

**BY ORDER OF THE COMMANDER  
AIR FORCE RESERVE COMMAND**

**AIR FORCE RESERVE COMMAND  
MISSION DIRECTIVE 1155**



**3 SEPTEMBER 2014**

***Mission Directive***

**HEADQUARTERS AIR RESERVE  
PERSONNEL CENTER**

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This publication implements Air Force Policy Directive (AFPD) 10-1, *Mission Directives*. It delineates the mission, command relationships, and responsibilities of the Air Reserve Personnel Center. It does not apply to Regular Air Force (RegAF) or Air National Guard (ANG) units. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW AFMAN 33-363, *Management of Records*, and disposed of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Contact supporting records managers as required. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. This publication may be supplemented at any level, but all direct supplements must be routed to the OPR of this publication prior to certification and approval. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items.

**SUMMARY OF CHANGES**

This document is substantially revised to incorporate 10 USC § 10174, 23 Sep 1996, and format changes to comply with AFI10-101, *Format and Content of Mission Directives*.

**1. Mission.** The Air Reserve Personnel Center is responsible for personnel support to Air National Guard, Air Force Reserve and retired members, ensuring they are ready to deliver strategic Total Force war fighting capability for the Air Force. From initial entry to retirement, the center provides world-class support for "Generations of Airmen" throughout their military careers.

**2. Command.** The ARPC Commander (ARPC/CC):

- 2.1. Reports to the Commander of the Air Force Reserve Command (AFRC/CC).
- 2.2. Exercise administrative control (ADCON) over assigned forces.

**3. Responsibilities.**

- 3.1. Execute commanders' responsibilities as outlined in AFI 1-2, *Commanders Responsibilities*.
- 3.2. Establishes, manages and directs all aspects of Air Reserve Component personnel programs, plans, policies and procedures.
- 3.3. Establishes, manages and directs the ARPC's Total Force Service Center-Denver to provide Total Force Airmen (Active, ANG and Reserve) world-wide with experts and Tier 0 self-service technologies to conduct efficient personnel transactions which involve readiness, assignments, appointments, retirements, discharges, separations activities, point credit accounting, entitlements, awards and decorations, performance reports, Secretary of the Air Force-directed Promotion Boards and Reserve Developmental Education Designation Boards.
- 3.4. Establishes, manages and directs the Total Force processes for personnel and financial program management services to Individual Mobilization Augmentee (IMA) and Participating Individual Ready Reserve (PIRR) members.
- 3.5. Manages and directs the processing of AF Board for Correction of Military Records cases and Congressional Inquiries responses.
- 3.6. Upon orders, manages and directs the mobilization of the Pre-trained Individual Manpower and Retired Reserve resources.

JAMES F. JACKSON, Lt Gen, USAF  
Commander

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTIVE INFORMATION**

***References***

AFI 1-2, *Commanders Responsibilities*, 8 May 2014

AFPD 10-1, *Mission Directives*, 21 June 2002

AFI10-101, *Format and Content of Mission Directives*, 12 Feb 2003

AFMAN 33-363, *Management of Records*, 1 Mar 2008

AFI 33-360, *Publications and Forms Management*, 25 Sep 2013

10 USC § 10174, *Air Force Reserve Command*, 23 Sep 1996

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**ANG**—Air National Guard

**IMA**—Individual Mobilization Augmentee

**PIRR**—Participating Individual Ready Reserve

**USC**—United States Code