

**BY ORDER OF THE SECRETARY
OF THE AIR FORCE**

AIR FORCE INSTRUCTION 10-301

20 DECEMBER 2017



Operations

**MANAGING OPERATIONAL
UTILIZATION REQUIREMENTS OF
THE AIR RESERVE COMPONENT
FORCES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-publishing.af.mil for downloading or ordering

RELEASABILITY: There are no releasability restrictions on this publication

OPR: HQ USAF/A3H

Certified by: HQ USAF/A3
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Supersedes: AFI 10-301, 16 August 2006

Pages: 14

This instruction implements Air Force Policy Directive 10-3, *Operational Utilization of the Air Reserve Component Forces*. It provides guidance and procedures for Department of Defense Directive 1200.17, *Managing the Reserve Components as an Operational Force*, and Department of Defense Instruction 1235.12, *Accessing the Reserve Components*. It outlines responsibilities of the Regular Air Force and the Air Reserve Components, comprised of the Air National Guard and the Air Force Reserve, to ensure that Air Reserve Component units and personnel meet training and readiness standards. It also directs the identification, collection, maintenance, and visibility of Air Reserve Component operational utilization requirements to support planning and decision-making at all levels.

This instruction applies to the Total Force, which includes all Air Force military personnel in the Regular Air Force and the Air Reserve Component, as well as Air Force civilian personnel. 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 Air Force Instruction 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 to the Publication Office of Primary Responsibility for non-tiered compliance items.

Maintain all records created as a result of processes prescribed in this publication in accordance with Air Force Manual 33-363, *Management of Records*, and dispose of them in accordance with the Air Force Records Disposition Schedule in the Air Force Records Information Management System. Refer recommended changes and questions about this directive to the Office of Primary Responsibility using Air Force Form 847, *Recommendation for Change of Publication*; route Air Force Forms 847 through the appropriate functional chain of command.

SUMMARY OF CHANGES

This instruction has been revised and should be reviewed in its entirety.

1. Overview. This instruction outlines roles and responsibilities for accessing the Air Reserve Component as an operational force and managing requirements through the Air Reserve Component utilization cycle.

1.1. Access to the Air Reserve Component will be in accordance with Department of Defense Instruction 1235.12, *Accessing the Reserve Components*, and Department of Defense Directive 1200.17, *Managing the Reserve Components as an Operational Force*, where members participate in missions in an established cyclic or periodic manner that provides predictability for the combatant commands, the Services, Service members, their families, and employers. Use of members outside those periods is permissible using volunteerism as long as it has a minimal effect on unit readiness or the mission.

1.2. This document does not govern Air Reserve Component utilization policies and processes that are part of the Global Force Management Allocation Plan. The Air Reserve Component utilization cycle outlined in Section 2 only manages Air Reserve Component utilization requirements outside of the Global Force Management process.

1.3. Definition of Air Reserve Component operational utilization. Air Reserve Component operational utilization includes any authorized use of the Air Reserve Component allowed by statute, regulation, and policy, including operational missions assigned in whole or part to the Air Reserve Component. It includes the use of the Air Reserve Component to carry out strategic, operational, tactical, service, training, or administrative missions, even when such use is incidental to Air Reserve Component training.

1.3.1. Air Reserve Component operational utilization *does not* apply to the Air National Guard when members are in a State Active Duty (or Militia) status.

1.3.2. The term *does* apply when the Air National Guard provides support to federal agencies and to state, local, and foreign governments, including: Defense Support of Civil Authorities under the National Response Framework; military training support provided to foreign nations pursuant to Title 22 United States Code; support provided to the State Partnership Program administered by the National Guard Bureau; and support in response to United States Government interagency requests.

2. The Air Reserve Component Utilization Cycle. The Air Reserve Component Utilization Cycle is the six-step process model the Air Force Deputy Chief of Staff, Operations (AF/A3) uses to manage Air Reserve Component operational utilization. In collaboration with existing Air Force corporate processes, it manages how the Air Reserve Component executes missions that would normally be assigned in whole or in part to the active duty force.

2.1. Requirements. Identifying the full mission requirement for Air Reserve Component operational utilization by collecting, tracking, and organizing relevant data, and prioritizing requirements.

