

Army Regulation 135–5

Army National Guard and Army Reserve

Army Reserve Forces Policy Committee

**Headquarters
Department of the Army
Washington, DC
8 December 2014**

UNCLASSIFIED

SUMMARY of CHANGE

AR 135-5

Army Reserve Forces Policy Committee

This major revision, dated 8 December 2014--

- o Updates policy in accordance with 10 USC 10302 (para 9a).
- o Allows for an Active Guard Reserve to serve as a military executive of the Army Reserve Forces Policy Committee (para 10a).
- o Adds internal controls as required by AR 11-2 (app B).
- o Updates Headquarters, Department of the Army procedures concerning the Army Reserve Forces Policy Committee and how it functions (throughout).
- o Makes administrative changes (throughout).

Army National Guard and Army Reserve

Army Reserve Forces Policy Committee

By Order of the Secretary of the Army:

RAYMOND T. ODIERNO
General, United States Army
Chief of Staff

Official:



GERALD B. O'KEEFE
Administrative Assistant to the
Secretary of the Army

History. This publication is a major revision.

Summary. This revision reflects practices and procedures consistent with 10 USC 10302 and 10 USC 3014.

Applicability. This regulation applies to the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated.

Proponent and exception authority. The proponent agency of this regulation is the Office of the Assistant Secretary of the Army for Manpower and Reserve Affairs. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling

law and regulations. The proponent may delegate this approval authority, in writing, to a division chief with the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

Army internal control process. This regulation contains internal controls and provides an Internal Control Evaluation for use in evaluating key internal controls (see appendix B).

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Secretary of the Army, Office of the Secretary of the Army, Army Pentagon, Washington, DC 20310.

Suggested improvements. Users are invited to send comments and suggested improvements using DA Form 2028 (Recommended Changes to Publications and

Blank Forms) directly to Office of the Assistant Secretary of the Army for Manpower and Reserve Affairs, Army Pentagon, Washington, DC 20310.

Committee management. AR 15–1 requires the proponent to justify establishing/continuing committee(s), coordinate draft publications, and coordinate changes in committee status with the U.S. Army Resources and Programs Agency, Department of the Army Committee Management Office (AARP-ZA), 9301 Chapek Road, Building 1458, Fort Belvoir, VA 22060-5527. Further, if it is determined that an established "group" identified within this regulation, later takes on the characteristics of a committee, as found in the AR 15–1, then the proponent will follow all AR 15–1 requirements for establishing and continuing the group as a committee.

Distribution. This publication is available in electronic media only and is intended for command levels C, D, and E for the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

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Glossary

1. Purpose

This regulation defines the authority, composition, and duties of the Army Reserve Forces Policy Committee (ARFPC) and the subcommittees on Army National Guard (ARNG) and U.S. Army Reserve (USAR) policy. It also specifies the relationships of the ARFPC and the subcommittees with other Department of the Army (DA) agencies.

2. References

See appendix A.

3. Abbreviations and terms

See the glossary.

4. Responsibilities

a. Secretary of the Army. The SecArmy is responsible for appointing the members of the ARFPC and providing facilities and support for the conduct of the committee. Exact details are in paragraphs 6, 7, 9, and 10 of this regulation.

b. Assistant Secretary of the Army for Manpower and Reserve Affairs. The SecArmy has delegated to the ASA (M&RA) the administrative responsibilities for the support and staff requirements of the ARFPC. (See paragraph 10.)

c. Chief, National Guard Bureau. The CNGB is responsible for providing nominations of members and staff to the SecArmy for approval.

d. Chief, Army Reserve. The CAR is responsible for providing nominations of members and staff to the SecArmy for approval.

e. Director of the Army Staff. The DAS is responsible for coordinating with the ARFPC as part of the Army Staff integration role.

