COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction implements Air Force Reserve Command (AFRC) Mission Directive 1101, *Regional Support Group*. It prescribes the mission, organization, and responsibilities for Regional Support Group (RSG). The purpose of this instruction is to designate sources of support for geographically separated units (GSU) assigned to the 622 RSG at Dobbins ARB, GA. A list of references and acronyms can be found in **Attachment 1,** *Glossary Of References And Supporting Information.* This instruction applies to all members assigned and attached to 22nd Air Force and 622 RSG, at Dobbins ARB, Georgia.

1. Mission. The RSG ensures assigned GSUs are organized, trained, and equipped to maintain operational readiness according to applicable gaining major command (GMAJCOM) standards.

2. Command. The RSG commander (RSG/CC) is responsible for all command and control matters affecting the GSUs. GSU commanders report directly to the RSG commander. GSU senior air reserve technicians (ARTs) maintain close contact with the RSG deputy commander (RSG/CD) and the RSG staff.

3. Assigned Forces. Assigned GSU missions include aerial port, civil engineer, services, aeromedical evacuation, combat communications, aeromedical staging, combat logistics support, communications, and mission support. See **Attachment 2**, *622 Geographically Separated Unit (GSU) Chart*.

4. Relationships to Other Units. Each assigned GSU is aligned under an Air Force Reserve Command supporting wing for day-to-day administrative support. The Numbered Air Force (NAF) commander has identified a list of supporting wings and the designated GSUs to which support will be provided. See **Attachment 2.**

5. Geographically Separated Unit Support. The supporting wing Mission Support Group commander (MSG/CC) is the office primary responsibility (OPR) for GSU support requirements. Day-to-day follow-up of GSU support issues are staffed and tracked by the MSG/CC. The MSG/CC ensures the RSG/

CC and/or CD is informed of GSU support issues and requirements. Support provided to the GSUs by the supporting wing does not relieve the RSG staff of its GSU oversight responsibilities.

6. Financial Management. Operations and Maintenance (O&M) and Reserve Personnel Appropriation (RPA) funding is provided to GSUs through the supporting wing Financial Management Office with the exception of the units at Robins AFB who are handled by AFRC/FM. GSU/CCs are responsible for the fiscal oversight of their GSUs to include budget forecasting and planning, execution, unfunded requirements input, and all other aspects of financial management. Squadron resource advisors (RAs) should be appointed (in writing) to assume standard RA duties in managing and monitoring all squadron financial operations and activities. Cost Center Managers (CCMs) may also be appointed to assist RAs in financial management activities. Financial issues and difficulties should normally be worked through GSU RAs and commanders; major issues should be discussed by the RSG commander and supporting wing commander. Supporting wings will provide appropriate training in appropriate aspects of financial management.

6.1. Government Purchase Card (GPC). The Government Purchase Card is managed under the supporting wing Mission Support Group Contracting division. Requests for authorization for use of a card are done through the supporting wing Logistic Group. The Resource Advisor, through the supporting wing's Financial Management Office, requests funding for the card. This is done on an AF IMT 4009, **Government Purchase Card Fund Cite Authorization**. In locations where AFRC wings are located with active duty wings, GSUs would send requests for authorization and requests for funding to the supporting wing Financial Management Office, which would forward the requests to the active duty wing Mission Support Group Contracting division.

6.2. Government Travel Card (GTC). The RSG/CC is responsible for ensuring that GSUs comply with applicable GTC guidance. The supporting Wing Financial Manager (FM) should provide monthly account information to the RSG and GSU commanders. Unit GTC point of contact (POC) will ensure that GTC cards are provided only to those who travel more than two times a year. Monthly GTC reports will be checked to ensure that all charges were made while the member was on government official business and that the charges were legitimate and reimbursable. The commander, after consultation with supporting wing Staff Judge Advocate, should consider appropriate administrative or disciplinary action with respect to those members with delinquent accounts or who have misused their GTC.

6.3. Audits. GSU/CCs are responsible for ensuring all audit findings are answered with recommendations for corrective actions. Audits will be tracked through the RSG/CC, the 22 AF Audit POC, and the AFRC Audit Focal Point. Audit finding updates are provided quarterly until all actions are corrected, the findings are completed, and the chain of command concurs on closing the audit. The supporting wing is usually not involved in audit actions unless assistance is needed in correcting deficiencies, or the GSU is included in a supporting wing audit.

