inform, as he/she determines appropriate, the host commander/designee of significant actions affecting senior level ART employees or positions. Certain key supervisory ART positions must be designated in writing by the unit commander/senior ART to act as the commander's designee.

8.11. Position Classification Involving ART Positions in Integrated Functions. Integrated functions are those functions in the aircraft maintenance activity and, in some units, in the aerial port squadron where the ART works side-by-side with civilian/military employees.

NOTE: HQ AMC/A13 and HQ AFRC/DPC have agreed that HQ AFRC/DPCC will classify all ART officer positions covered by the ART officer Career Program, and all ART enlisted positions regardless of where they are located in the AFRC Associate unit. The classification of ART positions located in integrated functions is determined through application of current OPM, DOD, and Air Force criteria in conjunction with AFRC developed supplemental guidance. The guidance contained in this subsection relative to the classification of ART positions pertains to both ART officer and ART enlisted positions.

8.11.1. Establishment of new positions:

8.11.1.1. HQ AFRC/DPCC will:

8.11.1.1.1. Ensure that new ART supervisory and nonsupervisory positions are authorized and approved on the UMD.

8.11.1.1.2. Review proposed ART position descriptions/core documents and ensure they identify the positions as ART, include the requirement for training of reservists, flying in military aircraft for TDY purposes and identify the Reserve associate unit to which assigned. The incumbent's regular duties are primarily ART duties; however, the incumbent may be assigned some non-ART duties.

8.11.1.1.3. Assign ART 7-digit position number,

8.11.1.2. The servicing Civilian Personnel Flight (CPF) will:

8.11.1.2.1. Obtain the signature of the immediate supervisor on the position description/core document, with the concurrence of the ART commander or designee.

8.11.1.3. Classification appeals of ART positions located in integrated work activities are the responsibility of HQ AFRC/DPCC and will be processed IAW DOD and OPM guidance. The CPF will assist the employee in completing his/her appeal package. The CPF will forward the employee's appeal package to HQ AFRC/DPCC for further processing, and advise the employee of such.

8.11.2. Program Maintenance:

8.11.2.1. Program maintenance for AMC integrated and non-integrated positions will be monitored by HQ AMC/A13.

8.11.2.2. Program maintenance for AFRC integrated and non-integrated positions will be monitored by HQ AFRC/DPC.

8.11.3. Documentation Maintenance:

8.11.3.1. Organizational folders will contain a copy of the position description/core document for each civilian position indicated thereon.

8.11.3.2. A file of manpower authorizations (AMC or AFRC) for integrated supervisory and leader positions.

8.11.3.3. Approved organizational manpower listing will be maintained.

8.11.3.4. HQ AFRC/XPM written approval for establishment of ART crew chief positions.

8.12. Position Classification Involving ART Positions in Non integrated Functions. Establishment of Positions:

8.12.1. ART positions authorized by HQ AFRC/XPMR/DPCC will be established/revised IAW the standardized concept as reflected in AFRCI 36-501, *AFRC Position Management and Classification Program*, or AFRC correspondence.

8.12.2. Classification responsibility for ART positions in non-integrated functions will be retained by AFRC/DPCC along with the attendant responsibility for processing appeals.

8.13. Position Classification Involving Non-ART Positions. Position classification involving non-ART positions will be processed locally IAW current OPM classification criteria or guidance issued by HQ USAF and HQ AMC, and is the responsibility of the servicing CPF.

8.14. Request for Personnel Action (RPA). The unit ART commander or designee, in coordination with the immediate supervisor, initiates the RPA for position/personnel actions.