2.2. Resourcing. Allocating funding resources for mandays and associated Operation and Maintenance costs. These costs cover Reserve, Guard, and Regular Air Force appropriations and reimbursable costs to help identify, categorize, and prioritize mission requirements.

2.3. Sourcing. Matching validated and funded mission requirements with Air Force Reserve Command/Air National Guard units and/or personnel to meet the requirements.

2.4. Executing. Obtaining orders to transition Air Reserve Component members to a military status, transporting Air Reserve Component members to duty locations, executing Air Reserve Component operational utilization requirements, and finalizing required documentation to complete the orders.

2.5. Assessing. Using data to evaluate each step of the Air Reserve Component Utilization Cycle step and assess trends.

2.6. Forecasting. Identifying future operational requirements, changes in policy and public law, and any other factors that might affect the projected operational utilization of the Air Reserve Component. Using forecasts to improve planning, programming, budgeting, force structure, policies, and other force-shaping influences to Air Reserve Component operational utilization.

3. Responsibilities of the Air National Guard

3.1. Operational Readiness. The governors, through the adjutants general of the states, commonwealths, or territories; and the President, through the Commanding General in the case of the District of Columbia, will ensure training of their respective units conforms to the same standards established by the gaining commands for similar units of the regular force. **(T-2).**

3.1.1. Gaining major commands – active duty commands to which Air National Guard forces are assigned when activated – monitor and periodically evaluate readiness levels of the Air National Guard forces to ensure they are ready to function effectively. **(T-2).**

3.2. Applicability of Publications. The National Guard Bureau will determine which publications of the gaining command will also provide direction to non-mobilized Air National Guard units. These publications apply when published to Air Force e-publishing. **(T-2).**

3.2.1. Major Command publications apply to Air National Guard units when the Director, Air National Guard concurs with the opening statement of applicability in the publication. Refer to Air Force Instruction 33-360, paragraph 1.16, *Determining Applicability of Departmental, Command, and Field Publications to the ANG.* **(T-2).**

3.3. National Guard Bureau Responsibilities. Refer to Department of Defense Directive 5105.77, *National Guard Bureau*, for all National Guard Bureau responsibilities and functions with respect to reviewing and monitoring the training, readiness, and safety of Air National Guard units.

3.3.1. The National Guard Bureau will provide gaining commands with copies of applicable training program policies and publications. **(T-2)**.

3.3.2. The National Guard Bureau, in coordination with Air National Guard units, will investigate and report mishaps as prescribed in appropriate United States Air Force publications. **(T-2)**.

3.3.3. The National Guard Bureau, in coordination with Air National Guard units, will identify any risks to its ability to sustain strategic reserve depth resulting from commitments in a specific career field, theater, or timeframe. **(T-2)**

3.3.4. Air National Guard units will establish and maintain effective safety and training programs that are compatible with those of the gaining commands. **(T-2)**.

3.3.5. The 201st Mission Support Squadron, a subordinate unit of the Air National Guard Readiness Center, exercises general administrative control of all Air National Guard members operating under Title 10 United States Code worldwide, with the exception of Air National Guard personnel on statutory tours of duty assigned or attached to the Air National Guard Readiness Center (in accordance with Air Force Mission Directive 50, *Air National Guard Readiness Center*, paragraph 2.2.). The Regular Air Force unit to which Guard members are assigned may still have specified administrative control (for example, disciplinary matters).

3.4. Gaining Major Commands will perform the following functions to ensure the operational readiness of all gained Air National Guard forces, both individual and unit:

3.4.1. Establish training standards and objectives and provide training publications for use by Air National Guard forces. **(T-2)**.

3.4.2. Evaluate effectiveness of training, readiness, and safety of Air National Guard forces, such as would be accomplished during a wartime exercise. **(T-2)**.

3.4.3. Provide Total Force leaders and stakeholders with the total projected Air National Guard operational utilization within functional areas. **(T-2)**

3.4.4. Review the organizational structure of Air National Guard units to ensure their capability to perform wartime missions. **(T-2)**. Coordinate necessary changes with the National Guard Bureau and submit to Headquarters Air Force for approval. **(T-2)**.

3.4.5. Include Air National Guard forces in Air Force programming, contingency planning, and exercise planning and execution. **(T-2)**.

3.4.6. Approve and assist in formulating Air National Guard unit mobility, mobilization and contingency plans, and host-tenant agreements. **(T-2)**.

