

21 MARCH 1994



Personnel

**ORGANIZATIONAL RESPONSIBILITY FOR
CIVILIAN PERSONNEL ADMINISTRATION
AND MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the SAF/AAD WWW site at: <http://afpubs.hq.af.mil>. If you lack access, contact your Publishing Distribution Office (PDO).

OPR: HQ USAF/DPCX (Mr Jack G. Flowers) Certified by: HQ USAF/DPC (Mr John R. Graham)
Supersedes AFR 40-103, 9 January 1981.

Pages: 4
Distribution: F

This instruction implements AFR 36-1, *General Civilian Personnel Provisions and Authorities*. It gives the directive requirements for authorities and responsibilities for the Air Force Civilian Personnel Program above the installation level. The objective is to provide an effective personnel program for all Air Force civilians.

SUMMARY OF CHANGES

This is the first publication of AFI 36-103, substantially revising AFR 40-103.

1. Deputy Chief of Staff, Personnel (HQ USAF/DP). This position exercises authority over civilian personnel policy and procedures for Air Force employees through the following organizations:

1.1. Director of Civilian Personnel Policy and Personnel Plans. This official directs the development and approval of Air Force civilian personnel policy and personnel plans. Specifically, the director, through HQ USAF/DPC staff:

- Develops policy and issues directives for the Civilian Personnel Program in the Air Force.
- Develops civilian personnel plans and programs to meet total force structure concepts.
- Represents the Air Force on civilian personnel policy and personnel plans matters to all Federal agencies and organizations.
- Provides policy guidance to major commands (MAJCOM) and to all civilian personnel flights (CPF).
- Assesses the Air Force Civilian Personnel Program through quality assessment reports, staff assistance visits, management studies and reports, and by other appropriate means.
- Considers and approves, or seeks approval for, deviations to established policy when in the best interests of the Air Force.

- Represents the Air Force in other forums in development of new or revised policy to assure the Air Force viewpoint is considered, and the best possible outcome is achieved.
- Initiates and defends fiscal arrangements and funding levels necessary to carry out new or already established policy.

1.2. Director, Air Force Personnel Operations Agency (AFPOA). This official develops and directs the Air Force operational personnel programs located in the Washington DC area. Specifically, the director, through the AFPOA staff:

- Interprets and implements personnel policies and issues directives for Air Force-wide application of assigned programs.
- Develops personnel programs and procedures to meet total force concepts and operation.
- Represents the Air Force on operational personnel matters for assigned programs to all Federal agencies and organizations.
- Provides guidance and information to other HQ USAF organizations, MAJCOMs, and CPFs.
- Develops and operates officer, enlisted, and civilian models and data bases.
- Coordinates small computer acquisition, technical support, and network management for the Deputy Chief of Staff (DCS), Personnel and local users of PDS.
- Provides Air Force-wide management of employee and labor relations, employee development, awards, and relocation programs.
- Manages the civilian training budget.
- Manages the Air Force quality assessments program and conducts base-level assessments.
- Is focal point for and processes all civilian congressional inquiries and third-party civilian complaints and responses.

1.3. Center Director, Air Force Civilian Personnel Management Center (AFCPMC). This official directs the Air Force civilian career programs and integrated data systems. Specifically, the director, through the AFCPMC staff:

- Formulates, coordinates, and executes civilian career management programs to meet developmental and training needs for a wide variety of career fields.
- Coordinates efforts between PALACE teams and functional policy councils.
- Operates and maintains a centralized civilian registration and referral system for Air Force functional communities with career program covered positions.
- Identifies, develops, and places top performers in key managerial and executive positions.
- Oversees the centrally managed AFCPMC training and development programs to ensure the development of Air Force civilian employees.
- Develops, administers, and monitors intern programs for the recruitment, hiring, training and central career management of Air Force civilians to ensure force renewal.
- Provides comprehensive career management services to include designing and developing new programs, representing functional programs in policy councils and panel meetings, special projects/studies, and providing program data to support management requirements.
- Provides career program procedural guidance to MAJCOMs, and to all CPFs.

- Manages the mandatory professional acquisition training program for Air Force military and civilian members.
- Conducts, coordinates, and monitors Air Force-wide civilian personnel research/studies, testing programs, and surveys.
- Serves as the Air Force civilian personnel systems manager and prescribes functional responsibilities for the systems management program at all levels of Air Force civilian personnel administration.
- Serves as single control point in HQ USAF/DP for coordination of HQ USAF-level civilian personnel data systems operation.
- Coordinates with MAJCOMs, CPFs, and HQ AFMPC for file updates and reconciliations, information retrievals, management information systems operation, file security, and other operational concerns.
- Advises HQ USAF/DP how new automated data processing and communication methods, equipment and software can be used to improve current civilian personnel management practices and support future plans.
- Assists other HQ USAF/DP directorates in translating Office of Personnel Management (OPM) policy into system change requests for HQ AFMPC to modify the civilian personnel data system.
- Provides advice and technical assistance to MAJCOM and base-level personnel specialists on the operation of civilian personnel data systems and other automated civilian personnel applications.

1.4. MAJCOM Director of Civilian Personnel. The MAJCOM DCS for personnel carries out civilian personnel responsibilities through the Director of Civilian Personnel who:

- Oversees subordinate consolidated civilian personnel flights (CCPF).
- Assures that each CCPF is properly staffed within authorized resources.
- Conducts staff visits, helping to resolve problems and improve the quality of poor or weak programs.
- Corrects or cancels any position or personnel action that does not comply with legal, policy, or procedural requirements.
- Monitors the effectiveness of civilian personnel administration and management, using the reports issued by HQ USAF quality assessment teams and staff visit reports and findings.
- Works with other staff offices of the headquarters to develop funding levels, and manpower requirements for personnel budgets.
- Recommends changes or exceptions to policies to meet special needs of the particular MAJCOM.
- Develops and implements programs to improve personnel administration and management within the command.
- Assures effective implementation and administration of policies, procedures, and programs directed by higher headquarters.

1.5. Chief, National Guard Bureau. The Chief, National Guard Bureau (NGB), manages the National Guard technician program through the State Adjutants General. Specifically, for National Guard technicians who are Air Force employees, the Chief, NGB must:

- Oversee the personnel program for technicians.
- Issue instructions, manuals, and pamphlets for program administration. **NOTE:** Air Force civilian personnel publications do not apply to Air National Guard (ANG) technicians. The NGB develops their own for both Army and ANG technicians.
- Propose policy changes, legislative proposals, and program modifications; submit these to the Director of Civilian Personnel.
- Evaluate the technician program, with the OPM, to ensure compliance with laws, policies, regulations, and procedures.
- Establish standard position descriptions for all technician positions.
- Direct employee training programs, incentive awards programs, and other authorized programs for employees.

BILLY J. BOLES, Lt General, USAF
DCS/Personnel