8.15. Recruitment and Promotion. The filling of ART positions is done through the servicing AMC CPF IAW AFMAN 36-203, Staffing Civilian Positions, AFI 36-802, Pay Setting, DoD Priority Placement Program Operations Manual, AFRCI 36-111, Air Reserve Technician (ART) Officer Career Management Program, AFMAN 36-606, *Air Force Civilian Career Program Management*, Volume 1, Chapter 21, ART Officer Career Management Program (ARTOCMP), and FPM Supplement 930-71 (Internal), Recruitment of Air Reserve Technicians through Competitive Examination (ART Agreement). Certification of external candidates for career/career-conditional competitive service appointments for ART enlisted positions will be obtained from AFRC Special Examining Unit at Robins AFB, Georgia. External "status" candidates may be certified by the servicing CPF or the Air Force Personnel Center (AFPC) for ART enlisted positions. Certification of both internal and external candidates for ART officer positions will be obtained from the ART Officer Career Management Program (AOCMP), HQ AFRC/DPCS, Robins AFB, GA. Promotion of enlisted ART personnel will be IAW the local AMC base merit promotion plan. Promotions, appointments, reassignments, etc., of ART officer personnel will be IAW AFRCI 36-111 and AFMAN 36-606, Volume 1, Chapter 21. In filling nonsupervisory ART positions, whether by promotion or other methods, the selection process will be done by the immediate supervisor of the vacancy, with the concurrence of the ART commander or designee. The selection process for supervisory ART positions will be done by responsible Reserve associate unit officials with input from AMC officials, when requested by the Reserve associate unit selecting official.

8.16. Performance Evaluation. Annual performance ratings and performance appraisals for promotion purposes will be accomplished IAW paragraph 6.2.

8.17. Reduction in Force (RIF). RIF and establishment of competitive levels involving ART personnel will be IAW pertinent AF and OPM directives.

8.18. Grievances and Appeals. Grievances and appeals involving ART employees will be handled IAW AFRC Sup 1 to AFI 36-1203, Administrative Grievance System or negotiated grievance procedures, as appropriate.

8.19. Suggestions and Awards. The processing of suggestions and awards for ART and non-ART employees will be IAW AFI 36-1001, Managing the Civilian Performance Program, AFPD 38-4, The Innovative Development through Employee Awareness (IDEA) Program and AFI 38-401, The Air Force Innovative Development through Employee Awareness (IDEA) Program.

8.20. Training. Requests for training quotas for formal schools for all ART and non-ART employees will be submitted to HQ AFRC by the servicing training function.

8.21. Probationary Period Evaluations. Probationary period evaluations for new ART employees and new supervisors and managers will be IAW applicable regulations and directives. Evaluations of the employee for this purpose will be made by the immediate supervisor.

8.22. Disciplinary and Adverse Actions. Disciplinary and adverse actions will be initiated by the immediate supervisor. Signatory authority will remain with the respective chain of command supervisor.

The supervisor initiating the action is responsible for coordinating the action with the local CPF and JA, and defending the action on appeals. All actions should also be coordinated with HQ AFRC/DPCE IAW AFI 36-108, para 8.2.

8.23. Maintenance of AF Form 971. AF Form 971, **Supervisor's Employee Brief**, will be maintained by the immediate supervisor. The Reserve associate unit commander or a designee will have access to and may annotate the AF Forms 971 when appropriate.

8.24. Time, Leave, and Overtime:

8.24.1. The immediate supervisor of each maintenance functional area will have control of time and attendance reporting of ARTs and AF or non-ART employees.

8.24.2. First-level supervisors will approve leave for active duty, ART, and non-ART personnel; however, leave for ARTs must be coordinated with the ART unit commander or a designee to avoid conflict with normal duty and training requirements.

8.24.3. The immediate first-level supervisor will request approval for and assign ART personnel to overtime work IAW local AMC procedures. Prior approval for paid overtime will be obtained from the Reserve associate Wing commander and prior approval for compensatory time off will be obtained from the Group Commander IAW AFRC policy if payment will be from AFRC funds. Refer to Comptroller, [Chapter 3](#), this regulation, for guidance regarding overtime.

