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Personnel



**ESTABLISHING A SATELLITE PERSONNEL
ACTIVITY (SPA)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 36-26, *Military Force Management*, and AFMAN 36-2622, *Personnel Concept III (Civilian) End User's Manual*. It provides specific actions and requirements necessary to establish a Satellite Personnel Agency (SPA) and subsequent actions required by appropriate offices of primary responsibility (OPR). Establishment of a SPA concurrently with the activation of a unit is according to the programming plan.

SUMMARY OF REVISIONS

This revision adds additional requirement for NAF Commanders to coordinate on documentation when requesting the establishment of a SPA, (paragraphs 1. and 3.2.); clarifies number of authorizations required (paragraph 4.1.1.); deletes requirement for forms and regulations accounts due to web accessibility (paragraph 4.1.5.); revises the office symbol of HQ AFRC MPF Operations and Requirements to DPXM (paragraph 4.2. and Table A1.1., lines 1, 2, and 3); revises the office symbol of HQ AFRC Personnel Systems Branch to DPXA (paragraphs 4.2.4. and 4.3. and Table A1.1., lines 4, 5, and 8); corrects title of EUMD (paragraph 4.4.1.); revises the title and office symbol of HQ AFRC Plans Division to XPP (paragraph 4.6.); deletes reference to Standard Systems Center (paragraphs 4.8.3. and 4.8.4. and Table A1.1., lines 12 and 13); updates terminology from computer support to communications support (paragraph 4.8.3.); updates the Personnel Accounting Symbol Action Request (Table A1.1., line 7). A (I) indicates revision from previous edition.

1. Scope of Applicability. This instruction applies to HQ AFRC, NAFs, wings/groups, and MPFs identified as having an ownership in the proposed SPA.

2. Terms and Definitions. The following terms and definitions are used in this instruction.

2.1. Parent Wing/Group/MPF. The wing/group and/or MPF having ownership in the proposed SPA.

2.2. Systems Change Request (SCR). AF Form 804, **Personnel Data System Requirement/Change Request**. The tool for initiating changes/modifications to existing system design.

2.3. Computer Systems Requirement Board (CSRB). An ad hoc committee developed to review and control HQ AFRC communications needs.

2.4. Remote Job Entry Terminal (RJET). A term to identify geographically separated units' capability to upload and download computer data.

3. Basic Authority:

3.1. AFRC Vice Commander (CV). AFRC/CV approves/disapproves requests to establish SPAs.

3.2. NAF Commander. NAF commanders concur/nonconcur on all requests to establish a SPA.

3.3. Wing/Group Commander. Wing/group commanders concur/nonconcur on all requests to establish a SPA.

3.4. MPF Commander. The MPF Commander is solely responsible for hiring, assessing, and supervising the lead technician within the SPA.

4. Responsibilities:

4.1. MPF Commander:

4.1.1. Determines whether to service geographically separated units (GSU) from parent MPF, or if there is a need to establish a SPA. Volume of servicing serves as the primary on criteria for this determination, and should be at or about 350 reserve authorizations.

4.1.2. Supports the request for a SPA by documenting why the current servicing procedure is unacceptable, or by identifying how establishing a SPA will improve current methods. The request must indicate the functions and responsibilities expected of the SPA personnel. Submit this request to HQ AFRC MPF Operations and Requirements Division (DPXM) through respective wing/group commander for concurrence.

4.1.3. Negotiates a host tenant support agreement (HTSA) with the host base to address support needs (for example, ID card, mobility processing needs, etc.).

4.1.4. Ensures action is taken to advertise and hire air reserve technician (ART)/civilian SPA personnel as soon as the positions are available.

4.1.5. Ensures office equipment and supplies are ordered.

4.2. HQ AFRC MPF Operations and Requirements (DPXM):

4.2.1. Upon receipt of a request for a SPA, submits the following information on Staff Summary Sheet to AFRC/CV:

4.2.1.1. Proposed location of the SPA.

4.2.1.2. Parent MPF and numbered air force (NAF).

4.2.1.3. Units to be serviced by the SPA and the population of each.

4.2.1.4. Suggested effective date of establishment.

4.2.2. Obtains FM, SC, XP, and DPC coordination.

4.2.3. Notifies the original requester of AFRC/CV decision, with an information copy to HQ AFRC/FM/SC/XP/DPC, respective wing/group commander, and respective NAF Manpower and Personnel Liaisons.

