



*Manpower and Organization*

**UNITED STATES TRANSPORTATION COMMAND (USTRANSCOM)  
RESERVE COMPONENT SUPPORT REQUIREMENTS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction establishes the policies and procedures for USTRANSCOM staff agencies to identify requirements for Reserve Component (RC) support to USTRANSCOM Commander. This instruction is applicable to all USTRANSCOM directorates and Command Support Groups (CSG) at Scott Air Force Base. Send comments and suggested improvements to this instruction on Air Force IMT 847, Recommendation for Change of Publication, to USTRANSCOM/TCJ9-RA. The use of a name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by USTRANSCOM.

**SUMMARY OF REVISIONS**

Inserted "Request for Reserve Component Support By-Name Request Addendum (USTRANSCOM IMT-52A)" to Paragraphs: 3.1.1.1; 3.4.2; 4.2; 5; Attachment 2 Paragraph 1; and Attachment 3.

**1. References, Abbreviations, Acronyms, and Terms.** References, supporting information, related publications, abbreviations, acronyms, and terms used in this instruction are listed in Attachment 1.

**2. General.** USTRANSCOM Reserve Component Directorate (TCJ9) established the Reserve Component Utilization Committee (RCUC) to process and document forecasted direct support requirements on an annual basis. Implementation of the requirement documentation process ensures the appropriate levels of reserve support within USTRANSCOM. The process also fosters forethought and planning by the directorates and CSG while providing predictability to RC members and supported staffs.

**3. Responsibilities:**

**3.1. TCJ9 Reserve Affairs (TCJ9-RA):**

**3.1.1. Administer the Reserve Component Utilization Request process.**

**3.1.1.1. Solicit RC support requests from USTRANSCOM Directorates/CSGs via *Request for Reserve Component Support* form, USTRANSCOM IMT-52, and *By-Name Request Addendum*, IMT-52A, available on the USTRANSCOM Portal.**

**3.1.1.2. Chair the RCUC, ensuring USTRANSCOM compliance with DODD 1235.10, *Activation, Mobilization, and Demobilization of the Ready Reserve*, which mandates judicious and prudent use of RC forces. Specifically, the Chairman will direct the committee in prioritizing requests with a goal of efficient and effective use of RC support to the USTRANSCOM staff.**

**3.1.1.3. Advertise approved requirements as necessary.**

**3.1.1.4.** Document forecasted RC support requirements on an annual basis.

**3.1.1.5.** Revise documentation and request process as necessary.

**3.1.2.** Develop process to monitor RC support levels to USTRANSCOM on an annual basis.

**3.1.2.1.** Analyze RC manpower trends and recommend alignment and utilization changes to USTRANSCOM Manpower and Personnel (TCJ1), Joint Transportation Reserve Unit (JTRU), and USTRANSCOM Chief of Staff (TCCS).

**3.2.** TCJ1

**3.2.1** Validate requests for RC support based on Active Component (AC), RC, and Civilian manpower and the existing missions. Focus should be on identifying duplication of requirements through multiple sources and providing visibility on efforts toward long-term manpower solutions.

**3.2.2** Assist TCJ9 and the requesting Directorate/CSG in determining the validity of the request in relation to the 2005 Base Realignment and Closure (BRAC) cycle. For example, RC personnel may not be used to fill positions that were eliminated by the 2005 BRAC cycle.

**3.2.3.** Provide approval/disapproval recommendation to TCJ9 and TCCS.

**3.3.4.** TCJ1 Manpower serves as Deputy-Chairperson of the RCUC.

**3.3.** JTRU:

**3.3.1.** Administer filling RC support requirements given adequate staffing, personnel availability, and funding.

**3.3.1.1.** Program JTRU's support capability to provide maximum support for prioritized requirements.

**3.3.2.** Ensure RC members are fully qualified in their respective mobilization roles within 8-12 months from gain date.

**3.3.3.** Coordinate with appropriate Service administrative function to ensure orders are properly prepared.

**3.3.4.** Coordinate through respective Services to ensure funding for reserve drill periods and annual training.

**3.3.5.** Unit members requested to provide mission support to USTRANSCOM are approved for release by the JTRU Service Element Commanders.