8.25. Shift Assignment. ART employees will not be assigned to a shift or tour of duty in civilian status that falls on or interferes with a scheduled UTA.

8.26. Compensation IMTs. Immediate supervisors will assure that Office of Workers' Compensation IMTs are completed and signed for all employees under their supervision at the time of an accident.

8.27. Utilization. ART employees are in separate competitive levels from non-ART employees IAW Air Force Personnel Center Procedures Guide.. ARTs will be used, at least 70 percent of their time, in duties that are related to Associate-generated work on mission aircraft. However, ARTs may work at non-ART duties on other type aircraft not to exceed 30 percent of the time.

8.28. Non-Dual Status Technicians (NDST). ARTs who fail a reserve medical examination for reasons that military medical personnel determine to be beyond the individual's control and subsequently lose required Reserve membership but are still physically able to perform the duties of the civilian (Part A) position, may be retained as NDST IAW the procedures in AFRCI 36-114, paragraphs 3.5 and 4.4. Expedient action will be taken to reassign these employees to non-ART positions on the base IAW pertinent OPM and Air Force directives. If an appropriate vacancy does not exist locally, employees will be mandatorily registered in the DoD Priority Placement Program (PPP) within the local commuting area.

8.29. Drug Testing. ARTs in AF or AFRC testing designated positions are subject to the provisions of the Air Force Civilian Drug Testing Plan in addition to testing in their Reserve capacities.

8.30. Miscellaneous. Other personnel management responsibilities not covered in this regulation will be exercised by supervisors within the respective chain of command.

8.31. Exceptions to Proposed Position and Personnel Actions:

8.31.1. Disagreements on proposed position or personnel actions which result in an impasse will be referred to the host wing commander and the Reserve associate wing commander for resolution, except for the regulatory and legal sufficiency of the actions which remain the responsibility of the commander to which the CPF is assigned. Disagreements of the latter type will be resolved IAW established OPM and Air Force rules, procedures, regulations, and AMC supplements thereto.

8.31.2. Disagreements which are not resolved between commanders within 30 days will be forwarded to the appropriate staff agency within Headquarters AMC and Headquarters AFRC for resolution.

Chapter 9

INSPECTOR GENERAL (IG)

Section 9A—Inspection

9.1. General. Headquarters AMC/IG has overall gaining Command surveillance responsibility for inspections of Reserve associate units with mobilization and assignment to AMC. Associate units will participate to the maximum extent possible as requested by HQ AMC/IG and tasked by TACC/XOS through the air mobility tasking (AMT) message. A combined (active/associate reserve) ORI grade will be given. Unit Compliance Inspection (UCI) of all Reserve associate wings affiliated with the active wings are conducted by HQ AFRC/IG.

9.1.1. The MAJCOM will coordinate with the inspected unit and distinguish the percentage identified of Reserve Associate members to actively participate in an ORI. In addition, the MAJCOM will identify how the non-associate Reserve units within an Reserve associate Wing/Group will integrate within the ORI scenario. Inspection dates must be forwarded to the respective associate units in ample time to ensure reserve annual tours are scheduled accordingly.

9.1.2. The affiliated active duty XP is responsible for developing a plan, in coordination with the Reserve associate reserve unit XP, outlining policy and the specific responsibilities of integrated and/or combined active/associate base mobility exercises. Copies will be forwarded to AFRC/XP for review and concurrence prior to publication. The plan will outline realistic scenarios encompassing all phases of mobility. As a minimum, the following will be included in the plan:

9.1.2.1. Processing personnel and equipment through the affiliated active wings mobility work centers at least annually IAW AFI 10-403.

9.1.2.2. Testing the response of active and Reserve associate members in the event of a chemical attack IAW AFI 32-4001, *Disaster Preparedness Planning and Operations*, and AFMAN 32-4004, *Emergency Response Operations*.

9.1.2.3. A coordinated use of active and Reserve associate personnel for contingency planning and participation in base integrated/combined exercises.

