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Personnel

**MUNITIONS SUPPORT SQUADRON OFFICER
ASSIGNMENTS PROCEDURES**

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This instruction implements AFPD 36-21, *Utilization and Classification of Air Force Military*. It establishes United States Air Forces in Europe (USAFE) guidelines for officer assignments to Munitions Support Squadrons (MUNSS). It outlines the roles and responsibilities for the headquarters staff and MUNSS site. This instruction standardizes the hiring process, while still allowing flexibility for the unique needs of each MUNSS location. This instruction applies to all active duty officers, below the rank of colonel being considered for, or currently assigned, to a MUNSS location. Headquarters US Air Forces in Europe, Officer Assignments Branch (HQ USAFE/A1AO) is the single focal point for all MUNSS officer assignment issues. This instruction does not apply to Air National Guard (ANG) or Air Force Reserve Command (AFRC). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records* and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at:
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SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This change deletes all references to the electronic bulletin board (EBB). Adds the requirement to use the assignment management system (AMS). Adds the requirements for Commander to confirm if gaining officer meets qualifications. Adds the requirement for the Nuclear Operations Course (NOC). Adds the requirement for new commanders to attend a temporary duty (TDY) en route to Aviano or Spangdahlem.

1. Officer Assignments and Responsibilities (Excluding Commanders):

1.1. HQ USAFE/A1AO:

1.1.1. Contacts commander to determine if a requirement to fill a projected vacancy is needed. If so, the unit submits requisition using the Assignment Management System (AMS). If AMS is unavailable, submit an AF IMT 934 **Requisition for USAF Officer**, to HQ USAFE/A1AO.

1.1.1.1. Solicits requisitions 15 months prior to incumbent's date of expected return from overseas (DEROS) for all MUNSS locations.

1.1.1.2. Ensures manning entitlements are not a factor as MUNSS positions are manned at 100 percent, at the expense of overall command entitlements. **NOTE:** Each MUNSS location has unique needs; therefore, each MUNSS site will acquire access to AMS to update requisitions in the AMS Web site (paragraph 1.1.2). Since each MUNSS is geographically separated from its parent base, there may be occasional connectivity problems with AMS in this instance; each MUNSS may complete the AF IMT 934 to assist Air Force Personnel Center (AFPC) in making the best assignment match for that location. AFPC makes assignment matches 12 months prior to requested DEROS.

1.1.1.3. Forwards requisition to USAFE career field functional managers for technical review.

1.2. Officers Assignment Team (OAT) AFPC:

1.2.1. Ensures requisitions are submitted to the Air Force Personnel Center (AFPC) by updating the requisition in the AMS. HQ USAFE/A1AO provides training on how to use AMS and updates requisitions if requested.

1.2.1.1. Ensures openings are visible on the Air Force Assignment System (AFAS), Personnel Requirements Display, for interested officers to review.

1.2.1.2. Upon expiration of the assignment window, the OAT compares all valid requirements against Officer Development Plan (ODP) of officers vulnerable to move in the applicable time frame.

1.2.1.3. Selects officers for reassignment according to the requirements of the requisition, officer professional development (OPD), and officer's preferences.

1.2.1.4. If no officers are found to have a preference for a designated requirement, assigns the most eligible, qualified officer relative to Air Force needs and OPD.

1.2.1.5. Once selection is complete, sends an email template to affected commanders (losing and gaining), with a courtesy copy to the gaining and losing MAJCOMs, notifying them of the assignment match action. This email precedes formal assignment instructions.

1.2.2. If a commander disagrees with the assignment match, HQ USAFE/A1AO will advise commander on reclama procedures and forward to applicable OAT. **NOTE:** All MUNSS assignments require Personnel Processing Code (PPC) "HRD" (this is a code, not an acronym).

1.3. MUNSS Commander:

1.3.1. Informs HQ USAFE/A1AO of ongoing personnel issues, as soon as they become known, which may affect manning; planned and unplanned departures.

1.3.2. Advises as soon as incumbent's intent to extend or maintain original DEROS is known, HQ USAFE/A1AO.

1.3.3. Establishes release dates for incumbent to take maximum advantage of overlap opportunity and avoid gaps. Normally, departure is the end of the month; however, commanders have flexibility to adjust as needed.

1.3.4. Ensures AMS requisition updates or AF IMT 934 are coordinated through HQ USAFE/A1AO Career Field Functional Manager for coordination. Both the AMS requisition and the AF IMT 934 will identify unique qualifications required to fill the positions

1.3.5. Reviews Personnel Requirements Display in AFAS for accuracy.

1.3.6. Determines if the officer matched to assignment is qualified to fill the position. If squadron commander does not support the assignment action, they should discuss their concerns with the Group Commander. Process any reclama request through HQ USAFE/A1AO. Additional guidance on this procedure will be provided, as needed. Commanders should consult with career field functional managers as many times as necessary to determine experience level, unique training requirements, (i.e., Nuclear Maintenance Officer Course (NMOC)), Personnel Reliability Program (PRP) qualifications, security clearance requirements, special reporting instructions, etc., before submitting reclama action.

