

**BY ORDER OF THE SECRETARY OF THE
AIR FORCE**

AIR FORCE INSTRUCTION 36-104

28 JANUARY 1994



**AIR FORCE RESERVE COMMAND
Supplement 1**

28 March 1996

Personnel

**OPERATING THE CIVILIAN PERSONNEL
FLIGHT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ USAF/DPCX (Mr Jack G. Flowers)
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Certified by: HQ USAF/DPC (Mr John R. Graham)
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This instruction guides civilian personnel servicing, gives the criteria for establishing a civilian personnel flight (CPF) and lists the responsibilities of a CPF. The CPF must provide a full range of personnel services to all organizations serviced, regardless of major command (MAJCOM) jurisdiction or host-tenant relationship.

(AFRC) The OPR for this supplement is HQ AFRC/DPCE (Al Henderson). This supplement implements and extends the guidance of Air Force Instruction (AFI) 36-104, 28 January 1994. This supplement provides guidance to AFRC civilian personnel offices on actions required when a civilian personnel officer position is projected to become vacant. The AFI is printed word-for-word without editorial review. Air Force Reserve supplementary material is indicated by "(AFRC)" in boldface type. This supplement describes Air Force Reserve procedures to be used in conjunction with the basic instruction. Upon receipt of this integrated supplement discard the Air Force basic.

SUMMARY OF REVISIONS

This is the first publication of AFI 36-104, substantially revising AFR 40-104. It redefines the responsibilities of civilian personnel flights based on the restructuring in PAD 91-17. It includes organization charts of the three types of civilian personnel flights.

(AFRC) This revision incorporates the procedures formerly in AFR 40-104/AFRES Sup 1, 6 April 1990, and aligns our supplement with current instructions within AFI 36-104.

1. Establishing a CPF. The MAJCOM or comparable organization initially determines the need to establish a CPF and submits a proposal to HQ USAF/DPC for approval. The proposal must include:

- The organization the CPF will belong to.
- The geographic location.
- An organization chart showing the number of employees by position title, series, and grade who will work in the office. In overseas areas, separate United States and Non-US citizen positions.
- The effective date.
- The name and location of activities to be serviced, the number of employees currently assigned, and the number of employees programmed for future employment. In overseas areas, include separate breakdowns for US and non-US citizens.
- The name and location of the CPF currently servicing the activities, if appropriate.
- A statement that authorizations, funds, equipment and facilities for the CPF will be provided from existing resources, or the source of these resources.

2. HQ USAF/DPCX. Notifies the requesting office whether the proposed CPF is approved. When a new CPF is approved, HQ USAF/DPCX requests the Office of Personnel Management to assign it a Personnel Office Identifier.

3. Closing or Transferring a Civilian Personnel Flight. When a CPF closes or transfers to another Air Force organization or agency, the losing MAJCOM must promptly notify HQ USAF/DPCX.

4. Basic Functions and Responsibilities. The basic functions and responsibilities of the CPF vary. [attachment 1](#) lists typical CPF functions. [attachment 2](#) through [attachment 4](#) show how CPFs are organized.

4.1. Consolidated Civilian Personnel Flight (CCPF). This office services a population of 2,500 or more unless granted an exception by HQ USAF/DPC. Other responsibilities not listed in [attachment 1](#) include career program administration including personnel located at Activity Civilian Personnel Flight (ACPF) and Satellite Civilian Personnel Flight (SCPF), select behind the scenes support and oversight for activity and satellite personnel flights. The Career Program Branch at CCPF's is an optional branch for those choosing to use it.

4.2. Activity Civilian Personnel Flight (ACPF). This office, as identified by the MAJCOM, services a population of 800 to 2,500.

4.3. Satellite Civilian Personnel Flight (SCPF). This office services a population of less than 800, or less than 2,500 if designated an activity by the MAJCOM. Appointing authority is shared with the parent CCPF.

4.4. Branch Office. A branch office may be established by a MAJCOM as an extension of a CCPF providing personnel service to another installation. These typically are at installations with 300 to 400 or less civilian employees serviced. The chief of the branch office reports to the civilian personnel officer at the parent CCPF who holds the appointing authority.

5. (Added-AFRC) Assignment of AFRES Civilian Personnel Officers. The following applies to assignment of civilian personnel officers at AFRC consolidated civilian personnel offices (CCPO), activity civilian personnel offices (ACPO), and satellite civilian personnel offices (SCPO):

5.1. (Added-AFRC) HQ AFRC/DPC is notified as soon as it becomes known at an installation that a civilian personnel officer position will be vacated.

5.2. (Added-AFRC) HQ AFRC/DPC advises the Air Force Personnel Center(AFPC)/Career Management Division (DPKC), Randolph AFB TX, of the vacancy and requests a merit promotion certificate or list of reassignment eligibles. Upon receipt, HQ AFRC/DPC refers the package to the commander of the installation having the vacancy for review, interview of eligibles, and tentative selection.