6.4. Management Control Program (MCP). GSU/CCs are responsible for ensuring that pertinent management controls have been developed, implemented, and monitored in accordance with higher headquarters guidance. The supporting wing is responsible for training GSU personnel in the MCP. GSUs will forward appropriate yearly MCP documentation to the RSG MCP POC at the appropriate time. MCP documentation will be forwarded as one RSG package to appropriate NAF personnel at the appropriate time. The RSG/CC should maintain copies of individual GSU MCPs, but is not required to forward them to the NAF.

7. Military Personnel. 622 RSG/DPM processes all personnel actions for assigned GSUs that cannot be approved by the GSU/CC. All personnel actions will be sent to the supporting wing Military Personnel Flight (MPF) for quality review. After review and any required corrections, the supporting wing MPF will forward personnel actions to 622 RSG/DPM, 1364 Chennault Circle, Dobbins ARB, GA 30069-4904. Personnel actions include, but are not limited to, the following:

7.1. Officer Performance Report (OPR). The 622 RSG/CC is the senior rater for OPRs on Majors and below. The 22 AF/CC is the reviewer on reports for Lieutenant Colonels and above. GSUs should include the proposed endorsement for the senior rater on all OPRs. If there are any corrections to OPRs submitted for additional rater/senior rater endorsement, servicing MPFs and units will be notified by 622 RSG/DPM. OPRs on which the 622 RSG/CC is the rater are due to 622 RSG/DPM within 45 days of the closing date. GSUs must meet suspenses established by the supporting wing MPF in accordance with AFI 36-2406, *Officer and Enlisted Evaluation System*.

7.2. Enlisted Performance Report (EPR). EPRs are required on staff sergeants and above every two years. Changes in Reporting Official (CRO) reports are required when the ratee departs station if there has been sufficient supervision. Most EPRs are able to be completed and closed out in the unit (no higher endorsement required). Only two evaluations are required on AF IMT 910, **Enlisted Performance Report,** and AF IMT 911, **Senior Enlisted Performance Report**. If the rater qualifies as a single evaluator, only one evaluation is required. **NOTE:** See the definition of single evaluator and final evaluator in AFI 36-2406, paragraph **3.1** and **Attachment 1**, *Glossary of References and Supporting Information*.

7.3. Performance Feedback. Notices to GSU commanders that their performance feedbacks are due will be sent to 622 RSG/DPM. GSU orderly rooms should retrieve feedback notices directly from PC-III, and provide them to the rater and ratee for completion. Signed feedback notices are filed in the ratee's Personnel Information File (PIF) IAW AFI 36-2406, Chapter 2. Do not file the actual feedback form in the PIF, only the endorsement showing feedback was completed. Feedback notices for GSU members reporting directly to the RSG/CC should be forwarded to the RSG/CC for feedback action, IAW AFI 36-2406.

7.4. Officer Position Vacancy/Mandatory Promotions. The unit commander prepares the recommendation AF IMT 709, **Promotion Recommendation**. 622 RSG/DPM will forward information/guidance to GSU/CCs and supporting wing MPFs before each board, emphasizing the importance of meeting suspense dates. **NOTE:** HQ ARPC publishes all officer promotion orders and updates the personnel data system, IAW AFI 36-2501, *Officer Promotions and Selective Continuation,* and AFI 36-2504, *Officer Promotion, Continuation and Selective Early Removal in the Reserve of the Air Force.*

7.5. Enlisted Promotions (Position Vacancy). GSU/CCs are the approval authority for promotions through Master Sergeant. The 622 RSG/CC is the promotion authority to SMSgt and CMSgt. Promotion orders for all enlisted position vacancy promotions are published by the supporting wing MPF, IAW AFI 36-2502, *Airman Promotion Program,* Chapter 4.

7.6. Promotion Enhancement Program (PEP) Promotions. For PEP promotion to TSgt and MSgt, GSU personnel compete with other 622 RSG candidates at the 622 RSG level. For PEP promotion to SMSgt and CMSgt, individuals in the 622 RSG and its subordinate units compete with personnel throughout 22 AF. The 22 AF/CC is the promotion authority for all 22 AF PEP promotions to SMSgt

and CMSgt. Orders are published by 622 RSG/DPM. **NOTE**: Reference HQ AFRC/DPA Memorandum, dated April 2002, Subject: Revision of Promotion Enhancement Program (PEP) Guidelines.

