

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

AIR FORCE INSTRUCTION 36-105

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Personnel

**CIVILIAN PERSONNEL SERVICING
ARRANGEMENTS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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In collaboration with the Chief of Air Force Reserve (HQ USAF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel, and Services (HQ USAF/A1) develops personnel policy for Civilian Personnel Servicing Arrangements. This publication implements AFPD 36-1, *General Civilian Personnel Provisions and Authorities*. It instructs Civilian Personnel Sections (CPSs) to service activities outside of their own organization. It provides procedures for establishing agreements for CPSs to provide service to activities outside of their own organization when requested and resources are available to accomplish the requested personnel services. The objective of a servicing CPS is to provide comparable service to all its customers. This Instruction applies to Title 5 civilian employees, as well as Air Force Reserve and Air National Guard. It does not apply to Title 32 National Guard Technicians or centrally serviced employees such as Title 10 Defense Civilian Intelligence Personnel System (DCIPS) employees, PALACE Acquires, Air Force Office of Special Investigations (AFOSI) Criminal Investigators or other employees centrally serviced and/or covered under the Air Force Central Salary Account. This Air Force publication may be supplemented at any level; MAJCOM-level supplements are to be approved by the Human Resource Management (HRM) Strategic Board (HSB) prior to certification and approval.

The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, or T-3") number following the compliance statement. See AFI 33-360, Publications and Forms Management, Table 1.1 for a description of the authorities associated with the Tier numbers. Refer recommended changes and questions about this publication to the OPR listed above using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate chain of command. Requests for waivers are to be submitted to the OPR listed above for consideration and approval. Ensure that all records

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SUMMARY OF CHANGES

Major changes include: conforms to AFI formatting standards; removes references to AFI 36-104, *Operating the Civilian Personnel Flight* and DoD Directive 1400.16, *Inter-departmental Civilian Personnel Administration Support*, both of which have been rescinded; updates the designation of the Civilian Personnel Section (CPS) as the installation level civilian personnel office; identifies the Joint Basing concept of operations as a variation of a personnel servicing agreement; requires CPFs to follow DoD Instruction (DoDI) 4000.19, *Support Agreements*, when establishing Civilian Personnel Servicing Agreements (CPSAs); updates the names and specifies when Intra-Service or Inter-Agency agreements are required; provides a requirement for agreements to designate an Equal Employment Opportunity (EEO) Director for the serviced activity; outlines whether the Grievance and Appeals procedures of the servicing or serviced agency will be followed for the serviced activity; directs MAJCOMs to obtain approval of the Human Resource Management (HRM) Strategic Board (HSB) prior to publishing supplements; updates the method to recommend changes; directs users to ensure records maintenance and disposition are in accordance with current AF policies and that Privacy Act and PII information is appropriately protected; and identifies adopted forms.

Chapter 1

OVERVIEW

1.1. Servicing Arrangements. There are two basic types of personnel servicing agreements that are documented in a host-tenant support agreement: Intra-Service and Inter-Agency agreements. Only the Inter-Agency agreement and exceptions to the Intra-Service personnel servicing arrangements require a written personnel servicing agreement, both of which are to be coordinated by the applicable MAJCOM/A1(s) and AF/A1C prior to implementation.

1.2. Support Agreements.

1.2.1. Intra-Service Civilian Personnel Servicing Agreements (CPSAs). These are host-tenant support agreements which pertain to providing civilian personnel services for Air Force employees. Air Force Civilian Personnel Sections (CPSs) must service all Air Force civilian employees to ensure they are all included in the Air Force Civilian Personnel Program (T-1). All Air Force activities collocated on an Air Force installation with a CPS, or within the same locality, are to be serviced by that CPS. When an activity is not collocated or located near a CPS, services are to be provided by the nearest CPS. Civilian personnel servicing arrangements that follow this policy do not require documentation in an Intra-Service CPSA. Exceptions, however, may require an Intra-Service CPSA, depending on the circumstances. MAJCOMs are to submit requests for exception to this policy to AF/A1C for approval, due to impact of civilian personnel servicing arrangements on Reduction in Force (RIF) retention and bargaining unit representation. This includes arrangements to centralize or decentralize civilian personnel servicing.

1.2.2. Inter-Agency Civilian Personnel Servicing Agreements (CPSAs). These are host-tenant support agreements which pertain to providing civilian personnel servicing for non-Air Force employees. Air Force officials are to be receptive of other Department of Defense (DoD) components and agencies requesting civilian personnel servicing by an Air Force CPS. This includes civilian personnel servicing under the Joint Basing Concept of Operations which came into existence with the issuance of the 2005 Defense Base Closure and Realignment Commission (DBCRC) Report to the President. The Department of the Air Force, when serving as a Combatant Command Support Agent, will provide civilian personnel administrative support to the combatant commands on a non-reimbursable basis as clarified in DODI 4000.19 and in AFPD 36-1 (T-0). Inter-Agency Support Agreements identify the activity to be serviced, its location, and approximate number of employees. Any special responsibilities of the serviced and servicing activities are to be clearly defined. The servicing MAJCOM/A1 is to coordinate these agreements with AF/A1C before final approval (T-0). The staffing authorized and the reimbursement agreements are to be locally negotiated.

1.2.3. Joint Basing Civilian Personnel Servicing Agreements. Any servicing agreements required for joint basing should be accomplished via the Inter-Agency CPSA as the need arises with the respective Joint Base lead installation.

