

**20 DECEMBER 1993**



**Personnel**

**MILITARY FORCE MANAGEMENT**

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- 1.** The Air Force needs to recruit, develop, and sustain enough people to meet both current and future mission requirements. To this end, the Air Force will develop and maintain a force which balances skill, experience, and specialty; ensures efficient use of personnel; provides career opportunities; and is self-sustaining. The following force management policies are designed to accomplish these objectives.
- 2.** The Air Force will plan, program, and budget for accessing, training, retraining, and assigning enough people in each grade, skill, and specialty to accomplish the Air Force mission.
- 3.** To develop, manage, and sustain an officer and enlisted force the Air Force must provide members an opportunity to serve, maintain promotion timing and opportunity, and balance experience and seniority while controlling the overall costs of manpower.
- 4.** The Air Force will develop personnel force management plans that establish the basic criteria, objectives, characteristics, and configuration of the active officer and enlisted force.
- 5.** Air Force end strengths and grade ceilings must not exceed authorizations established by the Congress for each fiscal year.
- 6.** Appointment of Regular officers, setting separation and retirement points, and establishing officer career expectations and progression in the Air Force will comply with the Defense Officer Personnel Management Act (DOPMA).
- 7.** Air Reserve Components will comply with the Reserve Officer Personnel Act regarding the appointment, promotion, and separation of Reserve Component Officers.
- 8.** The Air Force will develop officer professional development programs (OPD) producing a well-rounded, professionally competent officer force. OPD programs will emphasize individual job per-

formance and will motivate officers to develop skills that continue to contribute to the Air Force as job responsibility increases.

**9.** The Air Force will use personnel tests to aid in making selection, classification, and enlisted promotion decisions. Attitude and occupational surveys will be used to evaluate personnel and training policies and programs and to suggest areas of improvement.

**10.** The Air Force will operate a military personnel records system, provide policy direction and guidance for the maintenance and disposition of personnel records, and develop procedures for entering data and extracting information from the system.

**11.** This directive establishes the following responsibilities and authorities:

11.1. Headquarters US Air Force is responsible for policy oversight and advocacy of the Air Force's force management programs and for interface with the Office of the Secretary of Defense staff concerning development of the Department of Defense (DoD) policy and legislative initiatives.

11.2. The Assistant Secretary of the Air Force for Manpower, Reserve Affairs, Installations and Environment (SAF/MI) is responsible for military force management policy matters as described in Air Force Policy Directive 90-1, Strategic Planning and Policy Formulation, paragraph 1.5.2. SAF/MI approval is required before this document is changed, reissued, or rescinded.

11.3. The Deputy Chief of Staff, Personnel (HQ USAF/DP) develops, coordinates, and executes personnel policies, programs and provides procedural guidance for force management programs.

11.4. The Chief, Air Force Reserve (HQ USAF/RE) develops force management programs for Reserve members not on extended active duty.

11.5. The Chief, National Guard (NGB/CC) coordinates policy, provides oversight, and develops force management programs for Air National Guard members.

11.6. The Air Force Military Personnel Center (AFMPC) is responsible for the day-to-day operation of active duty force management programs.

11.7. The Air Reserve Personnel Center (ARPC) is responsible for the day-to-day operations of Air Force Reserve individual force management programs.

11.8. Major commands (MAJCOM) are responsible for operating specific force management programs within their commands.

11.9. Commanders are responsible for implementing specific force management programs at their local level.

**12.** The terms used in this directive are defined as follows:

12.1. NDAA is the National Defense Authorization Act; public law authorizing programs, manpower, etc.

12.2. TPR means Trained Personnel Requirements; a summary by Air Force Specialty Code and fiscal year (FY) of all training and retraining actions required to maintain program manning levels.

12.3. TOPCAP is Total Objective Plan for Career Airmen Personnel, which provides the Air Force's framework for enlisted force management.

13. See **Attachment 1** for measures used to assess compliance with this directive.
14. See **Attachment 2** for DoD and related guidance implemented by this directive.
15. See **Attachment 3** for publications and related guidance that interface with this directive.

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**Attachment 1**

**MEASURING COMPLIANCE WITH POLICY**

**A1.1.** Compliance with this directive will be assessed by comparing the number of officer and enlisted career field specialities which are manned in the 90- to 110-percent range (**Figure A1.1.** and **Figure A1.2.** Results from these measures will be used with metrics from AFPD 36-21, *Utilization and Classification of Air Force Military Personnel* (specifically, figures A1.3, Sample Metric of Officer Grade-Auth Match, and A1.4, Sample Metric of Enlisted CAFSC-Skill Level Match), to assess the overall state of military force management in the Air Force. Measurements will be taken on a semiannual basis to correspond with the officer and enlisted TPR processes.

**A1.2.** HQ USAF/DP will extract the appropriate data from the Air Force Personnel Data System to track compliance with this directive.