3.4.7. Periodically review Air National Guard organizational equipment authorizations and allowances to make sure that each type of unit is properly equipped. **(T-2)**.

3.4.8. Provide funding for Air National Guard units and personnel when operating Regular Air Force equipment or when augmenting the Regular Air Force beyond prescribed training periods funded by Air National Guard appropriations. **(T-2)**.

3.4.9. Provide advocacy and a funding strategy for Air National Guard equipment modifications and other acquisitions in accordance with Air Force policy. **(T-2)**.

4. Responsibilities of the Air Force Reserve Command

4.1. Air Force Reserve Command (as a Regular Air Force Major Command) will:

4.1.1. Ensure that the training of its units and personnel conforms to standards established by Air Force Instructions. **(T-2)**.

4.1.2. Publish instructions and/or supplements to Air Force publications that provide direction in areas unique to the Air Force Reserve and complement those of the Regular Air Force **(T-2)**.

4.1.2.1. Major Command publications apply to Air Force Reserve Command units when the Air Force Reserve Command Office of Primary Responsibility concurs with the opening statement of applicability in the publication. Refer to Air Force Instruction 33-360, paragraph 1.14, *Determining Applicability of Major Command Publications to Air Force Reserve Command Units and Personnel*.

4.1.3. Validate the training, readiness, and safety of Air Force Reserve Command units and personnel in conjunction with force providers or Service components. **(T-2)**.

4.1.4. In accordance with Air Force Instruction 38-101, *Air Force Organization*, review and advocate the organizational structure of units to ensure their capability to perform wartime missions, and request a waiver from Headquarters United States Air Force if a unit's unique mission or location requires a different structure. **(T-2)**.

4.1.5. Prepare, present, and defend Air Force Reserve strategic plans and budgets and facilitate mission and equipment modernization programs. Validate command resource requirements and submit inputs into Air Force programming, contingency planning, and exercise planning. **(T-2)**.

4.1.6. Ensure that the Air Reserve Personnel Center implements programs, plans, policies, and procedures pertaining to Air Force Reserve Command assigned military and civilian personnel. **(T-2)**.

4.1.7. Ensure that the Headquarters Individual Reservist Readiness and Integration Organization integrates mission-ready Individual Reserve forces to meet Air Force and Combatant Commander requirements. **(T-2)**.

4.1.8. Provide advocacy and a funding strategy as Lead Command for Air Force Reserve equipment modifications and other acquisitions. **(T-2)**.

4.1.9. Manage plans, programs, and budgets to execute missions that have been assigned in whole or in part to Air Force Reserve Command for execution, if funded by the Air Reserve Component. Exercise close coordination with planning staffs at Department of Defense, Air Force, and Major Command levels, using their expertise to ensure full and timely input to the strategic and operational planning process. **(T-2)**.

4.1.10. Validate Air Force Reserve Command personnel ability to fill mission requirements through processes established by the Air Force Reserve Command Force Generation Center. **(T-2)**. The Force Generation Center manages sourcing solutions for Air Force Reserve Command.

4.1.11. Provide Total Force leaders and stakeholders with the total projected Air Force Reserve operational utilization within functional areas. **(T-2)**

4.1.12. Identify risks to the Air Force Reserve's ability to sustain strategic reserve depth resulting from commitments in a specific career field, theater, or timeframe. **(T-2)**

4.2. The Air Force Reserve Command Commander exercises administrative control over assigned personnel at all levels of activation through full mobilization (Title 10 United States Code Section 10174). The Regular Air Force unit to which Reserve members are assigned may have specified administrative control (for example, disciplinary matters).

5. Responsibilities of Air Reserve Component Utilizing Organizations

5.1. All Air Reserve Component Utilizing Organizations requesting use of the Air Reserve Component will:

5.1.1. Use systems, methods, and procedures specified by the Air Force Deputy Chief of Staff, Operations (AF/A3) for documenting Air Reserve Component utilization. **(T-2)**. This will ensure the Planning, Programming, Budgeting, and Execution system addresses operational requirements, and ensure the requirements meet statutory, policy, and operational standards.

5.1.1.1. When identifying mission and manpower requirements, Air Reserve Component Utilizing Organizations must also identify associated travel and per diem costs. **(T-2)**.