7.7. Denial of Reenlistment. GSU/CCs forward the AF IMT 418, **Selective Reenlistment Program Consideration,** with supporting documentation to the unit career advisor, who forwards the case file to the supporting wing Career Assistance Advisor for update of the reenlistment code (RBA Code) in MilPDS. The member may appeal denial decision through one of two options:

  7.7.1. Through the Senior Reserve Commander (622 RSG/CC) or

  7.7.2. Through an Appeals Board. If the member appeals the denial, he/she must submit a written request for appeal to the supporting wing MPF by the next scheduled UTA. (AFI 36-2612, *United States Air Force Reserve (USAFR) Reenlistment and Retention Program,* Chapter 3).

7.8. Line of Duty Determinations (LODs). LODs are initiated by the supporting wing medical facility with the GSU/CC completing his/her portion of the AF IMT 348, **Line of Duty Determination**. The AF IMT 348 will be forwarded to the servicing MPF for coordination, which includes a legal review by the supporting wing Staff Judge Advocate. The coordinated package will then be forwarded by the supporting wing MPF to 622 RSG/DPM for those LODs requiring a 622 RSG/CC signature, where a formal investigation is recommended, or where oversight is necessary until all actions are complete. (AFI 36-2910, *Line of Duty (Misconduct) Determination*).

7.9. Incapacitation Pay. The AF IMT 1971, **Certification for Incapacitation Pay**, will be completed by member, with assistance from the Military Treatment Facility (MTF) and/or the supporting wing MPF. The physician in charge of the case will complete and sign Section II, and the member's commander will complete and sign Section III. The member will send the form to the supporting wing MPF to complete the coordination process, which includes a legal review by the supporting wing Staff Judge Advocate who signs in Section IV. When completed, the supporting wing MPF will send the form to 622 RSG/DPM for oversight until completion of all actions. (AFI 36-3004, *Aviator Continuation Pay (ACP) Program,* Chapter 3).

7.10. Participation. GSU Fiscal Year (FY) UTA schedules are approved by the 622 RSG commander. Any changes to the approved schedule must be initiated NLT 90 days prior to the proposed new date. The 622 RSG/CC is the approval authority for RPA manday waiver requests to exceed 139 days in a fiscal year. Waivers to exceed 179 days are processed through command channels to HQ USAF/RE. Special Tour MPA waivers to exceed 139 days within or across fiscal years are forwarded by the unit directly to the GMAJCOM through the Command Manday Allocation System (CMAS). (AFMAN 36-8001, *Reserve Personnel Participation and Training Procedures*).

7.11. Overgrades/Overages. GSU/CCs will send their proposed FY manning plan with requested overages to 622 RSG/DPM for approval by the 622 RSG/CC. Following approval, the manning plan will be forwarded by 622 RSG/DPM to the GSU's supporting wing MPF. Overages are limited to Majors and below, and Master Sergeants and below. Overgrade waivers are approved by the 622 RSG/CC. All Colonel assignments and waivers for Colonel positions are approved by HQ AFRC and will be submitted in e-mail format to the servicing MPF for processing to 622 RSG/DPM. (AFI 36-2115, *Assignments within the Reserve Components*).

7.12. Awards and Decorations. Units send nominations for individual/unit awards, special trophies, and recommendations for decorations to the supporting wing MPF for quality review; the MPF will forward nominations to 622 RSG/DPM. Most awards and special trophies are approved by HQ AFRC or HQ AFPC. The 22 AF/CC approves recommendations for Meritorious Service Medals, Air Force

Commendation Medals, and Air Force Achievement Medals. (AFI 36-2805, *Special Trophies and Awards,* and AFI 36-2803, *The Air Force Awards and Decorations Program*).

7.13. Entry Level Separations. These are coordinated by GSU/CCs, with assistance from the supporting wing MPF. The 622 RSG/CC is the approval authority. (AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*).

7.14. Mandatory Separation Date Extensions. These are requested by the individual through the GSU/CC to 622 RSG/DPM. The 22 AF/CC either recommends approval to HQ AFRC or disapproval if the extension is not in the best interest of the Air Force Reserve Command.

7.15. Involuntary Reassignments. These are initiated by the GSU/CC. Approval authority for reassignments will vary**. NOTE:** Refer to AFI 36-2115, *Assignments Within The Reserve Components,* for processing procedures and approval authority.

7.16. Voluntary Assignment Action (VAA). VAAs are approved by the unit commander if no waiver is required, except for Colonel assignments and individuals being assigned to Colonel positions. These exceptions are processed through the supporting wing MPF and command channels for approval by HQ AFRC/CV. VAAs on GSU/CCs are approved by the 22 AF/CC, with a recommendation and coordination through the 622 RSG/CC.