5.3. (Added-AFRC) The commander of the installation having the vacancy returns the certificate of eligibles and other related materials to HQ AFRC/DPC for review and approval.

5.4. (Added-AFRC) Upon final selection, HQ AFRC/DPC forwards the approval to the commander for appropriate action.

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DCS/Personnel

Attachment 1

FUNCTIONS OF CIVILIAN PERSONNEL FLIGHTS

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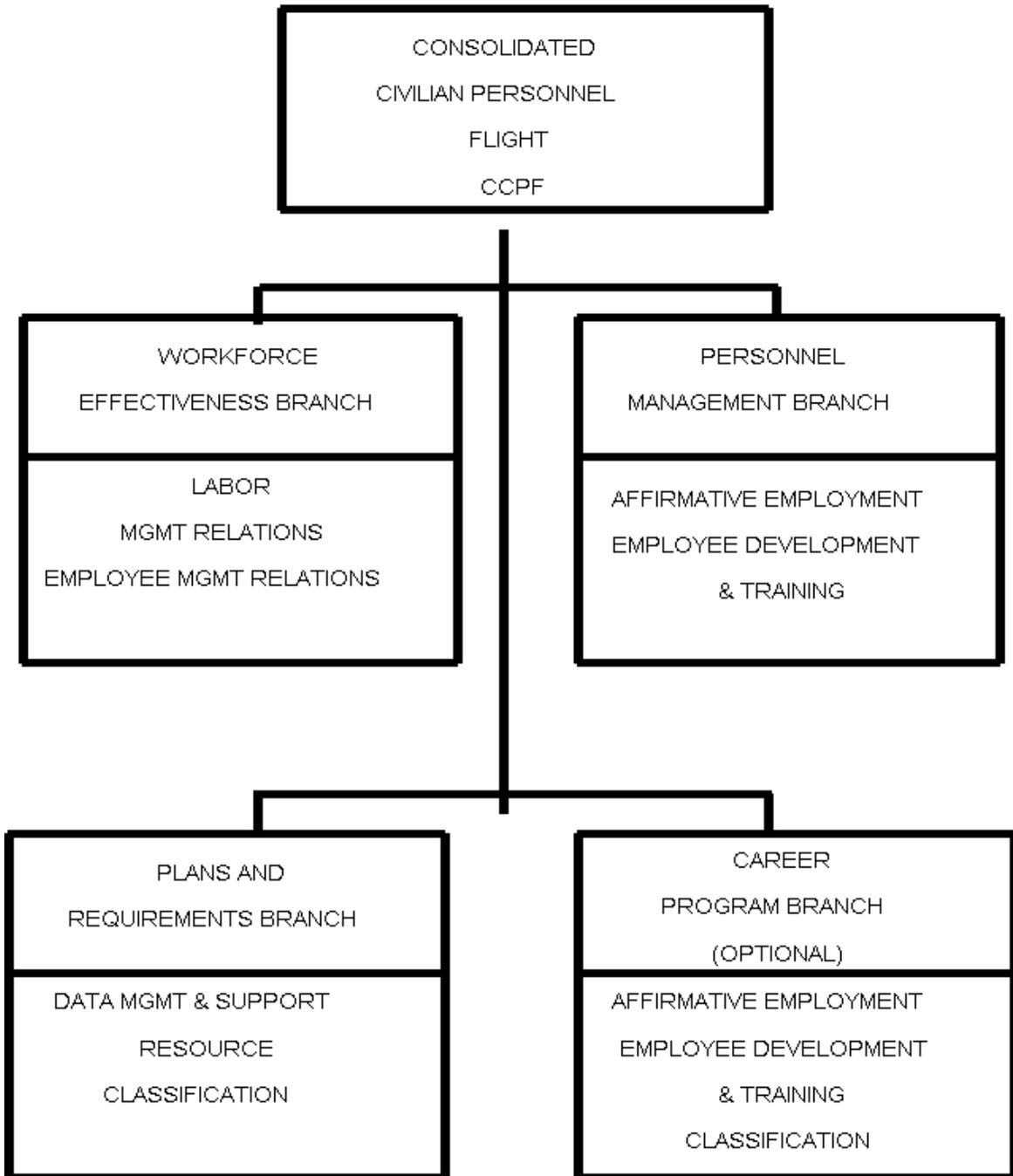
	CCPF	ACPF	SCPF
CPF MANAGEMENT	X	X	X
PLANS & REPORTS	X		
RECORDS/OPF MAINTENANCE	X	X	
CUSTOMER SERVICE	X	X	X
RESOURCE MANAGEMENT	X	X	X
CLASSIFICATION	X	X	OPT
DISCIPLINE	X	X	X
PERFORMANCE MANAGEMENT	X	X	X
LEAVE ISSUES	X	X	X
LABOR AGREEMENT NEGOTIATIONS	X	X	
LABOR AGREEMENT ADMINISTRATION	X	X	X
SYSTEMS MANAGEMENT	X	X	
ADVICE & GUIDANCE ON FILLING POSITIONS	X	X	X

