

1 APRIL 1998



Personnel

**UTILIZATION AND CLASSIFICATION OF AIR
FORCE MILITARY PERSONNEL**

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/DPXFC (Lt Col James Chiles) Certified by: HQ USAF/DPX (Brig Gen John F. Regni)

Supersedes AFD 36-21, 7 April 1997.

Pages: 15

Distribution: F

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This policy directive has been modified to include new definitions and policy statements as to how Personnel Tempo is factored into the utilization of Air Force Personnel. New metrics have also been included in the revision

- 1.** Qualified people with the needed skills must be in the right job at the right time to meet the Air Force mission. At the same time, the Air Force has a responsibility to keep attuned to the demands placed on its members resulting from personnel tempo (PERSTEMPO). Consequently, the Air Force classifies and assigns people worldwide as equitably as possible to ensure a high state of readiness. The Air Force also recognizes a need for special assignment considerations to take care of Air Force people with exceptional needs. The following policies balance and accomplish these objectives:
- 2.** The Air Force will use a coherent and logical classification system to identify valid manpower requirements, to identify and describe each Air Force occupational specialty, to ensure minimum prerequisite standards are set for each specialty, and to ensure qualified individuals are placed into each specialty.
- 3.** While the primary consideration in selecting personnel for reassignment, either permanently (PCS) or temporarily (TDY) is the member's qualifications to accomplish the mission, there are additional important factors to be considered.
 - 3.1. To the maximum extent possible, the Air Force will assign individuals on a voluntary basis and in the most equitable manner feasible.
 - 3.2. The Air Force will equitably distribute involuntary assignments among similarly qualified personnel, factoring PERSTEMPO where practical to minimize family separation and to avoid creating a severe personal hardship on the member.

3.3. Because of the impact of TDY on effective management of Air Force resources and on individual members, 120 days TDY per person in a 12-month period is the desired maximum.

3.4. Procedures may be established to reduce PERSTEMPO following lengthy TDYs.

3.5. Limitations on involuntary selection of personnel for PCS, following some TDYs, may be established to allow members to attend to essential military and personal pre-PCS requirements as well as to reduce individual and family turbulence.

4. When personnel are reassigned permanent change of station, or public funds are used for education or training courses, personnel will incur an obligated service commitment to ensure a fair return on the costs involved.

5. Terms Explained

5.1. Personnel Tempo (PERSTEMPO). Personnel Tempo is a quality of life measurement that measures the amount of time an individual spends away from his or her home station for operational and training purposes which includes TDY and designated dependent-restricted PCS assignments. Individuals serving on designated unaccompanied tours are counted as “deployed” for PERSTEMPO purposes whether they have dependents or not. The desired maximum number of days TDY per person in a 12-month period is 120.

5.2. Temporary Duty (TDY). When members are directed to perform duty on a temporary basis at a location other than their permanent duty station, their status is recorded using TDY orders and entitlements or allowances accrue as authorized.

5.3. Permanent Change of Station (PCS). Movement of a member to a different permanent duty station, with or without concurrent change in unit of assignment.

6. The following responsibilities and authorities are established:

6.1. Headquarters US Air Force is responsible for policy oversight and advocacy of Air Force utilization and classification programs, for monitoring PERSTEMPO, and for interface with the Office of the Secretary of Defense staff concerning development of Department of Defense policy and legislative initiatives. The Assistant Secretary for Manpower, Reserve Affairs, Installations and Environment (SAF/MI) discharges this responsibility for the Secretary of the Air Force.

6.2. The Deputy Chief of Staff for Personnel (HQ USAF/DP) develops, coordinates, and executes personnel policy and essential procedural guidance for the management of utilization and classification programs, as well as articulating the impacts of PERSTEMPO on the force.

6.3. MAJCOMs may establish procedures to reduce PERSTEMPO following lengthy TDYs.

6.4. The Air Force Personnel Center (AFPC) develops and issues instructions to factor PERSTEMPO in assignment selection and implement active duty assignment programs for lieutenant colonels and below, as well as enlisted personnel. AFPC provides PERSTEMPO data to Defense Manpower Data Center for archiving and analysis. In addition, AFPC issues classification instructions for these people and reports oversight data to HQ USAF/DP.

6.5. The General Officer Group (AFGOMO) oversees all aspects of utilization for general officers and general selectees serving on extended active duty while the Colonels' Group (AFDPO) does likewise for all colonels and colonel selectees serving on extended active duty.

6.6. The Commander of Air Force Reserve (HQ AF/RE) prescribes end strength management, assignment, and utilization procedures, and issues implementation instructions for members of the Air Force Reserve. HQ USAF/RE manages the Air Force Reserve Full Time Support programs (including Air Reserve Technicians, AGRs, 5 USC civilians, and Regular AF members to the AF Reserve) and approves personnel actions for officers and airmen assigned under Title 10, United States Code, Sections 10211 and 12310.

6.7. Headquarters Air Force Reserve Command manages peacetime utilization and classification programs for Selected Reserve unit members.

6.8. The Air Reserve Personnel Center manages peacetime utilization and classification programs for members of Air Force Reserve individual programs.