5.1.2. Monitor, maintain, and document operational requirements for Air Reserve Component utilization using methods or systems specified by the Air Reserve Component Requirements Cell (see paragraph 7). **(T-2)**.

5.1.2.1. Air Reserve Component Utilizing Organizations may use their own internal processes to document and maintain their Air Reserve Component operational requirements. However, ultimately their Functional Area Managers are responsible to document and maintain requirements data in the system specified by the Air Force Deputy Chief of Staff, Operations (AF/A3).

5.1.3. Maintain awareness of deploy-to-dwell (the ratio of how long a military member is deployed versus at home), mobilization-to-dwell (the ratio of how long a member is mobilized versus not-mobilized), personnel tempo (how long a member is away from home station), and other agreed-upon measures of Total Force supply and demand for members of all three components in all career fields. **(T-2)**.

5.1.4. Support a three-component community of interest within the governance of the Secretary of the Air Force, Management Office (SAF/MG). **(T-2)**. This community of interest will focus on the structure of data panels that coordinate the plans and efforts of all relevant information technology and data systems that support tasks in the Air Reserve Component utilization cycle. This will facilitate the development of data architectures, information exchange standards, and data sharing agreements that foster the integration and exchange of data among systems supporting the Air Reserve Component utilization cycle.

6. Responsibilities of the Air Force Deputy Chief of Staff, Operations (AF/A3)

6.1. The Air Force Deputy Chief of Staff, Operations (AF/A3) will:

6.1.1. Develop, communicate, and apply a standardized weighting methodology for Air Reserve Component operational utilization requirements that is informed by the Plan to Program Guidance put out annually by the Air Force Deputy Chief of Staff for Strategic Plans, Program, and Requirements (AF/A5/8). The weighting methodology should also consider Secretary of the Air Force and Chief of Staff of the Air Force special interest areas, and other considerations, including travel and per diem costs associated with the requirements (reference Air Force Instruction 65-503, *United States Air Force Cost and Planning Factors*, Table A61-1, *Man-Day Support Cost Estimating Tool*). **(T-2)**.

6.1.2. Using the weighting methodology described in paragraph 6.1, derive an Air Force-prioritized mission requirements list for Air Reserve Component utilization and provide that prioritized list to the Air Force Deputy Chief of Staff, Manpower, Personnel & Services (AF/A1) for validation and resourcing. **(T-2)**.

6.1.3. Using the prioritized mission requirements list and the weighting methodology, recommend withholds and allocations of mandays to the appropriate resource managers, whether at the Major Commands, Headquarters Air Force, or other Air Reserve Component Utilizing Organizations. **(T-2)**.

6.1.4. Be the focal point for emergent Air Reserve Component operational utilization requirements in any funding discussions, decisions, or panels (e.g., the Active Duty Operational Support Panel) needed to source those requirements. Advocate agile funding decisions informed by mission-focused priorities for both enduring and emergent requirements. **(T-2)**.

6.1.5. Provide regular updates on Air Reserve Component operational utilization requirements to the Personnel Budget Review Committee, which oversees the Active Air Force Military Personnel appropriation and the Air Force Civilian Personnel budget, and also advises the Air Force Board and the Air Force Council on all issues related to the personnel program, budgeting, and execution. **(T-3)**.

6.1.6. Collect data from Air Reserve Component Utilizing Organizations for projected and estimated support costs (e.g., travel and per diem) related to Air Reserve Component operational utilization, and provide that data to relevant resource authorities. **(T-2)**.

6.1.7. Provide visibility of Air Reserve Component operational utilization requirements in accordance with the United States Air Force Strategic Master Plan. **(T-2)**.

6.1.8. Establish a Community of Interest with standards and reporting methodology including (but not limited to) systems such as the Department of Defense Readiness Reporting System, the Deliberate and Crisis Action Planning and Execution System, and the Manpower Military Personnel Appropriation Man-Day Management System. **(T-2)**. These system capabilities, data architecture standards, and data integrations will be the foundation for Air Reserve Component operational utilization implementation and monitoring, and Air Reserve Component force visibility. Further, the Community of Interest should:

6.1.8.1. Support processes, policies, information systems, and infrastructure that improve Air Reserve Component operational utilization.

