

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



**AIR FORCE RESERVE COMMAND MISSION
DIRECTIVE 1157**

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Recruiting

**AIR FORCE RESERVE COMMAND
RECRUITING SERVICE**

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OPR: HQ AFRC/XPMP (Ms Patsy L. Roland)

Certified by: HQ AFRC/XP
(Col Harriett G. Hernandez)

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This mission directive prescribes the mission, organization, and responsibilities for Headquarters (HQ) Air Force Reserve Command (AFRC) Recruiting Service.

- 1. Mission.** To implement policies and procedures to effectively manage AFRC Recruiting Service organization with the capability of obtaining sufficient numbers of qualified persons to fill programmed positions in the Air Force Reserve Command. Duties are the same in peacetime as wartime. Responsible, through channels, to the Commander, Air Force Reserve Command.
- 2. Command.** The Director of Air Force Reserve Command Recruiting Service (HQ AFRC/RS) is dual-hatted as the Commander, Air Force Reserve Command Recruiting Service and reports directly to the Vice Commander, AFRC.
- 3. Assigned Forces.** AFRC Recruiting Service consists of over 400 recruiting service personnel worldwide to include headquarters staff, recruiting service flights, senior recruiters, line, in-service, and health professions recruiters. AFRC Recruiting Service personnel are also assigned to HQ AFRS, HQ ARPC, HQ AETC (Recruiting School), and the National Personnel Records Center.
- 4. Relationships to Other Units.** Established command channels apply. The commander and staff personnel communicate directly with HQ AF/RE staff, HQ AFRC directorates, HQ ARPC, wing commanders, and other DoD agencies as recruiting matters dictate.

JAMES E. SHERRARD III, Lt General, USAF
Commander

Attachment 1**FUNCTIONAL STATEMENTS****Headquarters Air Force Reserve Command Recruiting Service (HQ AFRC/RS)**

Command (RS). Activities relating to enlisting, appointing, and assigning recruiting applicants to fill programmed Air Force Reserve Command Selected Reserve vacancies, projected vacancies, and authorized overages. Responsibilities include operations, training, planning, personnel, budget, advertising, and resources support activities. AFRC Recruiting Service commander also serves as director on AFRC/CV staff.

Reserve Recruiting Flights (604/610/622). Activities relating to recruiting qualified applicants, other than selected health professions candidates, for wing and IMA positions within their assigned Air Force Reserve Command NAF. Primary responsibilities include supervision of subordinate senior recruiters and operating locations (OLs). In addition, they are responsible for all activities of their OLs. Conducts field staff assistance visits.

Health Professions Reserve Recruiting Flight. Responsible for recruiting qualified health professions officers for wing and IMA positions throughout Air Force Reserve Command. Primary responsibilities include supervision of subordinate senior recruiters and OLs. In addition, they are responsible for all activities of their OLs. Coordinates policy and accession standards with AFRC/SG and Air Reserve Personnel Center (ARPC). Focal point with SG and ARPC in resolving health professions recruiting conflicts. Conducts field staff assistance visits.

Advertising and Information Systems Division (RSA). Conducts national advertising campaigns and strategies to generate satisfactory number of national leads needed for field recruiters to surpass recruiting goals. Provides information system support to staff and field recruiters to include computer systems, applicant record databases, web design, and Air Force Recruiting Information Support System planning and implementation.

Operations and Training Division(RSO). Provides recruiter goaling and demographic information. Tracks and forecasts accession data and trends. Coordinates policy and accession standards with HQ AF/RE staff. Conducts sales training courses for new and existing recruiters. Supports field recruiters with needed applicant information required for processing, and reviews/approves applicant waiver determination requests. Provides ARPC coordination concerning appointment applications and IMA applicant processing.

Budget/Resources/Plans Division (RSS). Oversees Recruiting Service budget activities (nationally and locally). Plans for and provides needed resources to recruiters and staff agencies--real estate, vehicles,

communications, supplies and equipment. Submits Programmed Objective Memorandum issues and initiatives, as requirements dictate. Conducts Recruiting Service Unit Compliance Inspections. Provides Career Management Program information to field recruiters and ensures compliance with program guidelines concerning personnel assignments/progression.

First Sergeant (CCF). Serves as advisor to commander concerning enlisted morale and welfare, and discipline issues.

Orderly Room/CCQ. Manages commander's special interest programs such as physical health assessments, dental, drug testing, weight management, and physical fitness programs. Also responsible for updating personnel assignment actions, promotions, EPRs, and records updates.

Attachment 2

AFRC RECRUITING SERVICE