Section 9B—Safety

9.2. General. The AMC active duty host wing commander is responsible for establishing safety programs and assisting the Reserve associate wing's/group's implementation and administration IAW applicable USAF, AMC, and AFRC directives.

9.3. Mishap Prevention Programs. The active AMC host safety office implements the mishap prevention program for all Air Force units on base. The Reserve associate unit will support the base prevention program and adapt it to its needs. Spot inspections of unit facilities and operations, safety support for AFRC off-installation exercises, and detached units under the control of the associate unit will be the associate unit's responsibility. The active AMC wing's chief of safety will assist the Reserve associate unit in acquiring all applicable information, safety education and training support, and facilities necessary to provide a safety program compatible with the active wing, its squadrons and tenants. Each Reserve

associate wing/group commander will assign an ART, reportable to the commander, to coordinate the unit's safety program with the host AMC wing and AFRC safety.

9.4. Mishap Investigation and Reporting. All mishaps will be investigated and reported IAW AFI 91-202 and AFI 91-204, *Safety Investigations and Reports*. The Reserve associate unit commander will insure reserve ground mishaps are reported to AFRC and the host safety office. AFRC unit commanders must insure reserve members cooperate fully with host investigators and any unit conducted investigations are coordinated with the host office to prevent duplication of effort. When qualified safety personnel are available, the Associate unit commander may conduct or assist the host base in investigation of mishaps.

9.5. Mishap Prevention Information and Data Analysis. ALSAFECOM, VOLANT RISK and MISHAP Prevention messages will be provided by the host base chief of safety to the designated AFRC representative. It will be the responsibility of the Reserve Associate unit to protect, brief, distribute, and post said communications.

9.6. Safety Inspections. AFRC safety programs will be assessed by HQ AFRC.

Chapter 10

MEDICAL (SG)

10.1. General:

10.1.1. Each of the six Associate units have Associate Medical Squadrons.

10.1.2. This regulation contains general guidance on concept of operations and responsibilities and provides specific guidance to medical units of the Reserve Associate Program.

10.2. Objective. The objective of the medical portion of the Reserve associate program is to provide integrated trained medical units for contingencies. The objective is met prior to mobilization.

10.3. Publications:

10.3.1. For specific guidance by Reserve associate units, consult AMC publications dealing with medical units. They will be revised continually to include Medical Associate units so that active and Reserve associate medical personnel will use the same directives. Active and Reserve associate medical units are encouraged to submit recommendations, through appropriate command channels, for inclusion of items in this chapter or in other AMC publications which will enhance their value for dual Associate active use. Some pertinent directives are:

10.3.1.1. AFI 10-301, *Responsibilities of Air Reserve Component (ARC) Force*, August 1995.

10.3.2. See [Chapter 2](#) for further guidance in reference to publication.

10.4. General Responsibilities:

10.4.1. Headquarters AFRC responsibilities are set forth in paragraph [1.8.1](#).

10.4.2. Headquarters AMC responsibilities are set forth in paragraph [1.8.2](#).

10.4.3. AFRC NAFs' responsibilities:

10.4.3.1. Ensure Reserve associate medical units and personnel are trained, equipped, and ready to support national objectives.

10.4.3.2. Provide assistance to the medical units to ensure Medical Squadron personnel are fully trained and operationally ready to meet mission objectives.

10.4.3.3. Conduct necessary planning, exercise supervision, and issue instructions as required to assist in orderly and timely attainment of objectives as pertinent to Medical Squadrons within the command jurisdiction contingent upon Regional Support Group (RSG) capability.

10.4.3.4. Conduct required staff assistance visits to the medical units of the Reserve associate program on an as required basis.

10.4.3.5. Provide guidance and assistance for recruiting and related information actions to medical units assigned to the Reserve associate units.

10.4.3.6. Monitor allocation and utilization of special and school tour man-days for the medical units assigned to Reserve associate units.