6.1.8.2. Develop and refine information sharing tools to ensure access to information about and visibility of Air Reserve Component utilization to all stakeholders.

6.1.8.3. Synchronize efforts to enhance integration, standards, and data sharing to create information technology strategies, and to implement plans to support the Air Reserve Component utilization cycle and associated processes.

6.1.8.4. Ensure the generation of reliable metrics (historical, present and future) from data in multiple systems supporting the Air Reserve Component utilization cycle.

6.1.8.5. Leverage existing geospatial shared services platforms and available geospatial analytic tools to provide geographically-oriented insights and visibility to Air Reserve Component utilization stakeholders.

7. The Air Reserve Component Requirements Cell . The Air Reserve Component Requirements Cell resides in the Headquarters Air Force Operations Division (AF/A3). Its mission is to collect all requirements data needed to implement the Air Reserve Component Utilization Cycle (see paragraph 2). This includes data regarding Air Reserve Component operational utilization requirements from Major Commands, Air Reserve Component Utilizing Organizations, Air Force Reserve Command, and the National Guard Bureau, as well as those funded by outside agencies. The Air Reserve Component Requirements Cell will:

7.1. Specify systems, methods, and responsibilities for Major Commands and Air Reserve Component Utilizing Organizations to document their Air Reserve Component operational requirements for the Planning, Programming, Budgeting, and Execution system. **(T-2)**.

7.2. Assist Major Commands and Air Reserve Component Utilizing Organizations with categorizing and prioritizing Air Reserve Component operational utilization requirements based on five categories, which include:

7.2.1. Combatant Commander Operations: Air Reserve Component operational use to meet Combatant Commander requirements documented in the Global Force Management Allocation Plan or other Combatant Commander-assigned force demand, including requirements for deployed and assigned forces.

7.2.2. Combatant Commander Joint Exercises and Training: Air Reserve Component utilization for Combatant Commander-sponsored joint exercises, training, and other functions as stated in United States Code Title 10, sub-paragraph 164.

7.2.3. United States Air Force Service Operations: Air Reserve Component operational utilization for Air Force operational support requirements that are not specifically covered in the Global Force Management Allocation Plan.

7.2.4. United States Air Force Service Exercises and Training: Air Reserve Component operational utilization for support of Air Force service-directed exercises, training, and other Organize, Train, and Equip functions as stated in United States Code Title 10, subparagraph 8013(b)(1)–(12).

7.2.5. Outside Agency Generated Requirements: Air Reserve Component operational utilization for requirements generated outside of the Air Force to include reimbursable missions performed by the Air Reserve Component, including support to other military branches and to other Department of Defense and non-Department of Defense agencies, when the type of funding is acceptable to the Military Personnel Account.

7.3. Use planning and programming guidance promulgated annually by the Air Force Deputy Chief of Staff for Strategic Plans, Program, and Requirements, as well as Secretary of the Air Force and Chief of Staff of the Air Force priorities, to update and publish prioritization rules for Air Reserve Component operational utilization requirements. **(T-3)**.

7.4. Ensure prioritized Air Reserve Component operational utilization requirements are considered in the Planning, Programming, Budgeting, and Execution process. **(T-3)**.

7.5. Maintain all Air Reserve Component operational utilization requirements. Also, maintain their prioritization as determined by the Air Force Deputy Chief of Staff, Operations (AF/A3). **(T-2)**.

7.6. Provide visibility of, and cross-functional access to, Air Reserve Component operational utilization requirements in order to inform the Planning, Programming, Budgeting, and Execution system process. **(T-3)**.

7.7. Provide operational requirements data to Core Function Leads to develop Core Function Support Plans. **(T-2)**.

7.8. Develop and implement a collaborative process for collecting and managing Air Reserve Component operational utilization requirements that leverages existing Air Force and Major Command corporate processes to inform the resourcing process. **(T-3)**.

7.8.1. The Decision Support position in the Air Reserve Component Requirements Cell (a Major in the Air Force Reserve) will lead and support a Community of Interest to coordinate data and information technology standards and promote compatibility of systems, formats, and processes to manage Air Reserve Component utilization. **(T-3)**.

7.9. Compile and maintain comprehensive Air Reserve Component Utilization Projections in coordination with relevant resource managers (those in Major Commands, on the Headquarters Air Force staff, or elsewhere), in order to document annual Air Reserve Component operational utilization requirements and the resourcing needed to pay for the identified support tail (i.e. travel and per diem). **(T-3)**.