6.9. The Director, Air National Guard (NGB/CF) prescribes end strength management, assignment, and utilization procedures and issues implementation instructions for members of the Air National Guard. NGB/CF also manages the Air National Guard Statutory Tour program.

7. Before requests for waivers and exceptions to Air Force military personnel management policies go to the Secretary of the Air Force, who holds sole approval authority, HQ USAF/DP evaluates them to ensure they are in the best interests of the Air Force. The Secretary of the Air Force may delegate approval in this area.

7.1. See attachments 1 & 2 for measures used to comply with this policy and for related documents and interfacing publications.

F. WHITTEN PETERS
Acting Secretary of the Air Force

Attachment 1

MEASURING COMPLIANCE WITH POLICY

A1.1. Compliance with utilization and classification policy will be assessed for lieutenant colonels and below by measuring five areas:

A1.1.1. Vacant positions

A1.1.2. Time On Station (TOS)

A1.1.3. TDY Waivers/Curtailments

A1.1.4. Active Duty TDYs

A1.1.5. Dependent-Restricted Tours

NOTE:

Measurements will be accomplished by AFPC on a quarterly basis, to include an analysis or discussion of any identifiable trends.

A1.2. Vacant positions. The Air Force goal is to fill all funded authorizations with assigned personnel (figure A1.1 and figure A1.2).

A1.3. Time on Station. TOS requirements are established to stabilize the lives of members and their dependents and to reduce PCS costs. The data applies to officer and enlisted TOS waivers (figures A1.3 and A1.4).

A1.4. TDY Rates. Air Force goal is not to exceed 120 days TDY per person per year (figures A1.5 through A1.7).

A1.5. Individuals serving on designated unaccompanied tours are counted as “deployed” for PER-STEMPO purposes whether they have dependents or not. (figures A1.8 and A1.9)

Figure A1.1. Sample Metric of Officer Vacant Positions.

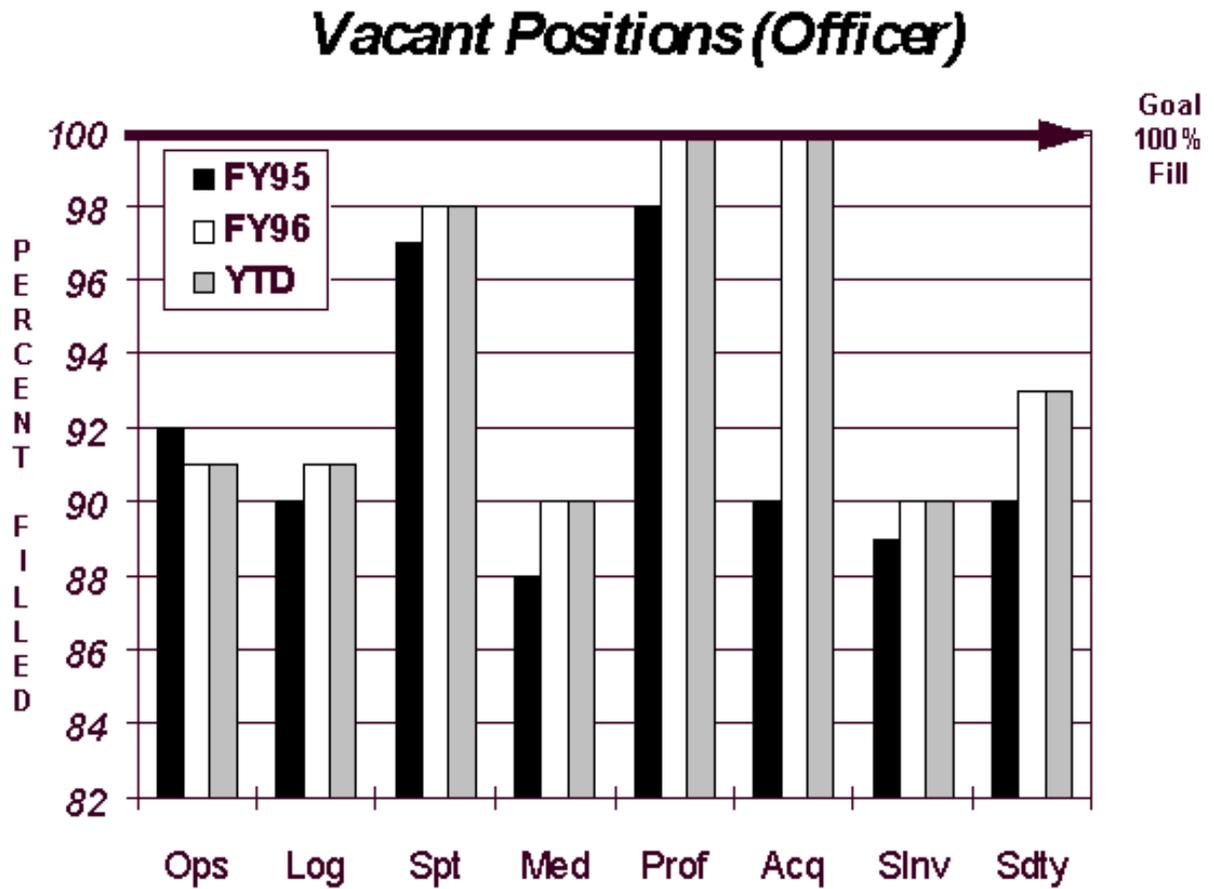


Figure A1.2. Sample Metric of Enlisted Vacant Positions.