**Figure A1.1. Sample Metric of Officer Manning Levels.**

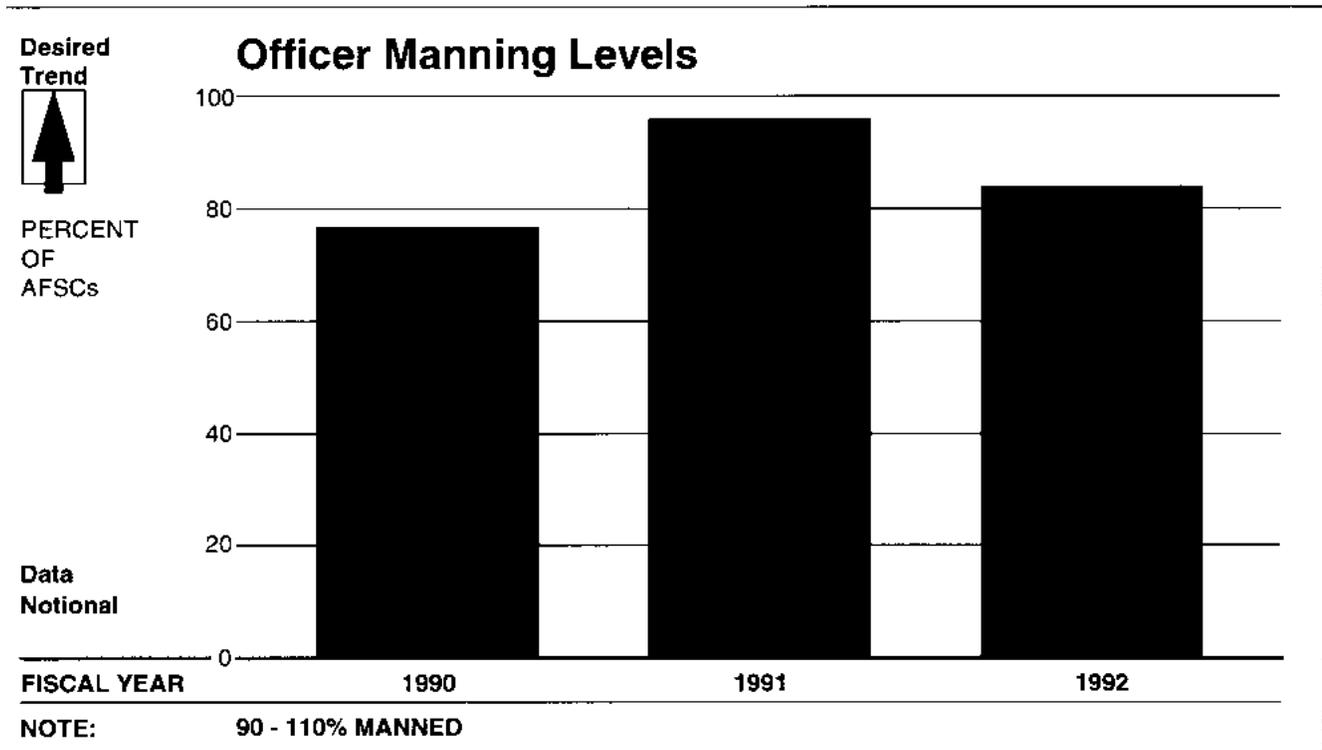
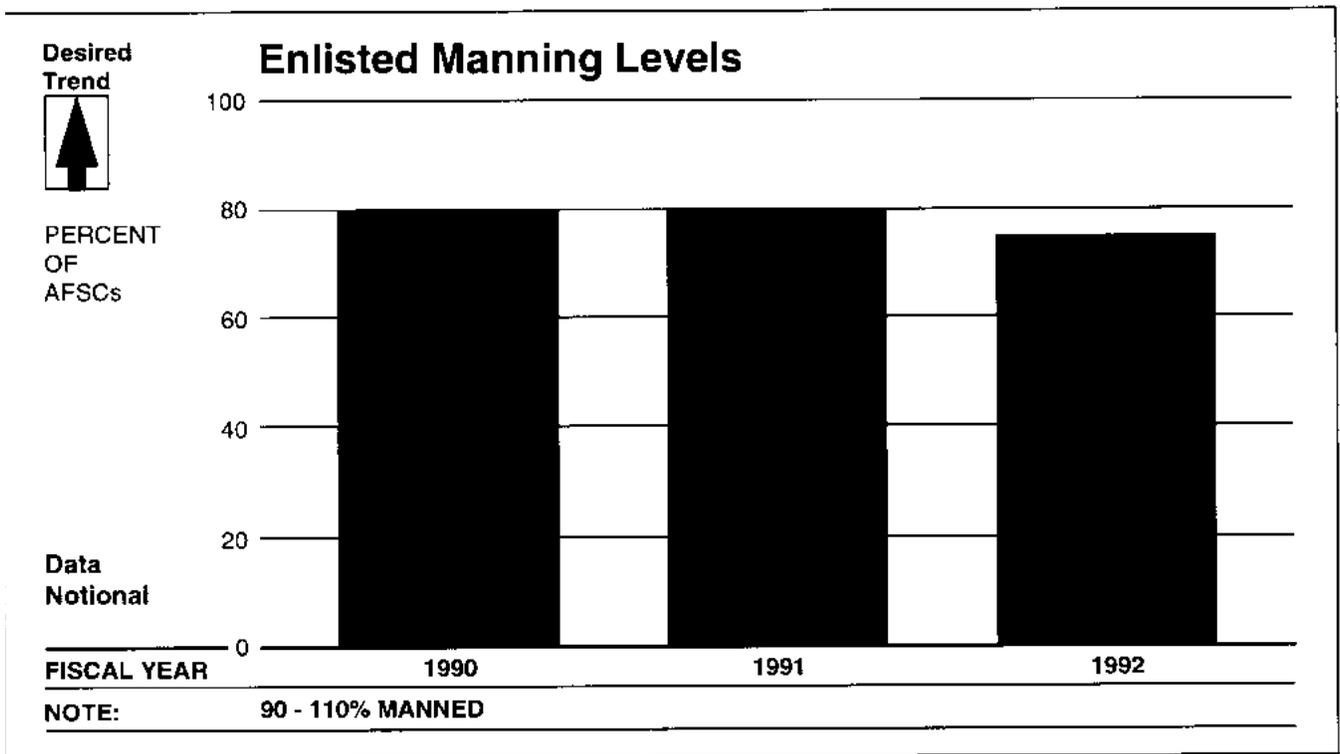