7.17. Waiver of Mandatory Enlisted Training Requirements. These are coordinated by GSU/CCs through the supporting wing MPF/DPMT to 622 RSG/DPT. This waiver does not require the 622 RSG/CC to make a recommendation to HQ AFRC. (Reference HQ AFRC/DPT Automated Waiver Process Guide, Dated 15 April 2002).

7.18. Correspondence Development Course (CDC) Reactivations. These are coordinated by GSU/CCs through the unit training manager to 622 RSG/DPT. DPT will obtain 622 RSG/CC approval/disapproval. Approved reactivations are forwarded to Air Force Institute for Advanced Distributed Learning (AFIADL) with a courtesy copy to the unit. Disapproved reactivations are returned to the unit for disposition.

8. Civilian Personnel. All GSUs collocated on an Air Force installation with a Civilian Personnel Flight (CPF), or in the same locality, must be serviced by that CPF. When not collocated or near a CPF, services must be provided by the nearest CPF. Civilian Personnel issues that cannot be resolved at the local CPF should be referred to the 622 RSG/CD, who will engage with 622 RSG/CC, 22 AF/DPC, and AFRC/DPC as necessary.

9. Communications and Information (C&I). The Communications and Information (C&I); 622 RSG/SC staff is available to provide guidance and assistance on all C&I matters. The 622 RSG/SC may act as the C&I liaison between the GSUs and higher headquarters, providing advice and assistance on a wide variety of support functions. All C&I services support for GSUs should be documented in a Host-Tenant agreement or Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA) with the host base, supporting wing, or other designated supporting organization.

9.1. Network Systems and Services. Network services and infrastructure support is typically provided by the host base. In cases where GSUs are not located on Air Force installations, special provisions must be made to ensure network connectivity and services are provided. Network services include support for Inter-/Intranet access, electronic mail, and other approved Air Force programs systems.

9.2. Information Technology Asset Management System (ITAMS). Automated Data Processing Equipment (ADPE) inventories must be completed annually by the GSU equipment custodian (EC), or as directed by the host/support base equipment custodian officer (ECO), IAW AFI 33-112, *Computer Systems Management*. The unit inventory is used to project costs for the replacement of Information Technology (IT) equipment.

9.3. Software Copyright Provisions. The Air Force establishes guidelines for computer users on prohibitions against software licensing and copyright violations for commercial off-the-shelf (COTS) software programs. The objective is to ensure all computer systems are free of "pirated" software, IAW AFI 33-114, *Software Management,* paragraph **3.9.4.3**. The 622 RSG/SC has developed procedural guidance for GSUs that is available upon request.

9.4. Information Assurance (IA). All computer users are required to comply with Air Force directives to protect government network, computer, and information resources. Each GSU network service provider is responsible for ensuring security patches, virus definitions, user training, and access privileges are provided appropriately. The 622 RSG/SC staff can advise GSUs on established IA procedures and applicable guidance.

9.5. C&I Mission Planning. GSUs tasked with a C&I mission must coordinate all mission tasking, sourcing actions, and deployments, along with operations, exercise, and contingency plans with the 622 RSG/SC staff. The 622 RSG/SC is responsible for reviewing and coordinating all mission-related planning actions prior to execution.

9.6. Base Communications Systems. The host base is responsible for providing communications systems and services support integral with the local base communications infrastructure to include airfield systems, network systems, base telephone systems, Land Mobile Radio Systems (LMRS) Frequency Management, Secure Communications, and all local cabling support. Since there are a variety of sources for obtaining funding, engineering, and installation support, the 622 RSG/SC staff will provide GSUs with guidance and advice on requesting support from their host, supporting Wing, or HQ AFRC.

9.7. Information Systems: Typically, the host base or supporting wing is responsible for providing support and assistance for a variety of information systems and programs such as Electronic Records Management, Microsoft Office Applications, Administrative Communications, Visual Information production, Reprographics, and Postal Services; also included are management programs for public release of information protected by the Freedom of Information Act and the Privacy Act. The 622 RSG/SC staff will assist GSUs with additional guidance and assistance in these areas, as required.

9.8. Content Management (Publications and Forms): The 622 RSG/SC provides publishing guidance and support to all 22 AF wings. GSUs are responsible for coordinating all official unit-generated publications and forms with their supporting wings, who will coordinate these documents with the 622 RSG/SC staff.

9.9. Computer Hardware and Software. GSUs should contact their host base or supporting wing help desk for computer hardware and software support. Local support services may consist of troubleshooting hardware problems, analysis and resolution of software problems, and advising and assisting users with program operation problems. GSUs can contact 622 RSG/SC Workgroup Managers, who may be able to provide limited assistance for hardware and software problems.