**3.3.6.** Prior to 1 October, JTRU Service Element Commanders will submit their Annual Training Plans to TCJ9 and the supported Directorates/CSGs.

**3.4.** USTRANSCOM Directorates/CSGs:

**3.4.1.** Identify personnel from the directorate/CSG to serve as primary and alternate RCUC Members. (See Attachment 3 for qualifications.)

**3.4.2.** Prior to 1 April, provide prioritized RC USTRANSCOM IMT-52s and corresponding By-Name Requests USTRANSCOM IMT-52As to Directorate/CSG RCUC Representative for presentation to the RCUC. Emerging requirements may be presented to the RCUC Representative at any time for proper routing. (Note: Sourcing of all approved requests is subject to personnel availability, funding availability and Service approval.)

**3.4.3.** Maintain a record of Directorate/CSG RC support requests, encompassing a three year period to include the two previous fiscal years and the current/upcoming fiscal year.

**3.5. TCCS:**

**3.5.1.** Initiate, through TCJ9, the process to solicit, evaluate, and validate reserve support requests. (See para. 4)

**3.5.2.** Ensure RC support requirements sourcing maximize the use of USTRANSCOM RC personnel, i.e., the JTRU, the Joint Intelligence Operations Center –Transportation (JIOC-TRANS), or Command Individual Mobilization Augmentees.

**3.5.3.** Provide fiduciary oversight of USTRANSCOM Personnel Force Innovation funds.

**3.5.4.** Serve as final approval authority on the overall validity and priority of requirements.

**4. Operational Procedures for RC Support Requirements Review Process.**

**4.1.** Not later than 1 March, TCJ9-RA will request points of contact from each Directorate/CSG to serve as RCUC members in order to solicit support requests. (See Attachment 3 for qualifications.)

**4.2.** NLT 1 April, RCUC members will prioritize and submit support requirements for the upcoming fiscal year for their respective Directorate/CSG to TCJ9 via USTRANSCOM IMT-52 and corresponding By-Name Request IMT-52A (see sample in Attachment 4).

**4.3.** The RCUC will convene on a recurring basis established by the committee chairperson, from 1 April to 30 May, or until all anticipated requirements have been vetted.

**4.4.** NLT 15 June, TCJ9-RA will consolidate and forward requests to JTRU. JTRU will analyze Directorate/CSG inputs and forecast JTRU direct support capability available to meet requests.

**4.5.** NLT 15 July, TCJ9 will present TCCS a summary of support requirements along with analysis of the RC support capability and funding available to meet the requests.

**4.6.** Prior to 1 August, TCCS will act as final arbiter to eliminate invalid requests and determine priority of both RC validated support requests and funding.

**5. FORMS PRESCRIBED.** USTRANSCOM IMT52, Request for Reserve Component Support and USTRANSCOM IMT-52A, Request for RC Support By-Name Request Addendum.

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## Attachment 1

### GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS

#### Section A – References

Joint Publication (JP) 1-0, Personnel Support to Joint Operations  
 Air Force Manual 36-8001, Reserve Personnel Participation and Training Procedures  
 DODI 1215.06, Uniform Reserve, Training and Retirement Categories  
 DODD 1235.10, Activation, Mobilization, and Demobilization of the Ready Reserve  
 CJCSI 1001.01, Joint Manpower and Personnel Program

#### Section B - Abbreviations and Acronyms

CSG – Command Support Group  
 BRAC – Base Realignment Committee  
 JTRU - Joint Transportation Reserve Unit  
 JTD – Joint Table of Distribution  
 RC – Reserve Component (Includes Guard and Reserve)  
 RCUC - Reserve Component Utilization Committee  
 TCCS – USTRANSCOM Chief of Staff  
 TCJ1 – USTRANSCOM Manpower and Personnel  
 TCJ9 – USTRANSCOM Reserve Component Directorate  
 TCJ9-RA – USTRANSCOM Reserve Component Directorate – Reserve Affairs  
 USTRANSCOM - United States Transportation Command

#### Section C - Terms

**Annual Training (AT)** - 14 Day entitlement of Active Duty, 12 Day for Coast Guard and 12 Day for IMAs, is specifically designed for Selected Reservists (SELRES) personnel to perform their mobilization roles or to maximize training opportunities.