Figure A1.2. Sample Metric of Enlisted Manning Levels.



## Attachment 2

### IMPLEMENTED POLICY AND RELATED GUIDANCE

DoD Instruction 1100.13, *Surveys of Department of Defense Personnel* November 9, 1978

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

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

DoD Directive 1205.18, *Full-Time Support to the Reserve Components*, September 20, 1988

DoD Directive 1215.6, *Uniform Reserve, Training, and Retirement Categories* , December 18, 1990

DoD Directive 1215.13 with Change 1, *Unsatisfactory Performance of Ready Reserve Obligation* , June 30, 1979

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

DoD Directive 1235.10, *Mobilization of the Ready Reserve*, October 24, 1986

DoD Directive 1235.11, *Management of Individual Mobilization Augmentees (IMA)* , January 17, 1989

DoD Instruction 1300.14, *Enlisted Personnel Management Planning and Reporting* , January 29, 1985

DoD Directive 1304.20, *Enlisted Personnel Management System* December 19, 1984

DoD Directive 1304.21, *Award of Enlisted Personnel Bonuses and Special Duty Assignment Pay* , August 2, 1985

DoD Instruction 1304.22 with Change 1, *Administration of Enlisted Personnel, Bonuses and Special Duty Assignment Pay Programs*, August 7, 1985

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

DoD Instruction 1310.2, *Appointing Regular Commissioned Officers* , March 24, 1984

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

DoD Directive 5124.2, *Assistant Secretary of Defense (Force Management and Personnel) and Certain Designated Aliens* , January 26, 1990

## Attachment 3

### INTERFACING GUIDANCE

- AFI 36-2601, *Air Force Personnel Survey Program*, (Formerly AFR 30-23)
- AFI 36-2603, *Board for Correction of Military Records*, (Formerly AFR 31-3)
- AFI 36-2604, *Service Dates and Dates of Rank* (Formerly AFR 35-3)
- AFI 36-2605, *Air Force Military Personnel Testing System* (Formerly AFR 35-8)
- AFI 36-2606, *US Air Force Reenlistment, Retention, and NCO Status Programs* (Formerly AFR35-16, Volume 1)
- AFI 36-2608, *Military Personnel Records System* (Formerly AFR 35-44)
- AFI 36-2609, *Commander's Retention* (Formerly AFP 35-80)
- AFI 35-2610, *Appointment of Officers in the Regular Air Force and Conditional Reserve Status* (Formerly AFR 36-5)
- AFI 36-2611, *Officer Professional Development Guide* (Formerly AFP 36-13)
- AFI 36-2612, *Air Force Reserve Reenlistment*
- AFI 36-2613, *Selective Continuation Program* (Formerly AFP 36-21)
- AFI 36-2614, *Officer Professional Development* (Formerly AFR 36-23)
- AFI 36-2617, *Reserve Forces Policy Committee* (Formerly AFR 45-9)
- AFP 36-2618, *Enlisted Force Structure* (Formerly AFR 39-6 )

#### **NOTE:**

Related policies and guidance may be found in Air Force Policy Directives 36-20, *Accessions*; 36-21, *Utilization and Classification of Air Force Military Personnel*; 36-22, *Military Training*; 36-24, *Evaluations*; 36-30, *Entitlements*; and 36-32, *Retirements and Separations*; and their subordinate AFIs