9.10. Information Management Training. The 622 RSG/SC has access to a variety of Air Force training resources to include computer based training (CBT). All GSUs are encouraged to request training tools for any unit information management function.

9.11. Telephone Systems Management. Telephone support for GSUs may be provided in a number of ways, either commercially or by government agencies. GSU/CCs should designate a telephone control officer (TCO) to monitor the telephone program IAW their host base support agreements and AFI 33-111, *Telephone Systems Management*. The 622 RSG/SC can provide advice and support for all TCO responsibilities and telecommunication systems concerns.

9.12. Communications Requirements. GSUs must identify their communications requirements on a Communications-Computer Systems Requirements Document (CSRD; AF IMT 3215, **IT/NSS Requirements Document**). The CSRD must be approved by the GSU/CC and forwarded to the host base for review and approval. The host base is responsible for ensuring the technical solution is compatible and compliant with Air Force systems. Once the solution is approved, funding for the requirement must be obtained. Although funding responsibility is delegated to the local unit or wing level, other funding sources are available. GSU communication requirements may be coordinated with the 622 RSG/SC to ensure successful processing of the CSRD.

10. Public Affairs. The office of Public Affairs (PA), at the unit level, is responsible for three areas of concern: Internal information, to include Air Force base newspapers and commercial enterprise publications and Commanders Calls; Community Relations, to include Speakers Bureau, Civic Leader/Employer Orientation flights, base tours, open houses, Employer Support of the Guard and Reserve (ESGR) liaison and Congressional Outreach; and Media Relations, to include clearance of material for public release, disaster response, radio, TV and special media releases, and liaison with local news media.

10.1. Public Affairs Guidance. 622 RSG/PA provides guidance on all public affairs questions and issues for GSUs.

10.2. Newsletter. With proper authorization from AFRC/PA, 622 RSG/PA publishes a quarterly newsletter with articles and information provided by the GSUs.

10.3. Information. 622 RSG/PA is the central distribution point for printed/electronic information for GSUs, to include fact sheets, biographies, news service, archived materials, ESGR information, and PA forms.

10.4. Liaison between other agencies and GSUs. 622 RSG/PA is the liaison between GSUs and other Public Affairs offices, higher headquarters, and other operating agencies as deemed necessary or requested/required.

11. Historian. The 622 RSG/HO is responsible for 22 AF histories, including the 622 RSG and all GSUs. This responsibility includes collection of all pertinent information required for the publishing of yearly history reports. GSUs are responsible for providing their historical information to the 622 RSG/HO offices each year. The suspense date will be announced by the 622 RSG/HO.

12. Performance Management. Supporting wing performance management (CCX) offices provide the same service to GSUs as they do their own units. The 622 RSG Analysis and Integration Branch (622 RSG/XPY) provides oversight of all Performance Management offices at 22 AF-assigned units.

12.1. Self-Inspection Tracking System (SITS). This is the only AFRC-authorized automated self-inspection tracking program. The authorized program is managed by the AFRC IG and can be downloaded from their website under "Self-Inspection Checklists." AFRC provides support and all training on the SITS program through their website. Additional assistance can be obtained by contacting another user at either the supporting wing or any other unit that is successfully using the program. Upon request, the 622 RSG/XP will provide a list of successful users.

13. Safety. 22 AF/SE provides each GSU a Program Evaluation (PE). The PE is a compliance inspection with a written report to the GSU commander. To receive a Safety PE (required once every three years), the RSG/CC requests a PE from the host wing or from 22 AF/SE.

14. Facility Support. Although it is the responsibility of the host base to provide maintenance and repair support to all GSU facilities, the 622 RSG Civil Engineer (622 RSG/CE) function is available to provide facility expertise and host support coordination with the host base, when needed. GSU facilities should be as good as host facilities. 622 RSG/CE is available to provide facility improvement recommendations and/or advocate on behalf of GSUs at the base or command level. GSUs should route all construction projects through 622 RSG/CE for coordination and funds approval by AFRC.

15. Readiness. The 622 RSG Readiness office (622RSG/CEX) provides support to GSUs to ensure readiness mission training requirements are met and that units receive adequate equipment support/training from their supporting wing/host base readiness function.

15.1. Readiness Training. 622 RSG/CEX ensures that Nuclear Biological Chemical Conventional (NBCC) Defense and Full Spectrum Threat Response (FSTR) training programs are in place within 622 RSG GSUs. 622 RSG/CEX provides planning guidance on documentation requirements for NBCC defense training courses, exercise guidelines, and NBCC defense equipment requirements.