10.4.4. Director of Base Medical Services (DBMS) will:

10.4.4.1. Make available to the Medical Squadron, physical space, equipment, supplies, and ancillary service on a joint use basis. The DBMS will provide required physical examinations to Associate personnel on a space available basis when properly coordinated and scheduled by the medical ART NCO of the Associate unit. In the event qualified Associate medical personnel are not available, the DBMS will provide the required medical support.

10.5. Medical Squadrons:

10.5.1. The Medical Squadron will provide medical support to their respective Associate units within their capabilities. This will include:

10.5.1.1. Immunizations.

10.5.1.2. Medical and dental examinations.

10.5.1.3. Maintenance of health records.

10.5.2. Associate personnel on active duty for training or UTAs are authorized certain medical care, treatment, or examinations IAW AFI 41-115, *Authorized Health Care and Health Care Benefits in the Military Health Services System* (MHSS) (Dec 2001), (formerly AFR 168-6) and other applicable directives. AFI 41-115 sets forth provisions for care and treatment of Reserve associate personnel in Air Force medical facilities.

10.6. Training:

10.6.1. Medical Squadron. The Medical Squadron will utilize available time during periods of inactive and active duty training periods to achieve maximum skill-level qualification at least equal to the unit detail listing position to which the member is assigned. All individual and unit training will be conducted and administered IAW current Air Force, AMC, and AFRC directives.

10.7. Operational Contingency Plans:

10.7.1. Medical Squadron will be included in the Reserve associate unit mobilization and alert plans. AFI 10-402, "Mobilization and Planning" (Jan 1997), furnishes general guidance for mobilization.

10.8. Command Relationships. The Reserve associate wing commander may select a Medical Group Commander. The Medical Group Commander will serve as the medical advisor on the staff of the wing commander. The Medical Squadron Commander will manage, control, and supervise the professional activities of personnel assigned to the Medical Squadron. Administrative control, activities, and duty schedules of medical personnel will be the responsibility of the commander.

Chapter 11

JUDGE ADVOCATE (JA)

11.1. General. Judge advocate support services must be provided to the commanders of each Reserve associate unit. Reserve associate unit judge advocates will be fully trained to be able to assume active duty responsibilities. AFD 51-8, *Assignment, Training, and Management of Members of the Judge Advocate General's Department Reserve (TJAGDR)*, and AFI 51-801, *Training of Air Force Reserve Judge Advocates and Paralegals*, establish the training program for Reserve Associate Unit judge advocates. This chapter outlines the responsibilities for providing the support required.

11.2. Responsibilities:

11.2.1. AMC Staff Judge Advocate will:

11.2.1.1. Establish, in coordination with HQ AFRC Staff Judge Advocate and the Staff Judge Advocate in the applicable AFRC Numbered Air Force, training standards and objectives unique to AMC for inclusion in the training program.

11.2.1.2. Confer periodically with HQ AFRC Staff Judge Advocate and the Staff Judge Advocate in the applicable AFRC Numbered Air Force as to compliance with the training program.

11.2.1.3. Will make available to reserve associate unit judge advocates and paralegals training opportunities at AMC active duty bases or higher headquarters legal offices.

11.2.2. HQ AFRC Staff Judge Advocate will, through 4 AF Staff Judge Advocate and HQ 22 AF Staff Judge Advocate, as appropriate:

11.2.2.1. Assist in recruiting judge advocate and paralegal personnel.

11.2.2.2. Establish and administer the training program as set forth in AFI 51-801.

11.2.2.3. Ensure that AMC-unique training established pursuant to paragraph **11.2.1.1.** above is conducted.

Chapter 12

PUBLIC AFFAIRS (PA)

12.1. General. This regulation, as well as all other applicable public affairs publications, applies to the Reserve associate forces in conjunction with the host active duty units. AFRC has peacetime responsibility for public affairs policy guidance for Reserve associate units. General responsibilities for Headquarters AMC are concerned with mobilization of Reserve associate airlift units and attendant public affairs functions. In this latter area, guidance concerning news releases following a Congressional announcement comes from the Department of Defense (OASD/PA), Secretary of the Air Force Office of Public Affairs (SAF/PA), HQ AFRC/PA, and HQ AMC/PA.