5. Authority of the committee

a. General. The ARFPC is an office of the SecArmy (10 United States Code (USC) 3014) and derives its authority from this regulation or as directed by the SecArmy. The ARFPC and its ARNG and USAR subcommittees will review and provide assessments and recommendations to the SecArmy and Chief of Staff, Army (CSA) on major policy matters and preparedness and capability readiness issues directly affecting the Active Component (AC) and Reserve Component (RC). Additionally, the ARFPC should recommend policy changes to ensure AC and RC synchronization as part of the Total Army. ARFPC comments on policy matters and readiness issues will accompany reports submitted to the SecArmy and CSA. The ARFPC, its ARNG and USAR subcommittees, or the military executive(s) will review regulations or changes that affect the basic structure and logistical support of the RC. The committee is empowered to consider both coordinated and such uncoordinated matters presented by Army Staff divisions, committee members, Army commands, and special commissions. ARFPC assessments and recommendations will be sent to the CSA and the SecArmy.

b. Army Reserve Forces Policy Committee. The ARFPC will act whenever major mobilization readiness and RC policy matters are being considered.

c. Subcommittee on Army National Guard policy. The subcommittee on ARNG policy will act when any matter solely concerning the ARNG is being considered.

d. Subcommittee on Army Reserve policy. The subcommittee on Army Reserve policy will act when any matter solely concerning the USAR is being considered.

e. Dissents from decisions of the committee. A dissenting committee member may initiate an appeal to any decision of the committee. The member will give notice of such action to the chairperson and other members of the committee. The notice may be forwarded to the SecArmy as a minority report with the committee action.

6. Authority of the chairperson

The ARFPC chairperson has the power to decide any matter within the jurisdiction of the committee when a majority decision cannot be reached by its members. The chairperson is authorized to establish, within the committee, continuing or temporary subcommittees or ad hoc groups to assist in carrying out the responsibilities of the committee. These groups may be needed to conduct studies, assemble information, or make recommendations. Members of these groups may be placed on additional active duty to achieve their mission. Similar authority is extended to the chairperson of the subcommittees on ARNG policy and Army Reserve policy for issues considered by their subcommittees.

7. Composition

a. Army Reserve Forces Policy Committee. Principal and alternate members of the ARFPC will be general officers, or a civilian grade equivalent, appointed by the SecArmy to serve three-year terms as follows:

(1) *Principal members.* Five principal members from each Component (Active, ARNG, and USAR) will serve on the ARFPC.

(a) *Active Component.* One principal member from each of the Army Staff elements listed below:

1. Deputy Chief of Staff (DCS), G-1.
 2. DCS, G-3.
 3. DCS, G-4.
 4. Office of the Army Surgeon General.
 5. Office of the Director, Force Development, DCS, G-8.
- (b) *Army National Guard*. Five principal members, not on active duty.
- (c) *U.S. Army Reserve*. Five principal members, not on active duty.
- (2) *Alternate members*. Five alternate members from each RC of the same composition as described above will serve on the ARFPC.
- (3) *Liaison representatives*. These members of the ARFPC will have equal voice in all discussions. They will take part fully in every way, except they will have no vote. One member, general officer or civilian grade equivalent, will be appointed as a liaison representative from—
- (a) Headquarters, U.S. Army Forces Command (FORSCOM).
 - (b) Headquarters, U.S. Army Training and Doctrine Command.
 - (c) Headquarters, First United States Army (at the discretion of FORSCOM).
 - (d) Reserve Forces Policy Board.
 - (e) Assistant to the Chairman of the Joint Chiefs of Staff for Reserve Matters ARNG and USAR.
 - (f) Command chief warrant officers of the ARNG and USAR.
 - (g) Command sergeants major of the ARNG and USAR.
 - (h) Offices that routinely support or interface during ARFPC sessions including, but not limited to:
 1. ASA (M&RA).
 2. Assistant Secretary of the Army (Acquisition, Logistics and Technology).
 3. Assistant Secretary of the Army (Financial Management and Comptroller).
 4. DAS.
 5. Director, Army National Guard (DARNG).
 6. CAR.
 7. Command chief warrant officers of the ARNG and USAR.
 8. Secretary of Army Inspector General.
 9. Office of the Chief of Legislative Liaison.
 10. Sergeant Major of the Army.
 11. Office of the Judge Advocate General.
- b. *Subcommittee on Army National Guard policy*. The subcommittee on ARNG policy will consist of the ARNG members of the ARFPC.
- c. *Subcommittee on Army Reserve policy*. The subcommittee on Army Reserve policy will consist of the USAR members of the ARFPC.
- d. *Role of chairperson*.
- (1) *Chairperson, Army Reserve Forces Policy Committee*. The role of ARFPC chairperson will rotate every two years between the ARNG and USAR subcommittees. The ARFPC chairperson will be the chairperson of the respective subcommittee entitled to provide the chairperson at the time a vacancy occurs. The chairperson will be elected by the principal members of the whole committee. The chairperson should be in the grade of major general.
- (a) When a chairperson vacates office before their Component is due to rotate the role of chairperson back to the other RC, a new chairperson will be elected from the remaining four principal members of the incumbent subcommittee by the principle members of the whole committee.
- (b) The chairperson's term on the ARFPC will be extended if there is not sufficient time to complete the two-year term as chairperson. However, if a chairperson is replacing a chairperson of the same RC, that chairperson can only be extended to the completion of the vacating chairperson's term.
- (c) During temporary absence of the chairperson, the deputy chairperson will act for and exert the powers of the chairperson.
- (d) The deputy chairperson will be the elected member of the RC not holding the role of chairperson of the ARFPC. Deputy chairperson should be in the rank of major general.
- (2) *Chairperson, subcommittee on Army National Guard policy*. The ARNG members will elect a chairperson for their subcommittee. If the subcommittee also has the role of chairperson of ARFPC, the chairperson will function as the chairperson of both the full committee and the subcommittee. If not, they will serve as the deputy chairperson of the full committee.
- (3) *Chairperson, subcommittee on Army Reserve policy*. The USAR members will elect a chairperson for their subcommittee. If the subcommittee also has the role of chairperson of ARFPC, the chairperson will function as the