15.2. Nuclear Biological Chemical Conventional (NBCC) Defense Training (NBCCDT). NBCCDT is not to exceed one Aerospace Expeditionary Forces (AEF) cycle after initial training for military personnel and emergency essential civilians in or subject to deploy to a medium or high threat area. Participation in unit exercises or other exercises (i.e., Patriot Medstar and Patriot Palmetto) do not qualify as substitutes for NBCCDT refresher or initial training. NBCC defense training summaries, to include status of operational and training NBCC equipment, are due by December 15 of each calendar year to the supporting wing CEX. These summaries will be forwarded to 622 RSG/CEX by 15 January of the next calendar year.

15.3. Unit FSTR Representative. GSU/CCs will appoint a Unit Full Spectrum Threat Response (FSTR) representative and alternate who will coordinate the readiness training process with the unit and the host agency that provides the required training. A copy of the appointment letter will be forwarded to 622 RSG/CEX within 90 days or three UTAs. The unit FSTR representative coordinates with the host agency to identify the scenarios most likely to affect the GSU. That information is then distributed to all unit members. FSTR representatives must receive initial training from the supporting wing or host base within 60 days of assignment to the position and attend regularly scheduled meetings as prescribed by the host or supporting wing. GSUs may request unit or unit representative training from the supporting wing readiness office or the 622 RSG/CEX.

15.4. NBCC Defense Task Qualification Training (TQT). Commanders will ensure unit personnel participate in the TQT program to complement initial and refresher NBCC Defense Training. Mere

participation in exercises does not qualify for TQT. Members must perform identified NBCC defense TQT tasks during unit or functional area exercises to receive credit for TQT.

15.5. Supporting Wing Operating Instructions. Supporting wing readiness offices provide specific guidance to attached GSU Readiness representatives on maintenance of unit NBC training rosters, unit handbooks, required enemy attack response exercises, and additional material for unit readiness information programs. 622 RSG/CEX can provide instructional information in these areas if the supporting wing readiness office is unavailable. GSU Readiness representatives should provide a duplicate copy of their GSU unit handbooks to their supporting wing readiness office, or to the 622 RSG/ CEX. Supporting wing readiness offices normally conduct Readiness FAVs to GSUs biennially, not to exceed 24 months.

16. Logistics Readiness. The supporting wing is the primary source of planning support for GSUs and coordinates with the host base to ensure appropriate support is provided. The 622 RSG/XP will provide guidance and assistance, as able.

16.1. Support Agreements. Support agreements are negotiated at the lowest level between the supplier (host) and the receiver (tenant). The supporting wing Logistics Readiness Squadron (LRS) assists in negotiations, if necessary. Agreements are processed through the supporting wing Support Agreements Manager (SAM). To expedite processing at AFRC, the supporting wing LRS should ensure AFRC functional managers coordinate support provisions with their host base counterparts. The supporting wing LRS forwards the agreement directly to AFRC/ LGX. AFRC/LGX signs support agreements for reserve units.

16.2. Deployment Planning. GSUs require deployment/mobility support from the host base. Deployment requirements are identified in the base deployment plan. The supporting wing LRS reviews the base deployment plan to ensure GSUs are incorporated into the plan. If the GSU is not located on a military installation, the support is identified in the base deployment plan from which the supporting wing deploys its forces.

16.3. Unit Training Code (UTC) Management. The supporting wing LRS receives the Air Force Wide UTC Availability System (AFWUS) database which identifies the UTCs assigned and/or tasked to the GSUs. UTC status is managed in SORTs and the AEF Reporting Tool (ART). Questions on UTC management processes should be forwarded to the supporting wing LRS.

16.4. SAVs/FAVs/RAVs. 622 RSG/XP is the OPR for the Assistance Visit Program outlined in 22 AFI 90-101, *Assistance Visit Program.* The purpose of the assistance visit program is to ensure readiness by providing assistance; validating compliance with governing directives, instructions, and policies; evaluating administrative and management processes; evaluating critical items in AFI 90-201, *Inspector General Activities,* Core Inspection areas; identification and correction of known compliance deficiencies; and encouraging process improvement. This program compliments MAJCOM inspection and unit self-inspection programs and identifies superior methods or innovative practices that contribute to improved unit performance. The supporting wing logistics plans office is the inspection gatekeeper and coordinates all assistance visits and annual readiness assessment requirements.