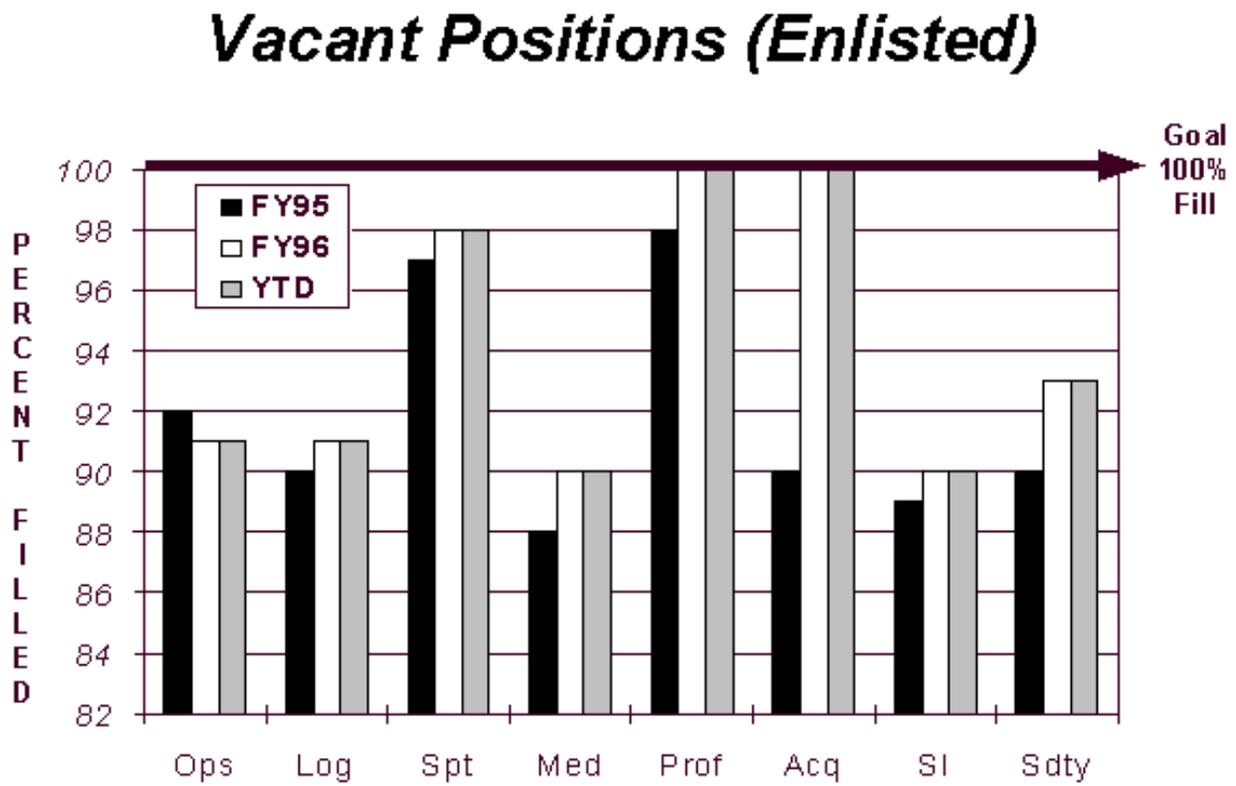


Figure A1.3. Sample Metric of Officer Time On Station Waivers/Curtailments.

TOS Waivers/Curtailments - Officers

	<u>CONUS to CONUS</u>			<u>CONUS to OVERSEAS</u>			<u>OVERSEAS to CONUS</u> (36 Month Tour)		
	%Early PCS < 36 Months	Early PCS Avg TOS (Months)	Avg TOS All Moves (Months)	%Early PCS < 36 Months	Early PCS Avg TOS (Months)	Avg TOS All Moves (Months)	%Early PCS < 36 Months	Early PCS Avg TOS (Months)	Avg TOS All Moves (Months)
FY 89*	24.3%	26.8	42.9	55.1%	21.9	33.1	26.2%	29.8	38.6
FY 95*	37.0%	26.4	41.2	58.4%	21.9	32.8	50.0%	27.2	35.5
FY96*	36.6%	26.9	39.8	56.6%	21.8	32.4	44.3%	28.1	36.4
FY97 YTD*	38.1%	26.9	38.5	61.9%	23.2	32.0	46.6%	28.8	35.3

*(Grade O-5 and below, no students/trng/force structure moves)--Includes pilots/navs/meds.

Figure A1.4. Sample Metric of Enlisted Time On Station Waivers/Curtailments.