chairperson of both the full committee and the subcommittee. If not, they will serve as the deputy chairperson of the full committee.

8. Qualifications for Reserve Component members

a. Qualifications for appointment.

(1) To be eligible for appointment, including appointment to fill an unexpired term, as an RC member or alternate, or for retention on the ARFPC, an officer must—

(a) Be a Federally recognized general officer of the Army National Guard of the United States (ARNGUS) or a general officer of the USAR in an Active Reserve status.

(b) Have enough time remaining before mandatory removal from an Active Reserve status under pertinent laws or regulations to complete the required three-year term of office.

(c) Possess a current security clearance for access to top secret materials or be eligible for such security clearance.

(2) Prospective members should be aware of, and agreeable to, the requirement to devote sufficient time to this important additional duty.

b. Nominations.

(1) The ARFPC chairperson will notify the respective Components and the General Officer Management Office (GOMO) of upcoming vacancies.

(2) The CNGB and CAR will make nominations to fill ARFPC vacancies.

(3) Upon receipt of nominations, GOMO will alert the ARFPC military executive of the nominations.

(4) GOMO will route the nominations through ASA (M&RA) to the SecArmy.

(5) The SecArmy will consider the nominations and make appointments to the ARFPC.

(6) The SecArmy will notify members of the ARFPC of their appointment, reappointment, or extension through their respective Components. When the notification is sent out, copies of the SecArmy correspondence will be sent to ASA (M&RA), GOMO, and the ARFPC military executive(s).

(7) When an alternate member is appointed as a principal member, the RC affected will immediately solicit nominations to fill the alternate member vacancy.

c. Membership lists. The military executives will maintain membership lists for DA AC, ARNGUS, and USAR officers approved by the SecArmy to serve as members and alternates of the committee. Membership lists will be revised as necessary or at least once a year.

9. Service on the Army Reserve Forces Policy Committee

a. Term of office.

(1) *Reserve Component members' three-year term.* The SecArmy will appoint all ARFPC members for a term of three years. 10 USC 10302 requires that two or more officers of each RC with more than one year of continuous service be on the committee at all times. New members should be given the widest possible chance to serve on the ARFPC. Continuing representation from among qualified general officers of the ARNG and USAR should be assured.

(2) *Extensions.* Because members should be rotated without undue turbulence, the SecArmy may extend principal member appointments in one-year increments. Appointments may be extended when necessary—

(a) To insure compliance with 10 USC 10302.