12.1.1. During peacetime, Reserve associate unit public affairs personnel will implement aggressive internal communication, media, and community relations programs for their Reserve associate wing. These programs will be designed to support public affairs objectives, unit retention, and recruiting goals. Additionally, the Reserve associate wing public affairs officer (PAO) will train assigned reservists to perform tasks the reservists would be called upon to complete if called to active duty. Reserve associate unit public affairs offices will inform the host base PAO of projects that might affect base personnel or the adjacent civilian community.

12.1.2. Host public affairs offices will assist in phases of the public affairs program affecting both collocated units, including conduct of public affairs airlift and involvement of the AFRC unit in joint community relations activities. Reserve associate unit requests involving public affairs airlift, exhibits, etc., in which the AMC unit has a collateral interest, will be coordinated with that public affairs office and reflected in the request.

12.1.3. Host PAOs will promote understanding and recognition of the Reserve associate program within the active duty wing through such media as commander's call, internal communication publications, displays, open houses, and other areas in which AMC personnel can be informed of the Reserve associate role in the Total Force Policy. A special briefing on the Reserve Associate Program will be included in the orientation program for all personnel.

12.1.4. Headquarters AMC and Headquarters AFRC offices of public affairs will maintain close liaison to ensure maximum cooperation and effectiveness of this joint public affairs program. Each office will include continuing Command emphasis on the Reserve Associate Program and review inspection reports, public affairs annexes, etc., to provide coordinated objectives and policies. When appropriate, AMC/AFRC will arrange for Reserve associate public affairs personnel to perform active duty tours in support of field exercises and deployments involving AMC Associate units. AMC/AFRC will perform assistance visits to Associate unit public affairs offices to provide guidance and assistance as necessary.

12.2. Mobilization Procedures. Upon mobilization, Reserve associate unit public affairs responsibilities are fully integrated with their respective active units. Reserve associate unit public affairs personnel are integrated IAW [Chapter 7](#). HQ AMC/PA will plan, publish, implement, and supervise the command public affairs program, based upon policies and directives of COMAMC, USAF, and the Secretary of Defense.

Chapter 13

CHAPLAIN (HC)

13.1. General. Adequate chaplain coverage must be provided to the immediate commanders of the Reserve associate units. HQ AMC/HC, in coordination with HQ AFRC/HC, will insure during the absence of Reserve associate unit chaplains that an adequate base chapel program is provided to meet the religious needs of all Associate unit personnel. Associate chaplains serve on the staff of the associate wing commander and advise the commander on ethical, moral, and morale issues, and provide opportunities for religious expression to associate unit personnel. Upon mobilization, associate chaplains are integrated into the active duty chapel setting to work for the Senior chaplain and active duty wing commander in providing ministry to all active and reserve personnel, plus their dependents.

13.2. Responsibilities:

13.2.1. HQ AMC/HC will:

13.2.1.1. Advise, evaluate, and assist Reserve Associate units in implementing chapel programs and training of chaplain and Chaplain Service Support Personnel (CSSP).

13.2.1.2. Maintain liaison with the HQ AFRC command chaplain regarding chaplain and CSSP requirements of Reserve associate unit commanders.

13.2.1.3. Monitor the chapel program at each host active duty base to insure necessary services are being provided to Reserve associate units.

13.2.1.4. Visit Reserve associate units when specific problems arise which require command attention. Staff assistance when requested.