TOS Waivers/Curtailments - Enlisted

	<u>CONUS to CONUS</u>			<u>CONUS to OVERSEAS</u>			<u>OVERSEAS to CONUS</u>		
	<u>%Early PCS < 36 Months</u>	<u>Early PCS Avg TOS (Months)</u>	<u>Avg TOS All Moves (Months)</u>	<u>%Early PCS < 36 Months</u>	<u>Early PCS Avg TOS (Months)</u>	<u>Avg TOS All Moves (Months)</u>	<u>(36 Month Tour)</u>		
	<u>%Early PCS < 36 Months</u>	<u>Early PCS Avg TOS (Months)</u>	<u>Avg TOS All Moves (Months)</u>	<u>%Early PCS < 36 Months</u>	<u>Early PCS Avg TOS (Months)</u>	<u>Avg TOS All Moves (Months)</u>	<u>%Early PCS < 36 Months</u>	<u>Early PCS Avg TOS (Months)</u>	<u>Avg TOS All Moves (Months)</u>
FY 89	31.0%	21.6	40.6	53.3%	22.8	36.6	11.0%	26.9	42.7
FY 95	33.6%	22.8	39.8	51.9%	24.2	36.2	21.4%	25.7	41.1
FY96	34.3%	22.2	39.5	50.4%	24.1	36.0	17.2%	26.3	42.3
FY97 YTD	30.8%	21.7	40.7	49.0%	24.2	36.5	19.4%	27.0	41.5

(Armn through CMSgt, no training, force structure moves)

Figure A1.5. Sample Metric of Active Duty TDYs.

