

BY ORDER OF THE  
SECRETARY OF THE AIR FORCE



AIR FORCE INSTRUCTION 10-301

16 AUGUST 2006

Incorporating Change 1, 16 APRIL 2007

*Operations*

**RESPONSIBILITIES OF AIR RESERVE  
COMPONENT (ARC) FORCES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** This AFI is available for download from the e-Publication website at <http://www.e-publishing.af.mil>.

**RELEASABILITY:** There are no releasability restrictions on this publication.

---

OPR: HQ USAF/A3/A5GH

Certified by: HQ USAF/A3/A5GH  
(Col Eric D. Sillery)

Supersedes AFI10-301, 1 August 1995

Pages: 5

---

This instruction implements AFD 10-3, *Air Reserve Component Forces*. It outlines responsibilities of the Air National Guard of the United States (ANG or ANGUS), the Air Force Reserve Command (AFRC), and all Air Force Headquarters and units that support or supervise training of the two reserve components.

**SUMMARY OF CHANGES**

| This interim change deletes the reference to AFRCIND 2 and provides applicability IAW AFI 33-360.

**1. AFRC and ANG MISSION.** Total Force Policy highlights the importance of having the ANG and AFR combat-ready and prepared to accomplish wartime tasks when needed. The mission of the AFR and ANG is to recruit, train and provide combat ready units and qualified personnel for active duty in the Air Force to:

- 1.1. Support wartime requirements.
- 1.2. Perform peacetime requirements that are compatible with Guard and Reserve mobilization readiness.
- 1.3. Conduct training in support of Total Force capabilities.

**2. Operational Readiness.** The governors, through the adjutants general of the states, commonwealths, or territories; the President, through the Commanding General in the case of the District of Columbia; and the Commander, AFRC, are obligated to ensure that the training of their respective units conforms to the same standards established by the gaining commands for similar units of the regular force.

- 2.1. Gaining major commands must monitor and periodically evaluate readiness levels of ANG and AFR forces to ensure they are ready to function effectively when mobilized.

2.2. Gaining major commands, with oversight from the AFRC RMG ensures Individual Mobilization Augmentees (IMAs) are trained and ready to assume their mobilization tasks and responsibilities.

**3. Applicability of Publications.** National Guard Bureau (NGB) and HQ AFRC determine those gaining command publications that provide direction to non-mobilized ANG and AFRC units. These publications are applicable to Air Reserve Component (ARC) units when the AFRC OPR concurs with the opening statement of applicability in the publication and when published in the ANGIND2. Refer to AFI 33-360, paragraph 2.4.2., Applicability of MAJCOM Publications to AFRC Units.

3.1. ANG and AFRC publications provide direction in areas unique to the ARC and complement those of the regular force. Structure publications to avoid conflict with applicable gaining command publications.

3.2. All Air Force publications, except those paragraphs noted in the publication itself, apply to AFR units.

**4. NGB and HQ AFRC Responsibilities.** Review and monitor the training, readiness, and safety of ANG and AFRC forces. ARC units establish and maintain effective safety and training programs that are compatible with those of the gaining commands. In addition, NGB and AFRC provide gaining commands with copies of applicable training program policies and publications. ARC units investigate and report mishaps as prescribed in appropriate USAF publications (i.e., Class B and below).

**5. Air Reserve Personnel Center (ARPC) Responsibilities.** ARPC is responsible for implementation of personnel support and administration of all members of the Air Reserve Component (ARC), except as expressly noted in paragraph 6. ARPC provides management of individual Reserve programs to include the Selected Reserve, Individual Ready Reserve (IRR), the Standby Reserve, retired members, and limited portions of the IMA and Participating Individual Ready Reserve (PIRR) Programs. They also maintain the master personnel records for all Air National Guard and Air Force Reserve members not on extended active duty.

**6. Air Force Reserve Command/Readiness Management Group (AFRC/RMG) Responsibilities.** AFRC/RMG is responsible for the readiness and Administrative Control (ADCON) of IMAs and Participating Individual Ready Reservists (PIRR) so that Commander, AFRC is assured of providing fully trained and ready personnel to the applicable command or agency being supported. It also ensures the IMA and PIRR programs of gaining or using commands and agencies comply with approved Air Force Reserve policy and guidance.