**Drill Period or Inactive Duty Training (IDT) period** - Authorized training performed by members of an RC not on AD, and performed in connection with the prescribed activities of the RC of which they are a member. It consists of regularly scheduled unit training periods, additional IDT periods, and equivalent training. Paid periods will not be less than four hours, drill periods for retirement points (without pay) will not be less than two hours. SELRES are usually entitled on the manning document 24 or 48 periods of IDT. Other categories of IDT include:

1. Additional Training Periods (ATPs)
2. Additional Flying and Flight Training Periods (AFTPs)
3. Readiness Management Periods (RMPs)

**Joint Table of Distribution (JTD)** – A manpower document that identifies the positions and enumerates the spaces that have been approved for each organizational element of a joint activity for a specific fiscal year (authorization year) and those spaces which have been accepted for planning and programming purposes for the 5 subsequent fiscal years (program years). (CJCSI 1001.01)

**Joint Table of Mobilization Distribution (JTMD)** – A manpower authorization document that identifies the reorganization of the peacetime structure and the additional positions required to augment the existing positions on the JTD in time of mobilization. (CJCSI 1001.01)

**Mobilization**- Typically an involuntary recall to active duty. The Department of Defense Mobilization Authority for OIF/OEF missions is Title 10 USC, Sec. 12302 - Partial Mobilization. This authority limits personnel to no more than two consecutive years of mobilization.

**Personnel Force Innovation (PFI)** – PFI operates under an Comptroller, Under Secretary of Defense charter to use RC personnel on a fee-for-service basis supporting DoD Working Capital Activities. Essentially, PFI, as a division within the Defense Finance and Accounting Service (DFAS), controls the process to use Working Capital Funds to pay for Reserve Support.

**Personnel Force Innovation (PFI) Funds** – Annual TWCF allocation to fund RC support to USTRANSCOM. TCCS provides fiduciary oversight of this funding source.

**Voluntary Active Duty** – Each Service uses several types of voluntary duty for various purposes and lengths of time. Below is a list of those most commonly used at USTRANSCOM:

1. Active Duty for Special Work (ADSW)
2. Active Duty for Training (ADT)
3. Military Personnel Appropriation (MPA)
4. Active Duty for Operational Support (ADOS)

**Attachment 2****USTRANSCOM  
RESERVE COMPONENT UTILIZATION  
GUIDELINES**

1. TCJ9 is the Office of Primary Responsibility (OPR) for the USTRANSCOM Reserve Component (RC) Utilization request process. All requests for RC support must be routed through TCJ9 and TCJ1 for approval regardless of the funding source or duty status of the RC member. Requirements must be submitted using the ***Request for Reserve Component (RC) Support*** form, (USTRANSCOM IMT 52) and By-Name Request Addendum (USTRANSCOM IMT-52A), as applicable.
2. TCJ9 Reserve Affairs (TCJ9-RA) is the OPR for RC support.
3. Definitions of RC duty statuses can be found in DODI 1215.06. Informal definitions of those most often used to support USTRANSCOM are listed in attachment 1.
4. TCJ9 will strive to maintain 20% or less of authorized USTRANSCOM RC billets on active duty greater than 29 days during the fiscal year. This provides predictability to RC members helps preserve surge capability and is in compliance with the SECDEF's goal of one year of Active Duty (AD) for every 5 years of service.
5. TCJ9 will source all approved non by-name specific requests with assigned USTRANSCOM RC members first before looking to outside agencies.
6. In accordance with DODD 1235.10 (Encl. 2, Para. 1. f.), due consideration shall be given to alternate sourcing solutions, e.g., active duty forces, DOD civilian personnel, etc., prior to using RC members.
7. The Services typically require 30-45 days lead-time to process routine requests for long-term support. Consequently, TCJ9 requires a minimum of 45 days lead-time for Non-Mobilization requests. (Note: Per Assistant Secretary of Defense Memorandum, 20 August 2008, Reserve Component Alert/Mobilization Decision Process Implementation, the DOD notification goal for routine Mobilization requests is 180 days.)
8. RC personnel should primarily be used to backfill forward deployed AD forces and to support surge operations. See Surge/Contingency Operations Criteria below. (Note: RC members should not be used to fill "gapped" AD billets. Some examples include: AD member moved to another position because of training or skill set; AD member's PCS move delayed or AD member is on terminal leave prior to retirement.)
9. RC personnel may be used to support special projects that have a defined end state, i.e., project completion date or condition. This is intended for projects with duration of less than 3 years. See ADOS/ADSW/MPA Criteria below.
10. If the request is because of a new mission assignment, then manpower funding or internal realignment should be forthcoming. In this case, steps toward a permanent manpower solution with an estimated completion date must be provided in the justification of the requirement. Services may require compliance with certain milestones to continue funding.
11. RC personnel may not be used to fill positions eliminated by the 2005 Base Realignment and Closure (BRAC) cycle. This negates the savings USTRANSCOM was intended to achieve. Contact TCJ1 with specific questions.
12. All requests, including those funded with USTRANSCOM funding (i.e., TWCF), are still subject to Service approval.
13. Unlike AC members, RC members must perform the duties for which they were originally requested. They may not be moved from one position to another without notifying the paying Service or Agency. A Requirement/Personnel Review will be conducted by TCJ9, TCJ1 and the requesting Directorate/CSG if the following circumstances arise prior to the completion of an individual's orders:

