

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

**AIR FORCE RESERVE COMMAND  
MISSION DIRECTIVE 018**



**3 JANUARY 2024**

**Mission Directive**

**HEADQUARTERS FOURTH, TENTH  
AND TWENTY-SECOND AIR FORCES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(Sandra I. Vandiviere, GS-15)

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This Mission Directive implements policy and guidance in AFI 38-101, *Manpower and Organization*. It delineates the mission, command relationships, and responsibilities of the Air Force Reserve Numbered Air Forces. This Mission Directive applies to individuals assigned to HQ AFRC. It does not apply to Regular Air Force, Space Force, or ANG units. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with IAW AFI 33-322, *Records Management and Information Governance Program*, and disposed of IAW the Air Force Records Information Management System and Records Disposition Schedule. Contact supporting records managers as required. Refer recommended changes and questions about this publication to the OPR using DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. Submit requests for waivers through the chain of command to the publication OPR for non-tiered compliance items. This publication may not be supplemented or further implemented or extended.

**SUMMARY OF CHANGES**

This document has been substantially revised and needs to be completely reviewed. Major changes include update to the purpose, mission, and attachment and references.

**1. Mission:** Ensure assigned units maintain operational readiness according to Air Force standards. Provide operational leadership and supervision, affording appropriate span of control for the oversight and execution of the Numbered Air Force-specific mission.

**2. Command.** AFRC Numbered Air Force Commanders:

- 2.1. Report to the Commander of the Air Force Reserve Command.
- 2.2. Exercises administrative control over assigned forces.
- 2.3. Exercise Class B mishap convening authority when warranted, with assistance from the AFRC safety staff.

**3. Responsibilities.**

- 3.1. Execute commander's responsibilities as outlined in AFI 1-2, *Commander's Responsibilities*.
- 3.2. Exercise Direct Liaison Authority with respective Lead MAJCOM staff to ensure reserve training standards and qualification levels meet mobilization requirements.
- 3.3. Supervise and assist assigned units in planning and readying for deployment and employment actions.
- 3.4. Manage resources and advocate through participation in AFRC Corporate Structure.
- 3.5. Provide assistance to assigned units in management of personnel, resources and equipment to maintain operational readiness.
- 3.6. Execute assigned responsibilities with a lean, task organized staff in a skip-echelon staff structure. Command authority does not skip-echelon. AFRC Skip Echelon SharePoint Site [https://afrc.eim.us.af.mil/skip\\_echelon/SitePages/Home.aspx](https://afrc.eim.us.af.mil/skip_echelon/SitePages/Home.aspx).
  - 3.6.1. Provide input to staffing products that affect command and operational readiness of assigned units. (Note: Skip-echelon functions will provide effective concurrent and follow-up communication to the Numbered Air Force).
  - 3.6.2. Ensure Numbered Air Force staffs have access to appropriate information/data systems to exercise command and maintain an advocacy role in all functions required to manage AFRC units.

JOHN P. HEALY, Lt Gen, USAF  
Commander

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

AFI 1-2, *Commander's Responsibilities*, 8 May 2014

AFI 38-101, *Manpower and Organization*, 29 August 2019

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

***Adopted Forms***

DAF Form 847, *Recommendation for Change of Publication*