(b) To limit membership turnover of either ARNG or USAR principal members.

(c) For reasons approved by the SecArmy.

(3) *Reappointment.* Members and alternates are not eligible for reappointment except as stated above; however, alternate members are eligible for reappointment as principal members.

(4) *Active Components members' term of office.* Tour length in the ARFPC for AC members is a three-year term from the beginning date of appointment unless released by the SecArmy upon reassignment from Headquarters, Department of the Army (HQDA).

b. Filling vacancies. If a principal member becomes—

(1) Permanently unable to serve for some reason, the SecArmy may designate an alternate to serve a three-year term of office.

(2) Temporarily unable to serve, as determined by the SecArmy, an alternate will be designated to serve until the principal member is able to resume ARFPC activity.

c. Reserve Component officers entering active duty. When RC officers enter active duty on a full-time basis, their membership on the ARFPC will be terminated.

d. Reserve Component officers transferring to inactive status. When RC officers are transferred to inactive status, their membership on the ARFPC will be terminated.

10. Military executives

a. Appointment. The SecArmy will appoint one ARNGUS and one USAR officer in grade not lower than colonel as military executives of the ARFPC. The ARFPC chairperson and deputy chairperson, in consultation with the CAR and

DARNG as appropriate, will recommend to the SecArmy those nominated for appointment. Appointees will be assigned from the Active Guard Reserve Program. The normal tour of duty for the ARFPC military executives is two years with a option for a one-year extension. Exceptionally well-qualified officers may be granted one extension, not to exceed one year. While serving, the military executives will be detailed to duty on the Army Staff as additional members.

b. Authority. Military executives will have authority to take executive action in keeping with approved plans, programs, and policies of the committee. They will act on those matters that do not require formal committee action. Military executives will have the authority to act on those matters when time does not permit formal committee concurrences.

c. Duties. Military executives will—

- (1) Prepare the committee agenda.
- (2) Organize the information needed for members of the committee.
- (3) Take necessary steps to assemble the committee.
- (4) Refer matters to the committee.
- (5) Process committee recommendations.
- (6) Supervise all administrative matters of the committee.
- (7) Represent the ARFPC within HQDA meetings when RC policies are being discussed.
- (8) Represent the committee as liaison officers with the Army Staff at meetings on subjects affecting ARNG and USAR policy.
- (9) Represent the committee at briefings of the SecArmy; the CSA; the Vice Chief of Staff, Army; and Assistant Chiefs of Staff when ARNG and USAR policies are being considered.

11. Administration

a. The SecArmy has statutory responsibility for providing the ARFPC such personnel, facilities, and other administrative services as are needed to perform committee functions. The SecArmy has delegated to the ASA (M&RA) the authority to provide assistance and overall guidance in an administrative control relationship.

b. The ARFPC will meet at the call of the SecArmy or the ARFPC chairperson, and at such other times as are fixed by the committee. The presence of a majority of committee members, or qualified alternates, will constitute a quorum.

c. The separate subcommittees will meet at the call of the SecArmy, the chairperson of the subcommittee concerned, and at such other times as are fixed by the ARFPC. The presence of a majority of subcommittee members, or qualified alternates, will constitute a quorum.

d. The ARFPC and subcommittee will follow Robert's Rules of Order.

e. The chairpersons of the respective subcommittees will—

- (1) Prepare evaluations on their military executives.
- (2) Use U.S. Army Human Resources Command's Entry Evaluation System for signing and processing the evaluations.

f. The military executives will continuously review membership lists and project membership vacancies to assure timely appointment of replacement members and alternates.

g. Regarding Army Staff support, the DAS will—

- (1) Ensure that the Army Staff coordinates staffing of those major RC and mobilization readiness policy issues with the ARFPC.
- (2) Ensure that documents on such issues en route to SecArmy and CSA include the ARFPC's comments among those staffing the documents.

