



**DEPARTMENT OF THE AIR FORCE
HQ READINESS AND INTEGRATION ORGANIZATION (RIO)**

MEMORANDUM FOR RECORD

FROM: HQ RIO/CC
18420 E Silver Creek Avenue
Bldg 390
Buckley SFB CO 80011

SUBJECT: HQ RIO Individual Reservist (IR) Advisory Council—FY24 Charter

1. **PURPOSE.** The HQ RIO IR Advisory Council is a forum for HQ RIO leadership to engage with a cross section of Individual Reservists (IRs) on specific initiatives, primarily derived from Council members. The council provides IRs the opportunity to identify IR issues experienced in the field, prioritize potential IR-based solutions, and ultimately provide recommendations directly to the HQ RIO Commander. To enable this feedback the Council members will collaborate to:

- a. Provide HQ RIO a source to beta test changes to IR administration or processes.
- b. Consolidate feedback from IRs in the field related to various aspects of their experiences in the IR Program.
- c. Identify resources and develop solutions that enhance capability for the Air Force Reserve and the IR portfolio.
- d. Highlight references to law, policy, or guidance that may present challenges to achieving solutions as presented.

2. **EXECUTIVE BOARD.** The Executive Board is the decision-making authority of the IR Advisory Council. The HQ RIO Commander assumes the role of Executive Board Chair and champion for all initiatives. Authority for all new initiatives' rests with the HQ RIO Commander, or a designated representative, typically the IMA to the Commander. Additional members include: HQ RIO/DO & HQ RIO/SEL (or their designated representatives). The HQ RIO Commander has the discretion to consult with the IR Strategy Office (ISO) as strategic advisors and to ensure there is no duplication of effort between the IR Advisory Council and ISO initiatives.

3. **ADVISORY BOARD.** The Advisory Board is comprised of HQ RIO staff. The Advisory Board oversees the IR Advisory Council and is responsible for facilitating IR Advisory Council recommendations to the Executive Board. The Advisory Board or their designated representatives will initiate yearly membership drives. The Advisory Board will make recommendations for new council membership provide those recommendations to the HQ RIO Commander for final approval. Advisory Board members include the following individuals or their designated representatives:

- a. HQ RIO/IR (Operations, Readiness and Training)
- b. HQ RIO/FM (Financial Operations)

c. HQ RIO/PA (Public Affairs)

4. COUNCIL. IRs (IMAs, and PIRR) from any AFSC and rank are eligible to participate as a member on the IR Advisory Council. Members who transition out of IMA status while serving on the council will be replaced at the next solicitation for council members.

- a. Council Size. The council will consist of 11 IRs but can expand based on specific circumstances (i.e. large number of projects, larger IR population). The IR Advisory Board will determine the council size as appropriate from year-to-year.
- b. Council Roles. Members serve for a period of 2 years with the option to extend membership for 1 additional year. Membership will be limited to 3 consecutive years. The IR Advisory Council term runs through the Fiscal Year (FY). The council will consist of a President, Vice President, and Secretary along with voting members of the council. Each year council members will elect a President, Vice President, and Secretary, from the membership pool, to serve for that year. IR Advisory Council membership is a voluntary additional duty and shall not otherwise prevent any members from accomplishing assigned unit mission requirements.

5. PARTICIPATION. All council members are required to participate in quarterly meetings during their tenure in a Points-Only status (unless already participating in another status). Travel is typically not required, however, initiatives approved by the HQ RIO Commander may present additional opportunities to support working groups. All travel will be funded by HQ RIO, provided funding is available. The HQ RIO Commander or their representative may approve increased participation status (i.e. points/pay) IAW member volunteerism, member availability, and the complexity of initiatives being worked. Members are responsible for ensuring additional participation does not conflict or interfere with their ability to accomplish assigned unit mission requirements.

6. ADMINISTRATIVE. The IR Advisory Council President or designee will ensure the following:

- a. Coordinate with HQ RIO (Executive and Advisory Board) and Council members to schedule quarterly meetings.
- b. Solicit Council members for meeting topics.
- c. Create an agenda and provide it to Council members and the Advisory Board at least one week prior to meetings. Agendas will include (at a minimum) previous action item status/progress, and new initiatives for presentation to the council.
- d. Ensures the Council Secretary provides a copy of meeting minutes/action items not later than 15 days after each meeting for distribution to the Council, Executive, and Advisory Boards.
- e. The Council Vice President will ensure the IR Advisory Council TEAMS site is maintained and ensure all relevant working documents, meeting minutes, presentations and meeting calendars are current and updated. They will also be responsible for maintaining appropriate TEAMS permissions and restrictions as council membership changes. The Vice President will assume the duties of the President in her/his absence.
- f. The Council Secretary will be responsible for capturing relevant updates, taskers and action items discussed during the Council meetings. If the Secretary is unable to attend a meeting, they will coordinate with the President to designate another council member to fill this role.

7. ANNUAL COUNCIL MEMBERSHIP DRIVE. HQ RIO will initiate a membership drive each year in June with an application deadline being 60 days after the notice of solicitation is given to the field. However, the Advisory Board can adjust the date and timing of the application window as needed to ensure the council is appropriately staffed. The Advisory Board will use all available and appropriate

communication channels to inform IRs of the application window and deadline. The solicitation announcement will contain all pertinent information on how and where IRs can submit their applications. The application will include the following documents:

- a. Letter from the applicant stating why they want to be a member of the council and what they hope to accomplish as a member of the council.
- b. Career Data Brief.
- c. Resume and or Military Bio.

8. SELECTION BOARD. The Advisory Board will convene within 10 duty days from the application deadline to review and select IRs for membership to the council. The Advisory Board will provide membership selections to the HQ RIO Commander within 5 duty days once they have made their membership decision. The HQ RIO Commander, or their representative, will have final approval authority over IR Council membership. To the greatest extent possible, IR membership will represent a diverse cross-section of the IR portfolio.

NATHAN T. DAY, Colonel, USAF
Commander