



ORGANIZATION AND FUNCTIONS

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This volume applies to the Joint Reserve Component Directorate, United States Transportation Command (USTRANSCOM), Scott Air Force Base, Illinois. It defines the mission, functional statements, and organization. Each USTRANSCOM directorate and staff agency has its own separate volume. The use of a name of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Department of Defense (DOD) or USTRANSCOM. All manpower and personnel changes that affect the command structure and/or any billet attributes must be submitted in accordance with USTRANSCOM Instruction 38-3, *Joint Manpower Management*. USTRANSCOM Manpower and Personnel is the only directorate authorized to contact Office of the Secretary of Defense, the Joint Staff and/or the Services to initiate any manpower or personnel actions or changes.

SUMMARY OF REVISIONS

This volume has been modified for and applies only to the Joint Reserve Component Directorate (TCJ9). Each USTRANSCOM directorate and staff agency has its own separate volume.

- 1. References and Supporting Information.** References and related publications, abbreviations, acronyms, and terms used in this pamphlet are listed in attachment 1.
- 2. Mission.** Advise Commander USTRANSCOM (TCCC) on all matters related to Reserve Component (RC) support to USTRANSCOM and its transportation component commands (TCC) (Surface Deployment and Distribution Command, Military Sealift Command, and Air Mobility Command). TCJ9 will effectively and efficiently provide USTRANSCOM directorate support with trained, Ready Reserve Component Forces in support of the USTRANSCOM mission.
- 3. Organization and Responsibilities.** The Director of TCJ9 reports directly to TCCC. The organization chart is located at **Attachment 2**.
- 4. Functional Statements.**
 - 4.1. Joint Reserve Component Directorate (Depts B02420001J and B02420900):**

- 4.1.1. Advise TCCC on all matters related to RC support to USTRANSCOM and its TCCs.
- 4.1.2. Advise TCCC on uniform development and application of RC policy.
- 4.1.3. Advise TCCC on RC force structure and fiscal requirements.
- 4.1.4. One-stop-shop for TCCC to access RC expertise.
- 4.1.5. RC force provider to staff directorates.
- 4.1.6. Plan, develop, and monitor USTRANSCOM's RC augmentation program.
- 4.1.7. Conduct reserve personnel research and analysis, identify RC augmentation requirements, and advertise RC augmentation requirements for fill.
- 4.1.8. Review and develop RC policy.
- 4.1.9. Review RC mobilization policy.
- 4.1.10. Review proposed changes to legislation which impact RC accessibility.
- 4.1.11. Review Joint Staff Mobilization Doctrine.
- 4.1.12. Provide RC liaison for USTRANSCOM and TCCs for all RC-related issues.
- 4.1.13. Complete initial personnel processing for all RC members called to duty.
- 4.1.14. Interface with the Joint Transportation Reserve Unit (JTRU) and the Navy Reserve Joint Intelligence Operations Center-Transportation 0169, and advise TCCC on all individual RC personnel matters.

4.2. RC Enlisted Leader (Dept B02420001J):

- 4.2.1. Serve as the primary enlisted advisor to the Director of TCJ9 on all RC enlisted personnel matters affecting USTRANSCOM and its TCCs' RC enlisted force.
- 4.2.2. Evaluate the impact of DOD and Service personnel and training policies on USTRANSCOM and TCC RC forces.
- 4.2.3. Recommend courses of actions on mitigating policy impacts.
- 4.2.4. Advocate for pay and allowance issues and concerns.

4.3. Reserve Affairs Division (Dept B02420910)

4.3.1. Responsible for sourcing, both personnel and funding, of all approved RC support requests, and advising the Director on the most appropriate use of USTRANSCOM RC members.

4.4. Army Reserve/AGR Branch (Dept B02420911)

4.4.1. Responsible for sourcing, both personnel and funding, of all approved Army RC support requests, and advising the Director on the most appropriate use of USTRANSCOM Army RC members.

4.5. Navy Reserve Branch (Dept B02420912)

4.5.1. Responsible for sourcing, both personnel and funding, of all approved Navy and Marine Corps RC support requests, and advising the Director on the most appropriate use of USTRANSCOM Navy and Marine Corps RC members.

4.6. Air Force Reserve/ANG Branch (Dept B02420913)

4.6.1. Responsible for sourcing, both personnel and funding, of all approved Air Force RC support requests, and advising the Director on the most appropriate use of USTRANSCOM Air Force RC members.

4.7. Coast Guard Reserve Branch (Dept B02420914)

4.7.1. Responsible for sourcing, both personnel and funding, of all approved Coast Guard RC support requests, and advising the Director on the most appropriate use of USTRANSCOM Coast Guard RC members.

4.8. Joint Requirements Division (Dept B02420920)

4.8.1. Responsible for coordinating RC support to the USTRANSCOM staff, to include initial oversight of the RC support request vetting system, the Reserve Component Utilization Committee (RCUC).

4.9. Joint Operations, Training and Readiness Division (Dept B02420930)

4.9.1. Responsible for advising the Director on the affect of operations, training, and readiness policies and decisions on the RC.

4.10. Joint Transportation Reserve Unit Support Division (Dept B02420940)

4.10.1. Responsible for day-to-day personnel and administrative support of the JTRU.

4.11. Joint Transportation Reserve Unit:

4.11.1. JTRU represents all military RC Service branches and directly supports USTRANSCOM.

- 4.11.2.** Provide dedicated mobilization support to active component forces of USTRANSCOM to provide air, land, and sea transportation for the DOD, in time of peace and war.
- 4.11.3.** Through Director TCJ9, advise TCCC, the USTRANSCOM senior staff, and the TCCs on mobilization and composition of JTRU force structure.
- 4.11.4.** Responsible for training and equipping JTRU to support the command.
- 4.11.5.** Direct and coordinate activities of JTRU support staff in accordance with policies and instructions.
- 4.11.6.** Each Service is assigned an element commander to act on all matters pertaining to Service RC issues including, but not limited to, finance, grade structure, and personnel.
- 4.11.7.** Develop and implement annual training plan in conjunction with the JTRU functional trainers. Publishes Annual Training and Reserve Support Plan for the JTRU.
- 4.11.8.** Coordinate and schedule formal schools for all JTRU-assigned RC members.
- 4.11.9.** Report training rates.
- 4.11.10.** Develop systems and track reserve qualification ratings based on USTRANSCOM Joint Table of Mobilization Distribution billet structure.
- 4.11.11.** Regularly report personnel billet fill rate and reserve force structure to the Consolidated Readiness Brief.

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Director, Manpower and Personnel

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORT INFORMATION

References

DoDD 5100.73, *Major Department of Defense Headquarters Activities*

CJCSI 1001.01, *Joint Manpower and Personnel Program*

USTRANSCOM I 38-2, *USTRANSCOM Reserve Component Support Requirements*

USTRANSCOM I 38-3, *Joint Manpower Management*

Abbreviations and Acronyms

DOD-Department of Defense

JTRU-Joint Transportation Reserve Unit

RC-Reserve Component

RCUC-Reserve Component Utilization Committee

TCCC-Commander, United States Transportation Command

TCCs-Transportation Component Commands (Surface Deployment and Distribution Command, Military Sealift Command and Air Mobility Command)

TCJ9-Directorate of Joint Reserve Component

USTRANSCOM-United States Transportation Command

Attachment 2

USTRANSCOM Joint Reserve Directorate / Joint Transportation Reserve Unit (TCJ9) / (JTRU)

