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**AIR FORCE PERSONNEL CENTER (AFPC)**

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(Mr. Edward Salzwedel)  
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This mission directive defines the mission, command and responsibilities of the Air Force Personnel Center (AFPC).

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.**

The pub was updated to comply with AF Policy Directive 10-1, *Mission Directives* and AFI 10-101, *Format and Content of Mission Directives*. The updates reflect changes in current terminology. Send comments and suggested improvements of this publication on AF Form 847, **Recommendation for Change of Publication**, to HQ AFPC/DPSAX, 550 C Street West Suite 38, Randolph AFB TX 78150-4740. A bar (|) indicates revision from the previous edition.

**1. Mission.** Headquarters Air Force Personnel Center (HQ AFPC) executes and integrates United States Air Force (USAF) personnel programs to develop Air Force (AF) people and meet the field commanders' needs. HQ AFPC is a Field Operating Agency (FOA) of Headquarters United States Air Force.

**2. Command.** The AFPC Commander.

2.1. Is responsible to the Deputy Chief of Staff for Personnel, HQ USAF. AFPC/CC executes Personnel policy by developing, coordinating, and implementing standards, systems, programs and procedures for military and civilian personnel operations.

**3. Responsibilities.** AFPC.

3.1. Executes policies which specify the scope of military personnel functions at installation, intermediate and command levels.

3.1.1. Manages and operates Air Force military personnel data and information systems, executes policies that govern active duty accessions, testing, classification, assignments, personnel records systems, performance evaluations, promotions, reenlistments, retention, awards and decorations, appearance, entitlements, fundraising, personnel assessment, retiree affairs, family matters, retirements, separations, personnel readiness and Air Force casualty reporting. Interfaces with Air National Guard and Air Force Reserve personnel programs impacting the Total Air Force.

3.2. Manages and operates Air Force civilian personnel data and information systems, career management, recruitment, development and placement programs. Implements and manages centralized Air Force civilian personnel processes that include external staffing (noncompetitive appointment authorities and competitive case examining) and internal merit promotion program, civilian education and development, intern recruiting/development, career programs, official personnel folders and associated processes, civilian benefits and entitlements, classification, personnel assessment programs, experience and education coding, the standard core personnel document library and permanent change of station orders.

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