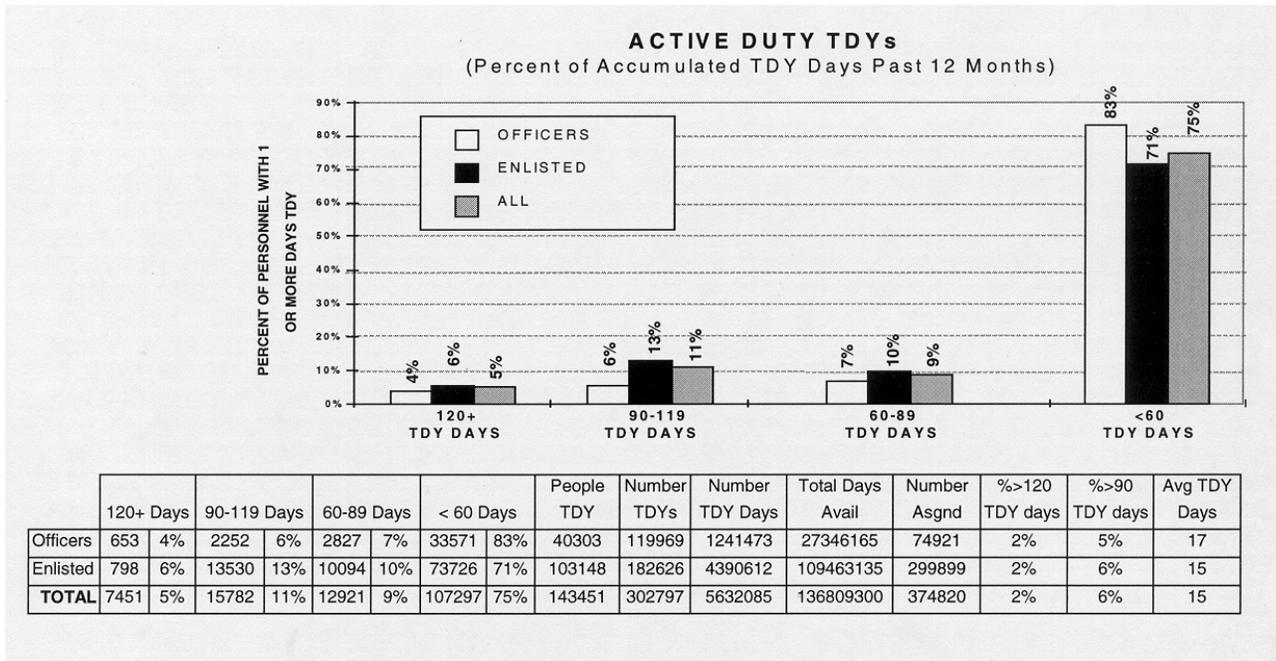
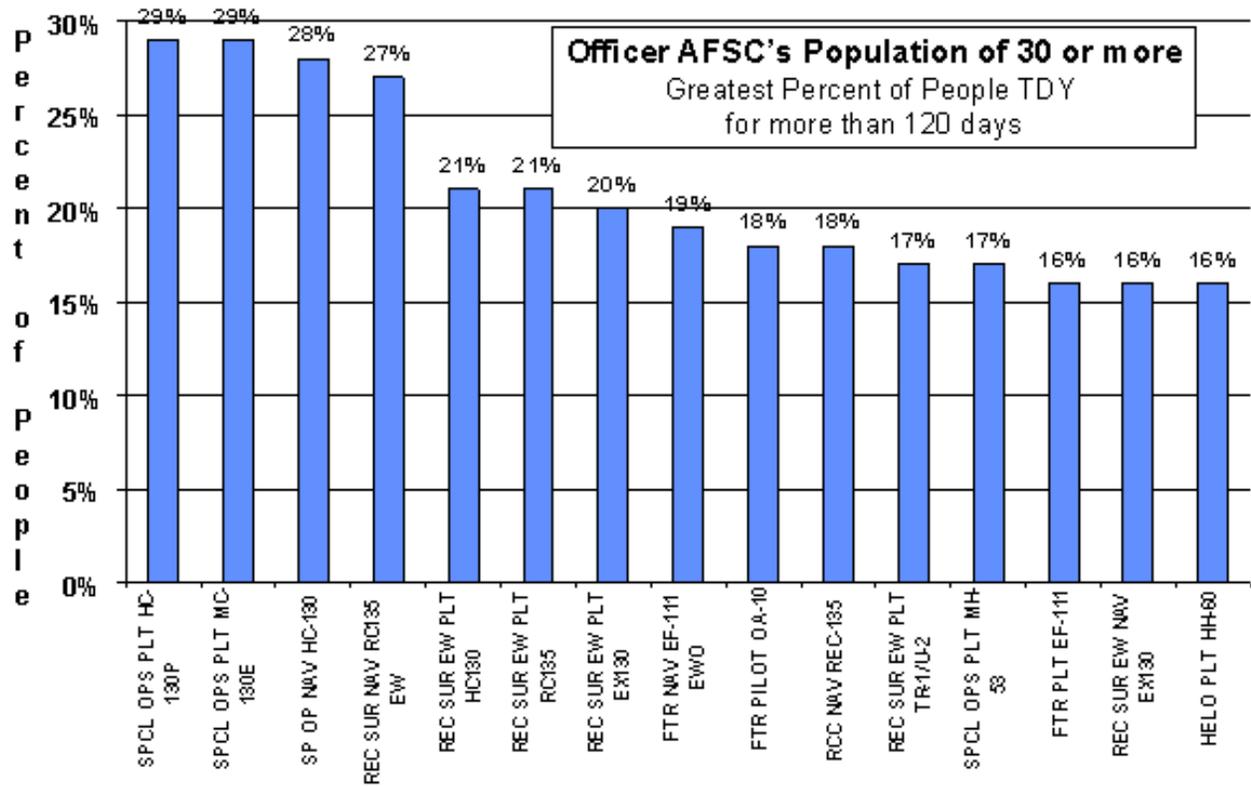
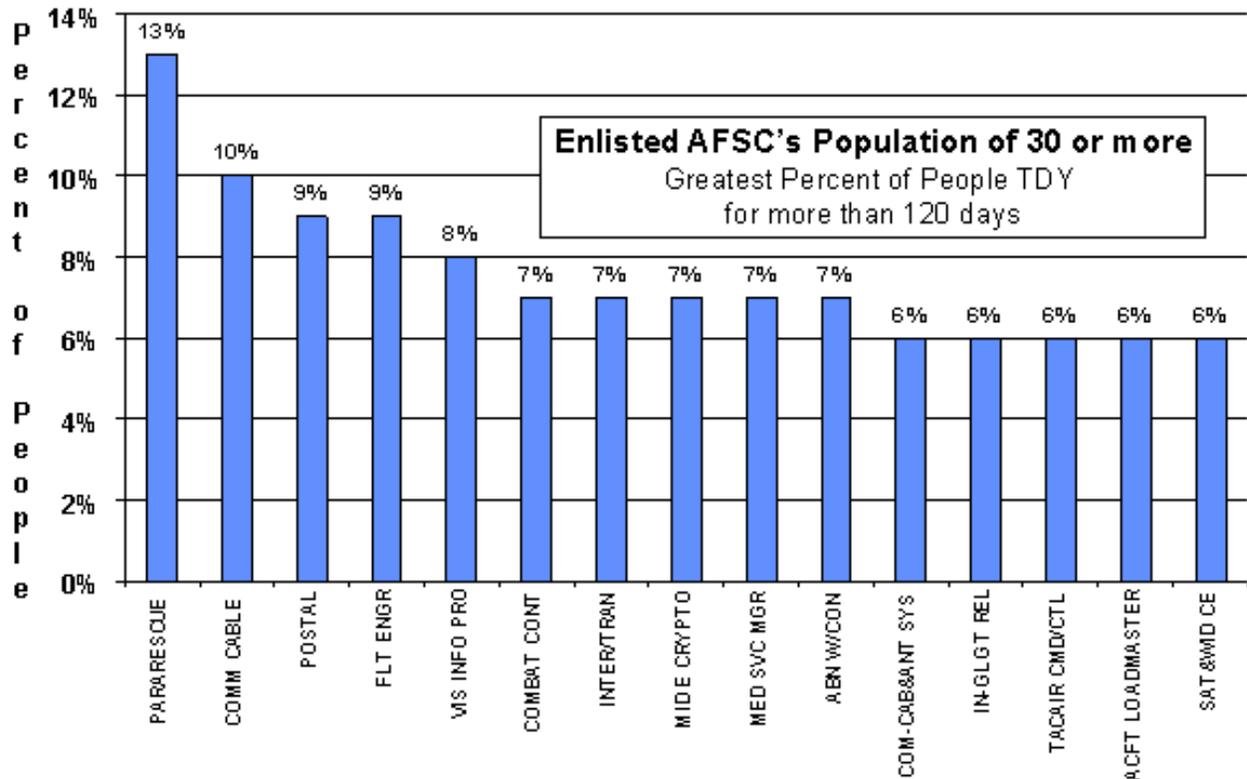


Figure A1.6. Sample Metric of Officer TDY Rates by Career Field.