7.9.1. Maintain concurrent Air Reserve Component Utilization Projections for three fiscal cycles: programming year (2-5 year Future Years Defense Program), budget year (one year ahead), and execution year (current fiscal year being executed). **(T-3)**.

- 7.9.2. Update Air Reserve Component utilization requirements in order to coordinate with resource owners on at least a quarterly basis during the execution year. **(T-3)**.
- 7.9.3. Work with resource owners to provide accurate execution year Air Reserve Component Utilization Projections while affording Major Commands and Air Reserve Component Utilizing Organizations flexibility to reallocate requirements and allocations to meet short-notice requirements. **(T-2)**.
- 7.9.4. Use Air Reserve Component Utilization Projections to enable resource owners and Air Force leaders to plan for, prioritize, and allocate resources throughout the Planning, Programming, Budgeting, and Execution system process and to understand the full operational demand for Air Reserve Component utilization. **(T-2)**.
- 7.9.5. Ensure appropriate classification and protection of data, especially if the aggregation of Air Reserve Component utilization information changes the overall classification of the information. **(T-3)**.
- 7.9.6. Use annual Air Reserve Component Utilization Projections to make plans with Air Force Reserve Command and Air National Guard for future Air Reserve Component operational utilization, and to support briefings to the Chief of Staff of the Air Force regarding Air Reserve Component operational utilization. **(T-3)**.
- 7.10. Provide assistance to Major Commands, Air Reserve Component Utilizing Organizations, and Core Function Leads to document enduring and recurring Air Reserve Component operational utilization requirements. **(T-3)**.
- 7.11. Compile a list of emergent Air Reserve Component operational utilization requirements and provide them to AF/A3 representatives for presentation to, and consideration by, requirements, resourcing, and sourcing forums. **(T-2)**.
- 7.12. Use reasonable methods and data-vetted inferences to measure the dual benefit of Air Reserve Component operational utilization (training that benefits operations and/or operations that benefit training) without prescribing training approaches used by the Air Reserve Component. **(T-3)**.
- 7.12.1. Gather data annually on actual execution of Air Reserve Component operational utilization requirements versus what was planned.
- 7.12.2. Gather data annually (every September) on under-execution of mandays to supply to the Chief of Staff of the Air Force and include any justification provided by the respective Major Commands and Air Reserve Component Utilizing Organizations for such under-execution.
- 7.12.3. In collaboration with resource owners and the Personnel Budget Review Committee, determine thresholds for triggering reporting of resource under-execution (e.g. 3% of allocated) and publish them at the beginning of the respective fiscal year.

7.13. Provide administrative support for Total Force Operational Requirements Coordination Events, at which Functional Area Managers and Air Force leaders identify mutually beneficial operations and training opportunities for Air Reserve Component utilization.

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Deputy Chief of Staff, Operations

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

- Air Force Form 847, *Recommendation for Change of Publication*, 22 September 2009
- Air Force Instruction 33-360, *Publication and Forms Management*, 1 December 2015 (Air Force Guidance Memorandum 30 November 2016)
- Air Force Instruction 36-2619, *Military Personnel Appropriation Mandy Program*, 18 July 2014
- Air Force Instruction 38-101, *Air Force Organization*, 31 January 2017
- Air Force Instruction 65-503, *United States Air Force Cost and Planning Factors*, 4 February 1994 (Interim Change 23 February 2017)
- Air Force Manual 33-363, *Management of Records*, 1 March 2008 (Interim Change 21 July 2016; Air Force Guidance Memorandum 2 June 2017)
- Air Force Policy Directive 10-3, *Air Reserve Component Forces*, 16 August 2006 (Interim Change 16 April 2007)
- Department of Defense Dictionary of Military and Associated Terms, As of August 2017
- Department of Defense Directive 1200.17, *Managing the Reserve Components as an Operational Force*, 29 October 2008
- Department of Defense Instruction 1235.12, *Accessing the Reserve Components*. 7 June 2016 (Change 1, 28 Feb 2017)
- Department of Defense Directive 5105.77, *National Guard Bureau*, 30 October 2015
- Title 10, United States Code, *Armed Forces*
- United States Air Force Strategic Master Plan, May 2015.