16.5. Planning Lines of Communication. The supporting wing LRS is the first point of contact when a GSU needs planning assistance. Please info 622 RSG/XP when issues/requests for assistance are forwarded to the supporting wing LRS. This will ensure that the NAF is in the loop on issues affecting

the GSU. 622 RSG/XP is an advocate and assists the supporting wing LRS in resolving issues adversely affecting your unit.

16.6. Supply Discipline. The organization commander is responsible to exercise supply discipline, to include proper management of mobility and non-mobility equipment as outlined in AFMAN 23-110, *USAF Supply Manual* Volume 2, Part 2, Chapter 26 and Part 13, Chapter 8.

16.6.1. Mobility Bags. It is generally accepted that the host Chief of Supply (COS) is responsible for C-bags and using activities are responsible for A and B bags. Deviations to this general policy will be worked out between the host COS and the using activity (GSU) and annotated in the H/ Tenant Support Agreement. Mobility Inventory Control and Accountability System (MICAS) will be used for all mobility bag management. If bags are stored by the using activity (GSU), the using activity will perform all management functions as listed in AFMAN 23-110, to include the quarterly MICAS roll up report to 22AF/LGRS and HG AFRC/LGS.

17. Medical Support. GSUs are supported by the supporting wing medical squadron. 622 RSG/SG assists GSUs in resolving medical issues. SG is also available to accomplish medical unit functional area visits (FAVs) based upon a request from the GSU commander.

18. Military Equal Opportunity (MEO). Host base MEO Offices are responsible for servicing GSU MEO issues, IAW AFI 36-2706, *Military Equal Opportunity Program,* paragraph **2.3.** Supporting wing MEO offices will provide MEO services for non-collocated GSUs. Support will include, but is not limited to: complaint clarification, administration of Unit Climate Assessments, processing of Equal Opportunity and Treatment Incident (EOTI) reports, and all required/requested Human Relations training. In instances where support is not being provided, 622 RSG/MEO will contact the host or supporting Wing MEO office. Supporting wing MEOs are required to visit GSUs annually. 622RSG/MEO are available to support GSU Human Resources Development Council initiatives.

19. Chaplain Support. The 622 RSG/HC visits and provides for the spiritual support and nurturing of the GSUs to ensure readiness for deployment.

20. Security Force Operations. 622 RSG/SFO is responsible for ensuring that GSUs are aware of and in compliance with all security disciplines that apply to them. These security programs include, but are not limited to: Information, Personnel, Industrial, and NATO security programs; physical security and resource protection; and combat arms training and maintenance programs. As the single point of contact at the 622 RSG for security matters, the Security Force Manager (SFM) works closely with AFRC/SF functional experts to provide assistance, guidance, distribution of materials, etc., to field units. The SFM also works with host wing Security Forces personnel, on behalf of the GSU, in resolving conflicts or interpretation of AFIs, directives, and standards. The SFM may be required to review and provide comments on support agreements and provide staff assistance visits as required/requested.

21. Operations Plans. The supporting wing Operations Plans Manager will review applicable operations plans (war plans) and will provide plans briefings to GSU/CCs. Any problems with wartime taskings will be identified to the supporting wing Operations Plans Manager. The Operations Plans Manager will forward the issue to the 622 RSG/XP, who will coordinate with the appropriate AFRC functional managers and GMAJCOM war planners for resolution.

22. Services. It is the responsibility of the host base to provide lodging and dining/feeding facilities or contracted service, however, the 622 RSG Services staff is available to provide expertise and host support coordination with the host base. The 622 RSG/SV is also available to advise the GSU and/or advocate on behalf of GSUs at the base or command level on lodging and feeding issues or contracts.

23. Command Chief Master Sergeant. Command Chief Master Sergeant (CCMS) duties and responsibilities are provided to GSUs by supporting wing CCMS.

24. Family Support. Families of deployed reservists will be assisted and supported by the supporting Wing and host base Family Readiness office. The Family Readiness office offers a variety of services to support military families. Family support issues that cannot be supported are elevated to the AFRC Family Readiness office (AFRC/DPXF). Those units with part-time liaisons, or issues that cannot be supported by full-time Family Support offices should contact AFRC Family Readiness (AFRC/DPXF).

