



# FACT SHEET

February 2003

## UNITED STATES AIR FORCE

Air Reserve Personnel Center  
Office of Public Affairs  
6760 E. Irvington Place #1010  
Denver CO 80280-1010

## Air Reserve Personnel Center

*The Air Reserve Personnel Center, with headquarters located in Denver, Colo., is a major command direct reporting unit of the Air Force Reserve Command with technical and policy guidance provided by the Chief of Air Force Reserve.*

### History

The Center was established Nov. 1, 1953, as Detachment 1, Headquarters Continental Air Command, to centralize the custody and maintenance of master personnel records of Air Force Reserve members not on extended active duty. The detachment officially began operations on March 1, 1954, and soon had responsibilities for a wide variety of personnel actions, including administrative capability for mobilization of the Air Force Reserve.

On Jan. 1, 1957, the organization became Headquarters Air Reserve Records Center, acquiring the status of a numbered Air Force within Continental Air Command. Because of increasing involvement in all areas of personnel management, the Center was renamed the Air Reserve Personnel Center Sept. 1, 1965. Responsibility for maintaining personnel records of Air National Guard officers was added in July 1971, and airmen in March 1978.

ARPC was designated a separate operating agency on Aug. 1, 1968, with no significant change in mission. In 1978, its status changed to that of a direct reporting unit and organizational element of the Air Force Reserve. Separate operating agency status was re-established May 1, 1983. The Center was designated as a field operating agency Feb. 5, 1991. With the establishment of the Air Force Reserve Command

### APPROXIMATE PERSONNEL ASSIGNED:

**Military 140/Civilian 300/Contractors 60**

### VISION:

**“A dedicated team recognized as the nation’s premier personnel organization exceeding out customers’ expectations through state of the art technology and world class service.”**

on Feb. 17, 1997, ARPC was assigned to AFRC as a major command direct reporting unit.

### Mission

The Center’s mission is to ensure the nation always has a warrior bank of mission-ready Air Guardsmen and Reservists for mobilization and USAF augmentation by providing personnel management and services for its customers. The Center also maintains the master personnel records of Air National Guard and Air Force Reserve members not on extended active duty.

In fulfilling its mission, ARPC is in constant contact with the Air Staff, the director of the Air National Guard, the chief of Air Force Reserve, major commands, field operating agencies and individual reservists. During contingency operation or war, the Center receives direction and guidance through the Air Force Crisis Action Team. The Center orders individual Air Force Reserve personnel and members of the Retired Reserve and Regular Air Force to extended active duty, as required during national emergencies and as provided by law.

## Operations

The Center's mission of personnel management and services is reflected in its organization and function. Most activities parallel those of the active Air Force, modified as necessary to accommodate the special requirements of the reservist.

## Personnel Actions

ARPC's support of Air National Guard and Air Force Reserve members throughout their military careers is essential to the maintenance of a warrior-bank of mission-ready Air Guardsmen and Reservists. To ensure that the Air National Guard and Air Force Reserve are ready to meet their Total Force role, the Center's military and civilian employees accomplish a vast number of personnel actions.

These actions include officer and airman career management, master and field personnel records maintenance, appointment, classification, point credit accounting, promotion, career development, discharge and retirement. ARPC also maintains medical records of non-unit Reservists for certification of fitness.

The Center also administers and manages Air Force Reserve pay and non-pay programs for members who participate and train on an individual basis rather than as part of a unit. They may receive pay for their duty or may be in a program where they only receive retirement points. ARPC is the central manager for professional individual mobilization augmentees (IMAs) who support staff judge advocate, health services and chaplain programs. Additionally, the Center is responsible for overseeing the Reserve Personnel Appropriation travel and training dollars for IMAs.

ARPC is one of only three locations where Air Force officers are considered for promotion by central selection boards. These boards consider Air National Guard and Air Force Reserve officers for promotion and determine qualifications of airmen and officers to retain their Reserve status. The Center also convenes boards to select Air Force Reserve officers to attend professional military education schools.

## Mobilization

Since its inception, ARPC has been required to activate personnel of the Air Reserve components during five national emergencies — the Berlin Crisis in 1961, the Cuban Missile Crisis in 1962, the USS Pueblo Incident in 1968, Desert Shield/Storm in 1990 and Operation Noble Eagle and Enduring Freedom in 2001.

Continuing mobilization tests verify the efficiency and effectiveness of mobilization procedures to ensure that the Center can respond rapidly during any future national emergency.

In a crisis, the Center's participation begins with notification from Air Force headquarters to activate the Personnel Readiness Center. The center works closely with similar centers in the Pentagon and other commands to fill Air Force personnel requirements from reserve and retired resources.

Depending on the nature of the crisis, ARPC performs a variety of personnel actions. In a call-up or partial mobilization, selected Guardsmen and Reservists are called to active duty, but remain assigned to the Guard and Reserve.

In a full mobilization, Guardsmen and Reservists are placed on extended active duty. In these cases ARPC transfers the members' master personnel records to the Air Force Personnel Center (AFPC). For individual mobilization augmentees (IMAs), ARPC forwards the members' master records to AFPC, ships their field records to the unit of assignment and publishes their assignment orders.

When active-duty vacancies exist after mobilization, other qualified reserve personnel resources are used. These members are in the Individual Ready Reserve, Standby Reserve or Retired Regular and Reserve categories. ARPC ensures all requirements are filled, selects substitutions, notifies all members selected, and publishes orders. Their master and field records are then transferred to AFPC and the unit of assignment.

During demobilization, ARPC is responsible for the orderly return of personnel to their reserve or retired status.