EXTERNAL FILL ACTIONS	X	X	X
TRAINING	X	OPT	

Attachment 2

STRUCTURE OF A CCPF

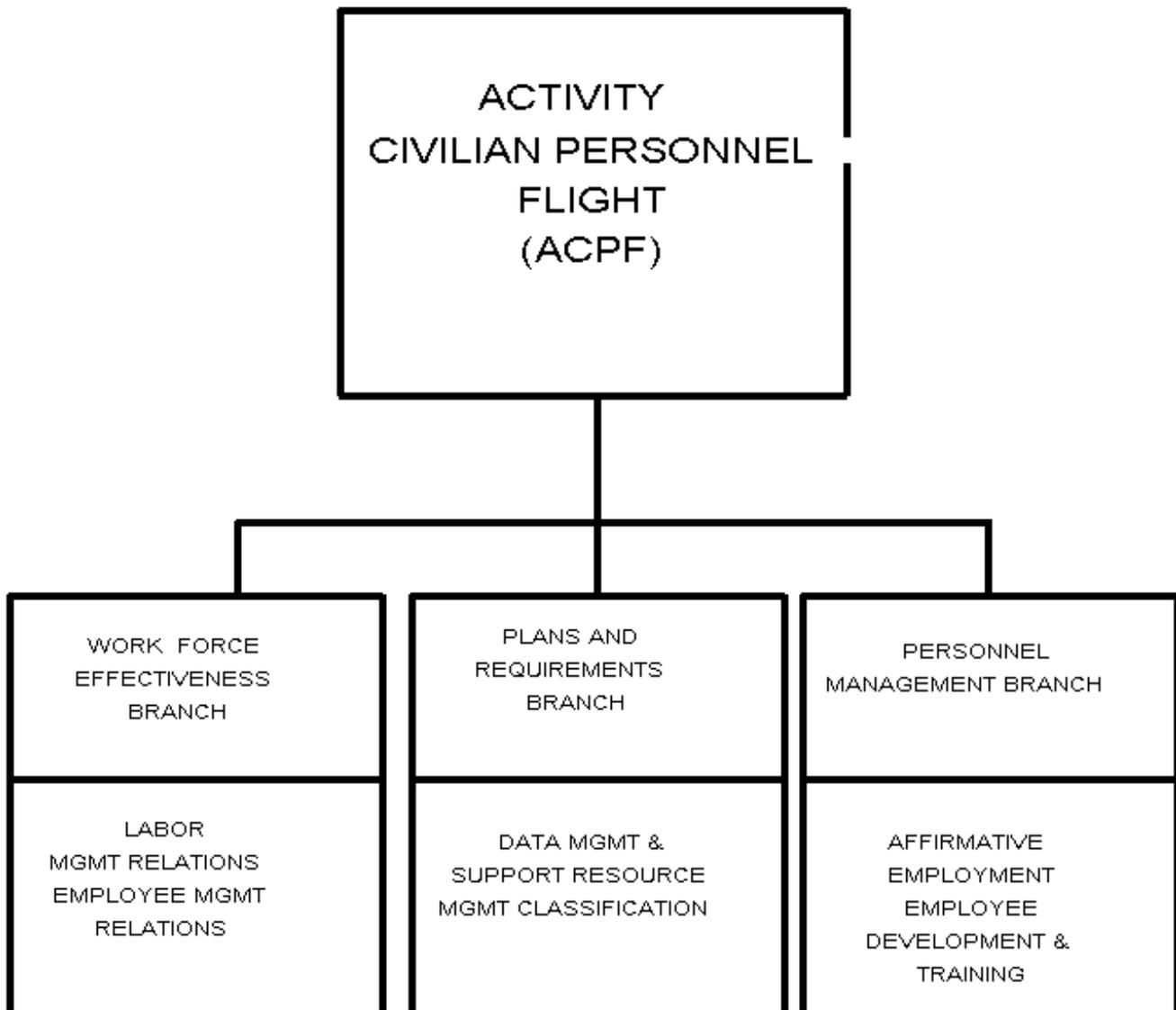
STRUCTURE OF A CCPF



Attachment 3

STRUCTURE OF AN ACPF

STRUCTURE OF AN ACPF



Attachment 4

STRUCTURE OF A SCPF

STRUCTURE OF A SCPF

SATELLITE CIVILIAN PERSONNEL FLIGHT
(SCPF)

CIVILIAN PERSONNEL FLIGHT MGMT
EMPLOYEE MGMT RELATIONS
LABOR MGMT REL LIAISON
LABOR CONTRACT ADMIN
AFFIRMATIVE EMPLOYMENT LIAISON
LOCAL APPLICANT SUPPLY FILE
PERSONNEL PROCESSING
DATA MGMT AND SUPPORT LIAISON
CLASSIFICATION LIAISON
EMPLOYEE DEV AND TRAINING LIAISON
EMPLOYEE ORIENTATION
RESOURCE MANAGEMENT