Terms

Administrative Control —Direction or exercise of authority over subordinate or other organizations in respect to administration and support. [DOD Dictionary of Military and Associated Terms, 2017]

Air Reserve Component operational utilization —Any authorized use of the Air Reserve Component allowed by statute, regulation, or policy, including operational missions assigned to the Air Reserve Component. It includes use of the Air Reserve Component for service, training, or administrative missions even when such use is incidental to Air Reserve Component training.

Air Reserve Component Utilization Cycle —The six-step Air Force process model for managing Air Reserve Component operational utilization. The steps are: requirements, resourcing, sourcing, execution, assessing, and forecasting.

Air Reserve Component Utilizing Organization—Any organization that engages in Air Reserve Component operational utilization.

Air Reserve Component Utilization Projection —An annual report that addresses how the active duty Air Force wants to use the Air Reserve Component to meet operational requirements and how it will account for this use in the Planning, Programming, Budgeting, and Execution system process.

Command —The authority that a commander in the Armed Forces lawfully exercises over subordinates by virtue of rank or assignment. [DOD Dictionary of Military and Associated Terms, 2017]

Combatant Commander —A commander of one of the unified or specified combatant commands. [DOD Dictionary of Military and Associated Terms, 2017]

Core Function Lead (CFL)—The SecAF/CSAF-appointed senior leader responsible for specific Core Functions providing AF-level, long-term views. CFLs integrate Total Force concepts, capabilities, modernization, and resourcing to ensure future assigned core capabilities across the range of military operations as directed by AF Strategy and Strategic Planning Guidance. (Air Force Instruction 90-1001, Planning Total Force Associations)

Core Function Support Plans (CFSP)—Plans developed by Major Command and Core Function lead staffs to support annual refinement of the 30-year Resource Allocation Plan, capability gap prioritization, capabilities investment, and Science and Technology priorities. CFSPs also provide detailed analysis to support the Air Force Strategy, Strategic Master Plan objectives, and the Strategy, Planning, Programming, Budgeting, and Execution process. (Air Force Instruction 90-1001, Planning Total Force Associations)

Force Provider— The force element that equips an operational or exercise force element.

Functional Area Manager — The principal advisor to a commander, functional director, or Deputy Chief of Staff on the management and oversight of all personnel and equipment within a specific functional area that supports operational planning and execution.

Gaining Major Command—The active duty Major Command to which an Air National Guard wing or unit is assigned when that wing or unit is activated.

Mission — The act of accomplishing a task or objective pertaining to any of the following: 1) a Title 10 Air Force service mission responsibility; 2) Secretary of Defense-directed Air Force support to a Combatant Commander; 3) a Combatant Commander, Chairman of the Joint Chiefs of Staff, or Commander of a Numbered Air Force Execution Order; or 4) as stated in the Air Force, Major Command, or unit mission directive.

Mobilization — The process by which the Armed Forces are brought to a state of readiness for war or other national emergency. This includes activating all or part of the Air Reserve Component, as well as assembling and organizing personnel, supplies, and materiel. [DOD Dictionary of Military and Associated Terms, 2017]

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. This term may be used in a general sense to express a level or degree of readiness. [DOD Dictionary of Military and Associated Terms, 2017]

Regular Air Force — The component of the Air Force that consists of persons whose continuous service on active duty in both peace and war is contemplated by law, and of retired members of the Regular Air Force. [10 United States Code §8075]

Total Force—The United States Air Force organizations, units, and individuals that provide the capabilities to support the Department of Defense in implementing the national security strategy. This includes Regular Air Force, Air National Guard, and Air Force Reserve military personnel, United States Air Force military retired members, civilian personnel (including foreign national direct- and indirect-hire, as well as non-appropriated fund employees), contractor staff, and host-nation support personnel. [Air Force Doctrine Document 1-2]

Total Force Operational Requirements Coordination Event—A forum where key stakeholders from a particular functional community come together periodically to review Air Reserve Component operational utilization requirements where there might be potential mutual Active / Reserve Component benefit. Total Force events allow the Air Reserve Component operators, planners, and functional managers to identify opportunities in a 1-2 year timeframe to leverage annual Air Reserve Component training obligations at relevant operational events for mutual benefit.