1.4. Training Requirements:

1.4.1. Only 86PX officers are required to attend the USAFE Command and Control C2 course. The course is mandatory and conducted by the Air Forces Europe Policy and Procedures Branch AFEUR/BWCP at Ramstein AB, Germany. Gaining units are responsible for scheduling C2 training, and notifying losing unit of the requirement and funding (if training is scheduled to be accomplished enroute).

1.4.2. The USAFE Nuclear College is a training initiative designed to raise the level of Nuclear Weapons training and awareness throughout the command. Reference USAFE Supplement 1 to AFI 91-101, *Air Force Nuclear Weapons Surety Program*, Table 2.1 for a listing of courses applicable to the individual's career field. The listing covers mandatory, desired and optional courses. Nuclear Weapons division (HQ USAFE/A4WN) is the POC for these courses and can be reached at DSN 480-6262.

1.5. HQ USAFE Functional Managers:

1.5.1. Reviews each AMS requisition or AF IMT 934 for technical accuracy before forwarding it to the OAT at AFPC. Discuss discrepancies with the commander.

1.5.2. When requested by the unit commander, provide career field perspective input on matched officer's qualifications.

1.5.3. Keep HQ USAFE/A1AO involved in personnel issues which may affect manning.

2. MUNSS Commanders Assignment Process. USAFEI 36-2102, USAFE Direct-Hire Assignment Procedures. Outlines direct-hire assignment procedures for all USAFE squadron commanders, including MUNSS.

2.1. Hiring New Commanders:

2.1.1. The Director of Logistics (HQ USAFE/A4) establishes criteria and convenes annual MUNSS commanders' candidate selection boards (MCCSB).

- 2.1.1.1. 38th Combat Support Wing Commander (38 CSW/CC) selects future commanders from the HQ USAFE MUNSS commander list. Numbered Air Force (NAF/CC) is the approval authority, if candidate is on the list. When determined necessary, the HQ USAFE/A4 authorizes the use of approved centralized, or other MAJCOM, commander lists for the selection of MUNSS commanders. If authorized, selection from these lists are considered “on a list” and not an exception to policy. Any other deviation from the published guidance requires, Commander, USAFE (USAFE CC) or Vice Commander, USAFE (USAFE CV) approval.
- 2.1.2. According to USAFEI 36-2102, commanders must attend a MAJCOM-approved Squadron Commanders’ Course prior to assumption of command. Commanders attending a MAJCOM-approved Squadron Commanders’ Course, other than USAFE’s, will receive a MUNSS orientation as soon as possible, before or after assumption of command.
- 2.1.3. Nuclear and Conventional Weapons Division (HQ USAFE/A4W) ensures MUNSS commanders attend an additional orientation and visit with key members of the staff. If scheduling permits, a visit with the USAFE CC/CV will be included.
- 2.1.4. For officers selected for assignments to 701 MUNSS, 702 MUNSS, 703 MUNSS or 704 MUNSS, a 2-day en route orientation at Spangdahlem is mandatory. This will give the new commander an opportunity to meet the wing and group commanders. Members must hand carry medical records, dental records, and Unit Personnel Record Group (UPRG) to the gaining location. Each officer will have PRP certification completed at this time. 38th Munitions Maintenance Group, Munitions Standardization Office (52 MMG/MMS) is the POC for releasing TDY instructions to losing unit. This may be waived at the discretion of the POC. This requirement has been identified in the PPC for all MUNSS commander assignments.
- 2.1.5. C2 training is not mandatory for MUNSS commanders. However, commanders may attend at their own request. In this case, the gaining unit can work with Air Forces Europe Policy and Procedures Branch (AFEUR/A31P) to schedule training.
- 2.2. Departing Commanders:
- 2.2.1. Departing commanders should ensure they have accurately depicted his/her assignment preferences on their ODP in AMS. Officers are encouraged to communicate special circumstances to their commanders and OATs.
- 2.2.2. Incumbent’s commander (parent group MMG/CC) may contact OAT to discuss next assignment options for departing MUNSS commanders. HQ USAFE/A1AO can provide point of contact information, as requested.
- 2.3. IMTs Adopted: AF IMT 934, **Requisition for USAF Officer.**

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Director of Personnel

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 91-101, *USAFE Supplement, Air Force Nuclear Weapons Surety Program*

AFPC 36-21, *Utilization and Classification of Air Force Military*

USAFEI 36-2102, *USAFE Direct-Hire Assignment Procedures*

Abbreviations and Acronyms

AFAS—Air Force Assignment System

AFPC—Air Force Personnel Center

AMS—Assignment Management System

DEROS—Date of Expected Return from Overseas

MAJCOM—Major Command

MUNSS—Munitions Support Squadron

MCCSB—MUNSS commanders' candidate selection boards

NMOC—Nuclear Maintenance Officer Course

NOC—Nuclear Operations Course

OAT—Officer Assignment Team

OPD—Officer Professional Development

PPC—Permanent Change of Command Processing Code

PRP—Personnel Reliability Program

RNLTD—Report Not Later than Date

TDY—Temporary Duty Assignment

UPRG—Unit Personnel Record Group

USAFE—United States Air Forces in Europe