12. Relationships

a. The chairperson, committee members, and the military executives will communicate directly and expeditiously with other DA agencies on any matter within their jurisdiction and in which a mutual interest or responsibility exists.

b. The ARFPC will—

- (1) Coordinate its efforts with all DA agencies having mutual interest in or responsibility for any of the programs or policies being considered.
- (2) Determine what formal concurrences, if any, are required.

c. The DAS is tasked in coordinating, synchronizing, disseminating, and monitoring of tasks from the SecArmy. Hence, the DAS will have special relationship with the ARFPC in order to meet the SecArmy's intent.

d. An observer or liaison officer may represent Army Staff agencies, other than those listed in paragraphs 7a(1) and 7a(2), at ARFPC meetings. Observer or liaison officers will take part in ARFPC meetings with the prior approval of the chairperson.

Appendix A References

Section I Required Publications

United States Codes are available at <http://uscode.house.gov>.

10 USC 3014

Office of the Secretary of the Army (Cited in para 5a.)

10 USC 10302

Army Reserve Forces Policy Committee (Cited in paras 9a(1), 9a(2)(a).)

Section II Related Publications

A related publication is a source of additional information. The user does not need to read the related publication.

AR 11-2

Managers' Internal Control Program

AR 15-1

Committee Management

AR 25-30

The Army Publishing Program

DA GO 2012-01

Assignment of Functions and Responsibilities within Headquarters, Department of the Army (Available at <http://www.apd.army.mil>.)

Robert's Rules of Order

Available at <http://www.robertsrules.org>.

Section III Prescribed Forms

This section contains no entries.

Section IV Referenced Forms

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate Web site (www.apd.army.mil).

DA Form 11-2

Internal Control Evaluation Certification

DA Form 2028

Recommended Changes to Publications and Blank Forms

Appendix B Internal Control Evaluation

1. Function

The function covered by this evaluation is the administration of the Managers' Internal Control Program for the ARFPC.

2. Purpose

The purpose of this evaluation is to assist Accessible Unit Manager and internal control administrator in evaluating the key internal controls outlined. It is not intended to cover all controls.

3. Instructions

These key internal controls must be formally evaluated at least once every five years or whenever the internal control administrator changes. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2 (Internal Control Evaluation Certification). Evaluation test questions are outlined in paragraph B-4. Answers must be based on documents and meetings. Answers that indicate deficiencies and corrective actions taken must be explained in supporting documentation.

4. Test questions

- a.* Did the ARFPC submit its annual report to the SecArmy no later 1 February for the previous calendar year?
- b.* Did the chairperson and deputy chairperson of the ARFPC brief the SecArmy after each meeting of the ARFPC?
- c.* Was the ASA (M&RA) and the DAS briefed prior to the SecArmy?
- d.* Did the ARFPC committee members have input into the products being sent and briefed to SecArmy?
- e.* Did the ARFPC committee members have opportunities to provide input into selecting and shaping topics coming into the meetings?

5. Supersession

Not applicable. This is the first implementation of internal controls for Army Regulation (AR) 135-5.

6. Comments

Help make this a better tool for evaluating internal controls. Submit comments to the Department of the Army, ARPFC (SAMR-TRM) (ARFPC Military Executives), 300 Army Pentagon, Washington, DC 20310-0200.

Glossary

Section I Abbreviations

AC

Active Component

AR

Army regulation

ARFPC

Army Reserve Forces Policy Committee

ARNG

Army National Guard

ARNGUS

Army National Guard of the United States

ASA (M&RA)

Assistant Secretary of the Army (Manpower and Reserve Affairs)

CAR

Chief, Army Reserve

CNGB

Chief, National Guard Bureau

CSA

Chief of Staff, Army

DA

Department of the Army

DARNG

Director, Army National Guard

DAS

Director of the Army Staff

DCS

Deputy Chief of Staff

FORSCOM

Forces Command

GOMO

General Officer Management Office

HQDA

Headquarters, Department of the Army

RC

Reserve Component

SecArmy

Secretary of the Army

USAR

U.S. Army Reserve

USC

United States Code

Section II**Terms****Chairperson**

The leader of the ARFPC; empowered to make decisions if the committee cannot reach consensus.

Deputy Chairperson

Assists the chairman in leading the ARFPC and fills in for the chairman as necessary.

Section III**Special Abbreviations and Terms**

This section contains no entries.

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