



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS READINESS AND INTEGRATION ORGANIZATION

23 May 2020

MEMORANDUM FOR RECORD

FROM: HQ RIO/CC
18420 E Silver Creek Avenue
Buckley AFB CO 80011

SUBJECT: HQ RIO Individual Reservist (IR) Advisory Council—FY20 Charter

1. PURPOSE. The HQ RIO IR Advisory Council is a forum for HQ RIO leadership, RIO Detachment and Operating Location leadership, and a cross section of Individual Reservists (IRs) to give a consolidated voice to all IRs. This council gives IRs the opportunity to identify issues experienced in the field, help identify IR-based solutions, and ultimately provide recommendations to the HQ RIO/CC for action.

2. GOVERNING BODY.

a. Executive Council. The Executive Council is comprised of HQ RIO leadership and acts as the decision-making authority of the IR Advisory Council. Members include:

- (1) HQ RIO/CC
- (2) HQ RIO/DO
- (3) HQ RIO/CEM

b. Advisory Board. The Advisory Board is comprised of HQ RIO, Detachment, and Operating Location staff who assists the IMA to HQ RIO/CC conduct and steer meetings, make recommendations to the Executive Council regarding member selection, and prioritize initiatives recommended for consideration. Members include:

- (1) IMA to RIO/CC (program manager/meeting organizer)
- (2) HQ RIO/CCF
- (3) HQ RIO/CAA
- (4) HQ RIO/PA
- (5) HQ RIO Plans & Programs
- (6) HQ RIO IR Orders & Pay
- (7) A primary and alternate from each of the following:
 - (a) Det CC
 - (b) Det Chief
 - (c) Program Manager

** Det 5 and Det 7 must be included to represent centrally managed IRs and MAs.*

3. MEMBERSHIP. Membership consists of volunteers who do not constitute the Executive Council or Advisory Board. All IMAs, MAs and PIRR members from any AFSC and rank are eligible to participate. Members serve for a period of 1 year starting each FY with the option to renew

membership each year with a 2-year term limit. This is a volunteer additional duty, not an IMA position.

4. **PARTICIPATION.** Members are required to take part in quarterly VTC meetings during their tenure in a Points-Only status. No travel is required. The initiatives resulting from and prioritized by the council may drive additional opportunities to support working groups. The Executive Council will determine participation status (i.e. points/pay) IAW member volunteerism and availability each year.

5. **ROLE.** The IR Advisory Council is key to making it easier for IRs to serve, and to do that, each advisory council member will:

- a. Gather ideas and feedback from other IRs
- b. Create, research and present COAs for improving IR processes, products and services
- c. Identify resources and develop implementable solutions that benefit IRs

6. **ANNUAL COUNCIL MEMBERSHIP DRIVE.** IMA to RIO/CC will initiate a membership drive by 1 June each year. The application deadline is 1 August each year. A sample volunteer call is included at Attachment 1. Interested members will submit applications via myPers <https://mypers.af.mil/app/ask> and include the following documents:

- a. Letter/memo from applicant (any format) stating why they want to be a member of the council and what they hope to accomplish as a member of the council including supervisor endorsement
- b. Career Data Brief

7. **SELECTION BOARD.** The Advisory Board will convene NLT 8 August to review applications and make membership recommendations to HQ RIO/CC by 15 August. Recommendations should represent a cross-section of applicants based on the pool of members who apply.

AMY J. BOEHLE, Colonel, USAF
Commander

Attachment:
Sample Volunteer Call