#### **7. Gaining Major Command Responsibilities:**

7.1. Gaining commands perform the following functions to ensure the operational readiness of all gained ARC forces, both individual and unit:

7.1.1. Establish training standards and objectives and provide training publications for use by ARC forces.

7.1.2. Evaluate effectiveness of training, readiness, and safety of ANG and AFRC forces, such as would be accomplished during a wartime exercise (EORI, WOR, ORI).

- 7.2. Review the organizational structure of ARC units to ensure their capability to perform wartime missions. Coordinate necessary changes with NGB or HQ AFRC (or AF/RE, as appropriate) and submit to HQ USAF for approval.
  - 7.3. Include ARC forces in Air Force programming, contingency planning, and exercise planning and execution.
  - 7.4. Approve and assist in formulating unit mobility, mobilization and contingency plans, and host-tenant agreements that are effective on mobilization. (N/A for AFRC)
  - 7.5. Gaining command Equipment Management Teams periodically review organizational equipment authorizations and allowances to make sure that each type of unit is properly equipped.
  - 7.6. Provide funding for ARC units and personnel when operating regular force equipment or when augmenting the regular force beyond prescribed training periods funded by ARC appropriations.
  - 7.7. Provide advocacy and funding strategy as lead command for ARC equipment modifications and other acquisitions in accordance with Air Force policy.
  - 7.8. Implement IMA program policies and guidance as provided by ARPC and RMG. Provide administrative, logistic, and management support for assigned IMAs.
8. See [Attachment 1](#) for glossary of references and supporting information and terms explained.

CARROL H. CHANDLER, Lt Gen, USAF  
DCS, Air, Space & Information Operations,  
Plans & Requirements

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 10-3, *Air Reserve Component Forces*

AFI 33-360, volume 1, *Air Force Content Management Program—Publications*

AFI 36-2629, *Individual Mobilization Augmentee Management*

***Abbreviations and Acronyms***

**ADCON**—Administrative Control

**AFI**—Air Force Instruction

**AFPD**—Air Force Policy Directive

**AFR**—Air Force Reserve

**AFRC**—Air Force Reserve Command

**ANG**—Air National Guard

**ANGIND 2**—Air National Guard Index 2

**ANGUS**—Air National Guard of the United States

**ARC**—Air Reserve Component

**ARPC**—Air Reserve Personnel Center

**HQ AFRC**—Headquarters, Air Force Reserve Command

**IMA**—Individual Mobilization Augmentee

**IRR**—Individual Ready Reserve

**NGB**—National Guard Bureau

**RMG**—Readiness Management Group

**USAFR**—United States Air Force Reserve

***Terms***

**Administrative Control (ADCON)**—(DOD) Direction or exercise of authority over subordinate or other organizations in respect to administration and support, including organization of Service forces, control of resources and equipment, personnel management, unit logistics, individual and unit training, readiness, mobilization, demobilization, discipline, and other matters not included in the operational missions of the subordinate or other organizations.

**Individual Mobilization Augmentee**—An individual reservist attending drills who receives training and is preassigned to an Regular Component organization, a Selective Service System, or a Federal Emergency Management Agency billet that must be filled on, or shortly after, mobilization. Individual

mobilization augmentees train on a part-time basis with these organizations to prepare for mobilization. [JP1-02]

**Mobilization**—The process by which the Armed Forces or part of them are brought to a state of readiness for war or other national emergency. This includes activating all or part of the Reserve Components as well as assembling and organizing personnel, supplies, and materiel. [JP1-02]

**Operational Readiness**—The capability of a unit/formation, ship, weapon system, or equipment to perform the missions or functions for which it is organized or designed. May be used in a general sense or to express a level or degree of readiness. [JP1-02]

**Total Force**—A Department of Defense policy directing the consideration of the most advantageous mix of capabilities between Regular and Reserve forces in the planning, programming, manning, equipping and employment of military forces.