13.2.2. Active duty AMC host senior chaplains will:

13.2.2.1. Maintain contact with Reserve associate unit chaplain service personnel to ensure all areas of ministry are covered and the two staffs have a working relationship and adequate sharing of facilities/logistical support.

13.2.2.2. Report any difficulties encountered with the Reserve associate unit's chaplain program to the HQ AMC command chaplain who will determine, through coordination with the HQ AFRC Senior Staff Chaplain, the course of action to be followed.

Chapter 14

SECURITY FORCES (SF)

Security Forces Squadrons (SFSS)

14.1. Purpose. This chapter provides guidance for training, equipping, and management of Reserve associate SPSs while on a non-mobilized status. It also identifies responsibilities of the host chief of security Forces and Reserve associate SPS commander.

14.2. References:

- 14.2.1. AFI 10-301, *Responsibilities for Air Reserve Component Forces* (formerly AFR 45-1).
- 14.2.2. AFI 31-207, *Arming and Use of Force by Air Force Personnel*, 1 August 1995.
- 14.2.3. AFI 36-2225, *Security Policy Training and Standardization Evaluation Programs*, 1 March 1996

14.3. General:

14.3.1. HQ AMC/SP is responsible for the actions outlined in paragraph **1.8.3.** as they pertain to security forces.

14.3.2. Commander SPS will:

- 14.3.2.1. Command and administratively manage SPS.
- 14.3.2.2. Ensure the availability of SPS personnel for scheduled training.
- 14.3.2.3. Evaluate training requirement, plans, and coordinate Unit Training Assembly (UTA) schedules.
- 14.3.2.4. Requisition necessary individual equipment.
- 14.3.2.5. Identify and coordinate specific support requirements with the host Chief of Security Forces, including storing weapons in the host armory.

14.3.3. Host Base Chief of Security Forces will:

- 14.3.3.1. Provide training/evaluation for SPS personnel.
- 14.3.3.2. Schedule and conduct training to coincide with the availability of SPS personnel.
- 14.3.3.3. Conduct security program exercises during the SPS UTA or during home station annual tour.
- 14.3.3.4. Provide command, training, and administrative office space for the SPS IAW AFI 32-1024, *Standard Facility Requirements*, May 1994, and AFRC Handbook 32-1001, *Standard Facility Requirements*, 16 Dec 94.
- 14.3.3.5. Ensure training is IAW AFI 36-2225 and the host training requirements.
- 14.3.3.6. Ensure personnel are certified to perform required security duties.

14.3.3.7. Associate security forces will no longer be used to fill host mobility/deployment requirements.

14.3.3.8. Ground Combat Skills sustainment training is not required for associate security forces units.

14.4. Mobility Procedures. Upon mobilization, the SPS will fully integrate with the host active duty security forces unit IAW **Chapter 7**. SPS personnel will be assigned to perform in duty positions to which they have been certified.

Chapter 15

HISTORY (HO)

15.1. General. Reserve associate unit historians provide vital services and serve as members of the commander's immediate staff. They must have access to all information necessary to prepare in-depth and complete historical accounts of their units.

15.2. Responsibilities:

15.2.1. HQ AMC/HO will:

15.2.1.1. Coordinate with Headquarters AFRC/HO on requirements and issues of mutual concern.

15.2.2. HQ AFRC/HO will:

15.2.2.1. Ensure Reserve historians are trained and equipped to wartime standards in accordance with applicable Air Force instructions and policy directives.

15.2.2.2. Coordinate with HQ AMC/HO and disseminate to Reserve associate unit historians complete details pertaining to their wartime duties.

15.2.2.3. During peacetime, provide unit program oversight and perform periodic office visits and inspections to ensure historians are properly discharging their duties.

15.3. IMTs/Forms Adopted. AF Forms 971, **Supervisor's Employee Brief**, AF IMT 860, **Civilian Performance and Promotion Appraisal - Performance Plan**, AF IMT 428, **Request for Overtime, Holiday Premium Pay, and Compensatory Time**

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