- a. The Requirement has been satisfied or assigned mission is complete.
- b. The duties assigned to the individual have changed significantly or are no longer linked to the Original Requirement.

Note: If deemed necessary by the review, then the member will coordinate with his/her chain of command and TCJ9 to begin the Release from Active Duty (REFRAD) process. (See Attachment 5)

**14. Surge/Contingency Operations Criteria-** The requirement must clearly support a current contingency (i.e., OCO/OIF/OEF) in order to invoke the Mobilization or Operational Support Authority defined in Title 10, USC. The requirement should have a direct and quantifiable impact on contingency operations. Justification should address the following questions (NOTE: Justification must focus on the Requirement...not the person requested.):

- a. What metrics will be used to measure the impact of this requirement?
- b. What specific skill-set is needed to meet this requirement and why must it be a military member (or specific service or MOS/AFSC/Rating/etc.)?
- c. What would be the impact on the OCO mission if this requirement were not sourced?
- d. What would be the additional cost/risk if sourced elsewhere?

**15. ADOS/ADSW/MPA Criteria-** Intended specifically for short term requirements, not as a permanent solution. Should be used to help fill a temporary requirement or to provide backfill until a permanent manpower sourcing solution is established. This type of duty status is ideal for projects or manpower shortfalls due to new missions with a defined end date or condition. Requirement should not last more than three years. Requestors should include milestones in the justification and be prepared to provide progress updates at defined milestones.

### Attachment 3

## USTRANSCOM RESERVE COMPONENT UTILIZATION COMMITTEE (RCUC) CHARTER

### PURPOSE

The purpose of the USTRANSCOM Reserve Component Utilization Committee (RCUC) is to ensure USTRANSCOM compliance with DODD 1235.10, which mandates judicious and prudent use of Reserve Component (RC) forces. Specifically, the committee focuses on the most efficient and effective use of long-term (30 days or greater) RC support to the USTRANSCOM staff.

### GOAL

Meet all USTRANSCOM anticipated support requirements with highly trained professional RC members, while providing the RC member with timely notification and predictability of service.

### OBJECTIVES

Coordinate with USTRANSCOM directorates to ensure anticipated support requirements are clearly defined and forecasted.

### MEMBERSHIP

USTRANSCOM RCUC members:

- TCJ9-RA (Chairperson)
- TCJ1-M (Deputy Chairperson)
- TCJ9-LNO to TCJ3
- One representative from each USTRANSCOM Directorate/CSG
- One representative from the Command Surgeon's office (TCSG)
- One representative from the Staff Judge Advocate's office (TCJA)
- One representative from JDPAC
- One representative from TCAQ
- One representative each from the JTRU and JIOC-TRANS

Each member must meet the following criteria:

- Be available to serve on the committee from March through February.
- Have a working knowledge of the Directorate/CSG he or she represents.
- Be able to speak for the Directorate/CSG he or she represents and work at the decision-making level.
- Have a working knowledge of RC policies and guidelines, including USTCI 38-2.
- Be familiar with the requirements and RC members assigned to his or her Directorate/CSG.