4.2.4. Requests HQ AFRC XPMR, XPMX, and DPXA establish manpower positions and Personnel Accounting Symbol (PAS) code for approved SPA.

4.2.5. Conducts a site survey to ensure adequate facilities, office space, telephones, etc., are available. Report any known deficiencies to the parent MPF.

4.2.6. Monitors progress of all action offices until activation date.

4.3. HQ AFRC Personnel Systems Branch (DPXA):

4.3.1. Addresses all system requirements associated with establishing a SPA.

4.3.2. Provides guidance to servicing MPFs Personnel System Manager or on site point of contact.

4.3.3. Projects PAS code transaction.

4.3.4. Monitors progress of computer hardware and software acquisitions and installation of connectivity.

4.4. HQ AFRC Requirements Branch (XPMR):

4.4.1. Establishes SPA positions on the Extended Unit Manpower Document (EUMD).

4.4.2. Places Part A/B authorizations on the EUMD effective no later than 90 days before the activation date.

4.4.3. Coordinates with HQ AFRC/DPC on civilian/ART position data.

4.5. HQ AFRC Manpower Plans Branch (XPMX) . Issues G series orders to establish an operating location, then requests establishment of PAS code.

4.6. HQ AFRC Programs Division (XPP) . Determines the unit placement of the SPA.

4.7. HQ AFRC Financial Management and Comptroller Directorate (FM). Determines or makes changes to financial support, if establishment of the SPA has any impact to either the reserve personnel (3700) or the operations and maintenance (3740) appropriations of the units serviced.

4.8. HQ AFRC Communications and Information Directorate (SC):

4.8.1. Is the focal point for all communications/computer and information requirements for establishment of the SPA.

4.8.2. Processes Communications-Computer Systems Requirements Document (CSRD) according to AFI 33-103, *Requirements Development and Processing*, and/or any AFRC supplement or supplement to this guidance, upon receipt.

4.8.3. Coordinates the request with the host bases for communications support before final approval.

4.8.4. Completes a Communications-Computer Systems Directive/Program Plan (CSD/CSPP) if needed to specify actions and assign responsibility necessary to obtain and install the resources requested in the CSRD.

4.8.5. Monitors activities to ensure timely completion of actions identified above.

5. Timetable for Establishment and Activation of a SPA. Attachment 1 is a timetable for actions associated with establishment and activation of a SPA.

JAMES E. SHERRARD III, Maj Gen, USAF
Commander

Attachment 1

TIMETABLE FOR ESTABLISHMENT AND ACTIVATION OF SPA

Table A1.1. Timetable for Establishment and Activation of SPA.

L I N E	A	B	C
	Actions	Responsibility of	Suspense
1	Submit request to establish a SPA to CV, with information copies to FM/DPC/SC/XP	*DPXM	NLT 5 workdays after receipt of request
2	Submit letter of approval (LOA) to establish a SPA to addressees	*DPXM	NLT 5 workdays after receipt of LOA
3	Notify NAF Manpower and Personnel Liaisons	*DPXM	NLT 5 workdays after receipt of LOA
4	Request RJET ID	*DPXA	NLT 10 workdays after receipt of approval letter
5	Submit AF Form 3215, Communications Computer Systems Requirements Document (CSR) to host SC	*DPXA	NLT 10 workdays after notification of completion of site survey
6	Publish G-Series Order	XPMX	NLT 10 workdays after receipt of LOA
7	<i>*Submit Personnel Accounting Symbol Action Request</i>	XPMX	NLT 10 workdays after receipt of LOA
8	Project PAS	*DPXA	*NLT 10 workdays after receipt of XPMX request
9	Place Part A/B on UMD	XPMR	NLT 90 days before activation date
10	Make necessary changes needed to pay support	FM	NLT 90 days before activation date
11	Submit equipment support request to CSRB	SC	NLT 10 workdays after receipt
12	*Validate CSR for connectivity	SC	NLT 10 workdays after receipt
13	*Complete CSD/CSPP	SC	NLT 10 workdays after receipt