

**BY ORDER OF THE COMMANDER
AIR RESERVE PERSONNEL CENTER**

**AIR RESERVE PERSONNEL CENTER
MISSION DIRECTIVE 1501**



29 SEPTEMBER 2016

MISSION DIRECTIVE

**HEADQUARTERS INDIVIDUAL
RESERVIST READINESS AND
INTEGRATION ORGANIZATION (HQ
IR RIO)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: HQ IR RIO/CCE

Certified by: HQ ARPC/CSS
(Capt Celestine Lukshis)

Pages: 3

This Directive states the mission, defines the command structure, and establishes the responsibilities for Headquarters Individual Reservist Readiness and Integration Organization (HQ IR RIO). Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from field units through the appropriate functional chain of command. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>.

1. Mission. HQ IR RIO seamlessly integrates wartime ready Individual Reservists into the active component to meet Air Force and Combatant Commander requirements. As a non-standard organization, it provides a chain of command with accountability through HQ Air Reserve Personnel Center (ARPC) to Air Force Reserve Command (AFRC) and standardizes management of IRs, which includes Individual Mobilization Augmentees and Participating Individual Ready Reserve personnel. HQ IR RIO maintains concurrent administrative control (ADCON) with active component commanders and provides support to IR personnel for financial services, orders writing, readiness management, aviation resource management, and medical readiness.

2. Command.

- 2.1. The HQ IR RIO Commander reports to the HQ ARPC Commander.
- 2.2. The HQ IR RIO Commander exercises command authority over personnel assigned to HQ IR RIO (including all Detachments), and exercises ADCON over all IRs.

3. Responsibilities. The HQ IR RIO Commander shall:

- 3.1. Provide leadership and support to IRs, IR supervisors, and the IR chain of command.
 - 3.1.1. Ensure active component commanders and supervisors understand the command required actions and responsibilities to maintain ready and resilient IRs.
 - 3.1.2. Monitor and facilitate readiness across the IR force in concert with the active component.
 - 3.1.3. Support the integration of IRs into the active component and provide continual liaison assistance as needed via the Unit Reserve Coordinator Program and HQ IR RIO's Tier 2 Call Center Support.
- 3.2. Develop effective IR management/training policies, processes, and programs.
 - 3.2.1. Identify and address IR specific readiness issues/trends and partner with the active component and AFRC to incorporate corrective measures.
 - 3.2.2. Enhance professional development and training programs for both IRs and the active component to ensure an optimal, cross-culturally competent, and resilient IR force.
 - 3.2.3. Oversee and standardize personnel programs and processes IAW the Total Force concept.
- 3.3. Ensures the strategic readiness of the IR force to meet Air Force and Combatant Commander requirements by providing a combat-ready, cost-effective, and experienced force, prepared for operational integration into active duty.
- 3.4. Oversee and manage the production of Title 10 orders for the IR population.
- 3.5. Initiate and sustain a Crisis Action Team to support surge requirements created by emergency or contingency operations.
- 3.6. Administer the aviation resource management program.
- 3.7. Oversee IR medical readiness.
- 3.8. Oversee IR financial services. IR financial services serves as primary focal point for military pay, travel pay, and orders writing for IRs.

ELLEN M. MOORE, Colonel, USAF
Commander, HQ ARPC

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTIVE INFORMATION

References

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

AFPD 38-6, *Mission Directives*, 23 Dec 2014

AFI38-601, *Format and Content of Mission Directives*, 7 Jan 2015

AFMAN 33-363, *Management and Forms Management*, 25 Sep 2013

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

Abbreviations and Acronyms

ADCON—Administrative Control

AFRC—Air Force Reserve Command

ARPC—Air Reserve Personnel Center

HQ—Headquarters

IAW—In accordance with

IR—Individual Reservist

RIO—Readiness and Integration Organization