JAMES D. BANKERS, Maj Gen, USAFR
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 23-110, *United States Air Force Supply Manual*

AFI 33-111, *Telephone Systems Management*

AFI 33-112, *Computer Systems Management*

AFI 33-114, *Software Management*

AFI 36-2115, *Assignments within the Reserve Components*

AFI 36-2406, *Officer and Enlisted Evaluation System*

AFI 36-2501, *Officer Promotions and Selective Continuation*

AFI 36-2502, *Airman Promotion Program*

AFI 36-2504, *Officer Promotion, Continuation and Selective Early Removal in the Reserve of the Air Force.*

AFI 36-2612, *United States Air Force Reserve (USAFR)*

AFI 36-2706, *Military Equal Opportunity Program*

AFI 36-2803, *The Air Force Awards and Decorations Program*

AFI 36-2805, *Special Trophies and Awards*

AFI 36-2910, *Line of Duty (Misconduct) Determination*

AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*

AFI 36-8001, *Reserve Personnel Participation and Training Procedures*

AFI 90-101, *Implementing Department of Defense Issuances*

AFI 90-201, *Inspector General Activities*

AFI-36-3004, *Aviator Continuation Pay (ACP) Program*

AFRMD 1101, *Regional Support Group*

AF IMT 3215, **IT/NSS Requirements Document**

AF IMT 348, **Line of Duty Determination**

AF IMT 418, **Selective Reenlistment Program**

Abbreviations and Acronyms

ADPE—Automated Data Processing Equipment

AFIADL—Air Force Institute for Advanced Distributed Learning

AFRC—Air Force Reserve Command

AFWUS—Air Force Wide Unit type code availability System

C&I—Communication and Information

CCM—Cost Center Manager

CCMS—Command Chief Master Sergeant

CDC—Correspondence Development Course

CMAS—Command Manday Allocation System

COTS—Commercial Off-The-Shelf

CPF—Civilian Personnel Flight

CRO—Changes in Reporting Official

CSRD—Communications-Computer Systems Requirements Document

ECO—Equipment Custodian Officer

EOTI—Equal Opportunity and Treatment Incident

EPR—Enlisted Performance Report

FAV—Functional Area Visit

FSTR—Full Spectrum Threat Response

GMAJCOM—Gaining Major Command

GPC—Government Purchase Card

GSU—Geographically Separated Units

GTC—Government Travel Card

HQ AFPC—Headquarters Air Force Personnel Center

HQ AFRC—Headquarters Air Force Reserve Command

IA—Information Assurance

IT—Information Technology

ITAMS—Information Technology Asset Management System

LMRS—Land Mobile Radio Systems

LOD—Line of Duty Determination

LRS—Logistics Readiness Squadron

MCP—Management Control Program

MD—Mission Directive

MEO—Military Equal Opportunity

MICAS—Mobility Inventory Control and Accountability System

MPF—Military Personnel Flight

MSG—Mission Support Group

NAF—Numbered Air Force

NBCC—Nuclear Biological Chemical Conventional

NBCCDT—Nuclear Biological Chemical Conventional Defense Training

OPR—Officer Performance Report

PE—Program Evaluation

PEP—Promotion Enhancement Program

POC—Point of Contact

RA—Resource Advisors

RPA—Reserve Personnel Appropriation

RSG—Regional Support Group

SAM—Support Agreements Manager

SFM—Security Force Manager

SITS—Self-Inspection Tracking System

TCO—Telephone Control Officer

TQT—Task Qualification Training

USAFR—United States Air Force Reserve

UTA—Unit Training Assembly

VAA—Voluntary Assignment Action

Attachment 2

622 GEOGRAPHICALLY SEPARATED UNIT (GSU) CHART

53 APS	92 APS	622 ASTS	622 CLSS
SPT WG: 315 AW	SPT WG: 913 AW	SPT WH: 94 AW	SPT WG: 94 AW
HOST WG: 43 AW	HOST WG: N/A	HOST WG: 78 ABW	HOST WG: 78 ABW
71 APS	94 APS	722 ASTS	622 MSF
SPT WG: 512 AW	SPT WG: 94 AW	SPT WG: 514 AW	SPT WG: 94 AW
HOST WG: 1 FW	HOST WG: 78 ABW	HOST: FORT HAMILTON ARMY GARRISON	HOST WG: 78 ABW
84 APS	96 APS	55 CBCS	628 CEF
SPT WG: 315 AW	SPT WG: 403 WG	SPT WG: 94 AW	SPT WG: 94 AW
HOST WG: N/A	HOST WG: 314 AW	HOST WG: 78 ABW	HOST WG: 94 AW
85 APS	622 AES	622 CF	622 SVF
SPT WG: 439 AW	SPT WG: 94 AW	SPT WG: 512 AW	SPT WG: 94 AW
HOST WG: 66 ABW	HOST WG: 6 AMW	HOST WG: 1 FW	HOST WG: 94 AW