AFSC	AFSC-TITLE	120+ Days TDY	90-119 Days TDY	60-89 Days TDY	1-59 Days TDY	Nbr of People	Total TDYs	Total Days TDY	Assigned Strength	Days Available	TDY Rate	Avg Days > 120	Assigned % > 120	Assigned % > 90	Avg Days Per Traveler
11SXE	SPCL OPS PLT HC-130P		15	14	30	81	393	6898	75	27375	25%	151	29%	49%	85
11SXF	SPCL OPS PLT MC-130E		4	3	17	33	120	2224	31	11315	20%	137	29%	42%	67
12SXG	SP OP NAV HC-130		15	13	26	75	356	6154	74	27010	24%	151	28%	49%	87
12RXH	REC SUR NAV RC135 EW		34	40	85	215	846	17207	205	74825	23%	150	27%	44%	80
11RXD	REC SUR EW PLT HC130		14	6	14	42	228	3595	38	13870	26%	171	21%	58%	86
11RXG	REC SUR EW PLT RC135		21	16	54	114	415	8526	111	40515	21%	156	21%	40%	75
11RXC	REC SUR EW PLT EC130		6	9	58	91	241	5392	89	32485	17%	162	20%	27%	59
12FXK	FTR NAV EF-111 EWO		13	6	24	51	204	3429	43	15695	22%	148	19%	49%	67
11FXN	FTR PILOT OA-10		5	13	19	46	109	3171	50	18250	17%	135	18%	28%	69
12RXJ	RCC NAVIGATOR RC-135		19	18	57	116	422	7990	123	44895	18%	145	18%	33%	69
11RXJ	REC SUR EW PLT TR-1/U-2		12	13	66	109	322	6201	105	38325	16%	159	17%	29%	57
11SXA	SPCL OPS PLT MH-53		19	20	65	127	704	8858	138	50370	18%	151	17%	30%	70
11FXL	FTR PLT EF-111		12	10	16	44	155	3272	37	13505	24%	156	16%	49%	74
12RXD	REC SUR EW NAV EX130		2	8	27	43	112	2161	37	13505	16%	148	16%	22%	50
11HXE	HELO PLT HH-60		16	15	84	143	414	8992	175	63875	14%	158	16%	25%	63

Figure A1.7. Sample Metric of Enlisted TDY Rates by Career Field.



		120+	90-119	60-89	1-59	Nbr of	Total	Total	Assigned	Days	TDY	Avg	Assigned	Assigned	Avg Days
		Days	Days	Days	Days	People	TDYs	Days	Strength	Available	Rate	Days>	% > 120	% > 90	Per
AFSC	AFSC-TITLE	TDY	TDY	TDY	TDY		TDY					120			Traveler
1T2X1	PARARESCUE	46	25	47	115	233	830	16266	357	130305	12%	154	13%	20%	70
2E6X2	COMM CABLE SYS	81	45	76	222	424	737	28052	843	307695	9%	169	10%	15%	66
8M0X0	POSTAL SPEC	62	28	15	103	208	250	14261	661	241265	6%	133	9%	14%	69
1A1X1	FLT ENGR	174	196	275	1376	2021	8045	97166	1963	716495	14%	143	9%	19%	48
3V0X3	VIS INFO PRODDOC	23	10	6	136	175	332	7467	303	110595	7	149	8%	11%	43
1C2X1	COMBAT CONTROL	29	25	46	255	355	1233	16331	402	146730	11%	154	7%	13%	46
9L0X0	INTERPRETER/TRANSLAT	6	4	4	19	33	78	1858	84	30660	6%	146	7%	12%	56
1N3X5	MIDEAST CRYPTO LINGUIST	61	43	48	165	317	779	21337	860	313900	7%	147	7%	12%	67
4N0X0	MEDICAL SERVICE MGR	3	0	2	61	66	177	1294	45	16425	8%	172	7%	7%	20
1A4X1	ABN WRN/CON SYS	52	68	102	437	659	1329	32069	791	288715	11%	142	7%	15%	49
2E6X1	COM-CAB&ANT SYS	27	21	30	180	258	570	12236	423	154395	8%	143	6%	11%	47
1A0X1	IN-FLGT REF	42	64	111	422	639	1937	30805	680	248200	12%	137	6%	16%	48
1C4X1	TACAIR CMD/CTL	53	27	43	509	632	1343	22739	866	316090	7%	145	6%	9%	36
1A2X1	ACFT LOADMASTER	109	168	293	2373	1943	8263	85518	1901	693865	12%	139	6%	15%	44
2E1X1	SAT&WMD CE	144	222	153	844	1363	2357	71384	2517	918705	8%	149	6%	15%	52

Figure A1.8. Sample Metric of Unaccompanied Officers.