### RESPONSIBILITIES

USTRANSCOM RCUC members will:

1. Advise members of their Directorate/CSG on RC support policies and appropriate use of RC members, including guidance contained in USTCI 38-2. This also includes assisting in the completion of **Request for Reserve Component (RC) Support** forms (USTRANSCOM IMT 52) and By-Name Request Addendum (USTRANSCOM IMT-52A) as well as service required forms such as the AF-49, DA-1058-R, etc.
2. Consolidate, prioritize, and present to the RCUC all requests for the upcoming fiscal year from their Directorate/CSG.

3. Collectively, the RCUC members will prioritize all USTRANSCOM anticipated RC support requests for the upcoming fiscal year. The prioritization will be based on the evaluation of the request's justification and a number rating applied to the request by the RCUC. Specifics regarding the weighting system are contained on the RCUC RC Support Request Priority Weighting Form below.

**RCUC SUPPORT REQUEST PRIORITY  
WEIGHTING WORKSHEET**

**REQUESTOR:** \_\_\_\_\_ **BILLET TITLE:** \_\_\_\_\_

<b>REQUIREMENT WEIGHTING MATRIX</b>	<b>OPERATIONAL (7 - 10 POINTS)</b>	<b>OPERATIONAL SUPPORT (4 - 6 POINTS)</b>	<b>ADMINISTRATIVE (0 - 3 POINTS)</b>
<b>MISSION TYPE</b>			
	<b>CRITICAL (7 - 10 POINTS)</b>	<b>IMPORTANT (4 - 6 POINTS)</b>	<b>REQUIRED (0 - 3 POINTS)</b>
<b>MISSION PRIORITY</b>			
	<b>HIGH (4-5 POINTS)</b>	<b>MODERATE (2-3 POINTS)</b>	<b>LOW (0-1 POINTS)</b>
<b>RCUC REP CONFIDENCE FACTOR</b>			

**TOTAL  
WEIGHTING  
POINTS** \_\_\_\_\_

**REMARKS:**

**RCUC COMMITTEE MEMBER NAME:** \_\_\_\_\_

NOTES:

MISSION TYPE:

- Operational: Requirement directly impacts daily execution of USTRANSCOM’s operational mission.
- Operational Support: Requirement supports efficiency and effectiveness of USTRANSCOM’s operational mission.
- Administrative Support: Requirement ensures administrative procedures are followed in conduct of USTRANSCOM’s overall mission.

MISSION PRIORITY:

- Critical: Directorate mission failure if request not supported.
- Important: Directorate mission seriously degraded if request not supported.
- Required: Directorate mission degraded if request not supported.

RCUC REP CONFIDENCE FACTOR: (High, Moderate, Low)

- RCUC Representative subjective analysis of the following factors:
  - Compliance with RC Utilization Guidelines
  - Correlation to TCCC Strategic and Operational Guidance/Plans
  - Degree to which Directorate has taken mitigation action beyond RC support

## Attachment 4

### USTRANSCOM RESERVE COMPONENT (RC) RELEASE FROM ACTIVE DUTY (REFRAD) GUIDELINES AND EARLY REFRAD REQUEST PROCESS

#### GUIDELINES

1. TCJ9 is the owner of the USTRANSCOM Reserve Component (RC) Release From Active Duty (REFRAD) process.
2. There are two types of REFRADs.
  - a. REFRAD at end of self-terminating orders.
  - b. Early REFRAD.
    - (1) Voluntary.
    - (2) Command directed.
      - (a) Release because the requirement for RC support no longer exists.
      - (b) Release for cause.
3. All REFRADs will be coordinated through TCJ9 to ensure release timeline accounts for out-processing and terminal leave.
4. TCJ9 Reserve Affairs (TCJ9-RA) is the Office of Primary Responsibility (OPR) for all REFRADs.

#### EARLY REFRAD REQUEST PROCESS

1. Early REFRAD requests shall be routed through the RC member's directorate or CSG duty chain of command and TCJ9.
2. Early REFRAD requests shall include the following:
  - a. Detailed justification of why early REFRAD is required.
  - b. A timeline coordinated with TCJ9-RA, which includes the last duty day, out-processing time, and terminal leave.
  - c. The endorsement of either the Director or Deputy Director in the RC member's duty chain of command, to include information on backfill requirements if applicable.