Officers on Dependent-Restricted Tours

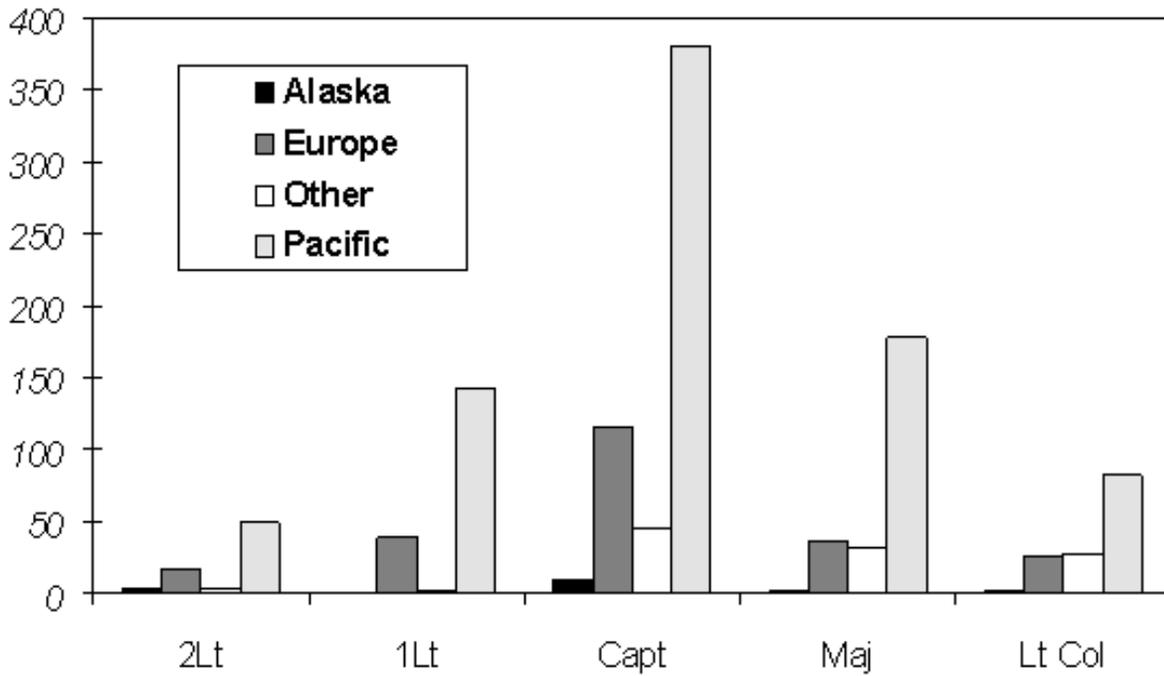
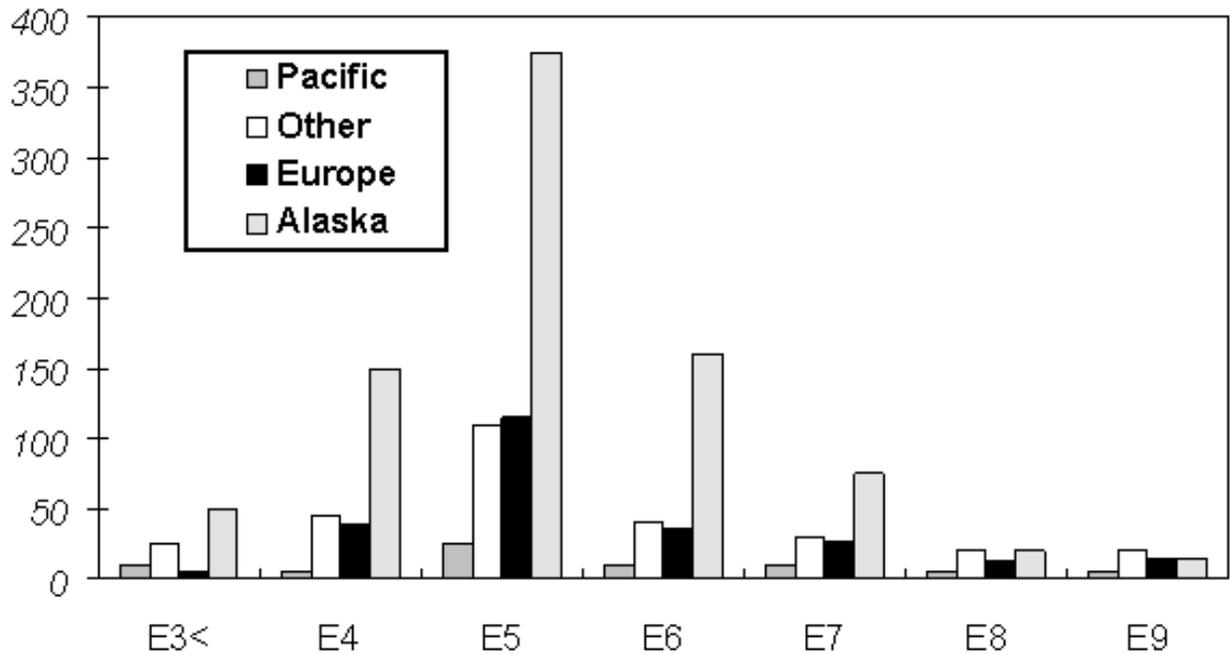


Figure A1.9. Sample Metric of Unaccompanied Enlisted.

Enlisted on Dependent-Restricted Tours



Attachment 2

RELATED DOCUMENTS AND INTERFACING PUBLICATIONS

A2.1. This policy implements the following documents:

DoD Directive 1000.21, DoD Passport and Passport Agent Services, July 9, 1992

DoD Directive 1200.7, Screening the Ready Reserve, April 6, 1984

DoD Directive 1200.15 and Changes 1 and 2, Assignment to and Transfer Between Reserve Categories, Discharge From Reserve Status, Transfer to the Retired Reserve and Notification of Eligibility for Retired Pay, February 16, 1973

DoD Directive 1205.14 Reprint and Change 1, Enlistment, Appointment and Assignment of Individuals in Reserve Components, May 24, 1974

DoD Directive 1205.18 , Reserve Component Member Participation Requirements, March 24, 1997

DoD Directive 1215.6, Uniform Reserve, Training, and Retirement Categories, March 14, 1997

DoD Directive 1215.13, Reserve Component Member Participation Policy, December 14, 1995

DoD Directive 1235.9, Management and Mobilization of the Standby Reserve, July 8, 1986

DoD Directive 1235.10, Activation, Mobilization, and Demobilization of the Ready Reserve, July 1, 1995

DoD Directive 1235.11, Management of Individual Mobilization Augmentees (IMAs), May 6, 1996

DoD Directive 1304.25, Fulfilling the Military Service Obligation , March 17, 1986

DoD Directive 1315.7 and Changes 1 and 2, Military Personnel Assignments, January 9, 1987

DoD Directive 1322.6, Fellowships, Scholarships, and Grants for DoD Personnel, February 24, 1997

DoD Directive 1322.10, Policy on Graduate Education for Military Officers, August 31, 1990

DoD Directive 1352.1, Management and Mobilization of Regular and Reserve Retired Military Members, March 2, 1990

DoD Directive 6000.12, Health Services Operations and Readiness, (formerly April 29, 1996)

A2.2. This directive interfaces with the following documents:

AFI 36-2101, Military Personnel Classification (formerly AFR 35-1)

AFI 36-2102, Preparation of Personnel Selected for Relocation--Base Level Procedures (formerly AFR 35-17)

AFI 36-2103, Individualized Newcomer Treatment and Orientation (INTRO) Program (formerly AFR 35-35)

AFI 36-2104, Nuclear Weapons Personnel Reliability Program (formerly AFR 35-99)

AFI 36-2105, Officer Classification (formerly AFR 36-1)

AFI 36-2106, Competitive Category Transfers (formerly AFR 36-18)

AFI 36-2107, Active Duty Service Commitments (ADSC) (formerly AFRs 36-51, 36-94, and 39-18)

AFI 36-2108, Airman Classification (formerly AFR 39-1)

AFI 36-2109, Chief Master Sergeant of the Air Force and Senior Enlisted Advisor Programs (formerly AFRs 39-2 and 39-20)

AFI 36-2110, Assignments (formerly AFRs 35-28, 36-20, and 39-11)

AFI 36-2111, The Logistics Career Broadening Program (formerly AFR 400-30)

AFI 36-2112, Combat Exclusions for Women (formerly AFR 35-60)

AFI 36-2113, First Sergeants (formerly AFR 39-16)

AFI 36-2114, Air Force Personnel Assigned to Duty Outside the Department of Defense and Supporting Non-DoD Activities (formerly AFR 30-19)

AFI 36-2115, Assignments Within the Reserve Components (formerly AFR 35-41, Volume 1, and AFR 45-4)

AFI 36-2116, Reserve Component Representation (formerly AFR 45-22)

AFI 36-2117, Military Personnel Classification (formerly National Guard Regulation (NGR) (AF) 35-1)

AFI 36-2118, Assignments Within the Air National Guard (formerly NGR(AF) 35-2)

AFI 36-2119, Full-Time Military Duty Personnel Program (formerly NGR(AF) 35-3)

AFI 36-2120, Voluntary Extended Active Duty Program (formerly NGR(AF) 35-10)

AFI 36-2121, Senior Enlisted Advisor (formerly NGR(AF) 39-20)

AFI 36-2122, Interservice Officers on Exchange Duty With the United States Air Force (formerly AFR 36-71)

AFI 36-2123, Management of Enlisted Aides (formerly AFR 39-5)