1.2.4. Department of Defense Instruction (DoDI) 4000.19, *Support Agreements*, details the procedures for implementing and managing support agreements in DoD when it concerns life-cycle management of human capital for the appropriated fund civilian workforce. A

support agreement outlining civilian personnel servicing is documented as a host-tenant support agreement on a Defense Department (DD) Form 1144, *Support Agreement* (used when reimbursables are included), a Memorandum of Agreement (MOA), or a Memorandum of Understanding (MOU), depending on the situation. CPSs needing to establish a servicing agreement are to work with their Financial Management organization to ensure that reimbursements are appropriately identified in the agreement, as necessary. CPSs are responsible for ensuring that the support agreement is written in the suitable format, that it appropriately defines the scope of civilian personnel servicing, and that it is signed by the proper signatory authorities, keeping in mind both MAJCOM/A1 and AF/A1C coordination and approval requirements (T-1).

1.2.5. Both servicing and serviced activities must review standard CPSAs every three (3) years (T-2). Each party to a reimbursable agreement will review the agreement on an annual basis for financial impacts (T-2).

Chapter 2

RESPONSIBILITIES

2.1. Civilian Force Management Directorate (AF/A1C)

2.1.1. Approves or denies exceptions to the Air Force Intra-Service civilian personnel servicing policy.

2.1.2. Whenever a DoD Component is involved, coordinates on Inter-Agency civilian personnel servicing agreements before final approval.

2.2. Major Command Personnel Director (MAJCOM/A1)

2.2.1. Coordinates on Intra-Service CPSAs when an Air Force CPS from within their command is involved.

2.2.2. The owning MAJCOM/A1 coordinates CPSAs with other MAJCOM/A1s and obtains AF/A1C approval before final agreement signature and implementation.

2.3. Air Force Personnel Center (AFPC). Coordinates with servicing personnel offices to execute agreements.

2.4. Serviced and Servicing Activities. The servicing activity drafts CPSAs following the provisions of DoDI 4000.19 and submits to their MAJCOM/A1 for coordination, who will obtain approval from AF/A1C, when required. Said agreements are to be established for a period no greater than nine (9) years, with reviews conducted every one to three years (T-2), depending on whether or not reimbursables are included in the agreement. If changes are required, works with the appropriate offices to incorporate or resolve differences, obtaining necessary coordination and approval signatures once revised.

Chapter 3

AUTHORITY

3.1. Designation to Act for Appointing Authority. An official of the serviced agency, who has specific delegated appointing authority from his own department for the group of employees involved, must issue formal authority to the Installation Civilian Personnel Officer providing the servicing to act for that individual in the administration of the civilian personnel program (T-0). The serviced agency cannot delegate the basic authority to effect civilian personnel actions to anyone outside of its agency or department. The Civilian Personnel Officer providing the service for another agency is to be designated, not delegated, this authority. This written designation is to be in writing and is to provide for administration and authentication of civilian personnel actions.

Chapter 4

CRITERIA FOR CIVILIAN PERSONNEL SERVICING AGREEMENTS

4.1. Content. Civilian personnel servicing normally includes administration of recruitment, staffing, affirmative employment, classification, RIF and for all DoD agencies, administration of the DoD Priority Placement Program, compensation, workforce shaping, employee and labor management relations, benefits, and retirement. In addition to the servicing criteria addressed by an agreement, it is to specifically provide for the following:

4.1.1. Designation of an Equal Employment Opportunity (EEO) Director for the serviced activity. The Air Force will ensure civilian personnel servicing agreements are administered without unlawful discrimination because of race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability, genetic information, or prior EEO activity.

4.1.2. Indication of whether grievance and appeals procedures of the servicing or serviced activity will be followed. In the interest of equal treatment for all employees serviced, the procedures of the servicing activity will be followed, except when factors such as the number or geographic location of the employees being serviced make it desirable to adopt the procedures of the serviced activity.

4.1.3. Indication of whether the recognized labor union or work council will represent specified employees and if current collective bargaining agreements will apply.

4.1.4. Indication of changes in Competitive Area. When the CPS servicing is centralized, determine if the employees are to compete for retention under the RIF regulations in the same or separate RIF competitive areas, within the local commuting area. The RIF competitive area should be clearly defined and published for all employees and managers.

DANIEL R. SITTERLY, SES
Principal Deputy Assistant Secretary
(Manpower and Reserve Affairs)

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

Title 5, Code of Federal Regulations, Part 351, *Reduction in Force*

DoDD 5400.11, *DoD Privacy Program*, May 14, 2007

DoDI 4000.19, *Support Agreements*, April 25, 2013

AFPD 36-1, *General Civilian Personnel Provisions and Authorities*, September 23, 2013

AFPD 36-27, *Equal Opportunity (EO)*, April 9, 2012

AFI 36-102, *Basic Authority and Responsibility for Civilian Personnel Management and Administration*, February 18, 1994

AFI 36-2706, *Equal Opportunity Program, Military and Civilian*, October 5, 2010

AFI 38-101, *Air Force Organization*, March 16, 2011

AFI 33-119, *Air Force Messaging*, January 29, 2005

AFI 33-129, *Web Management and Internet Use*, February 3, 2005

AFI 33-332, *Privacy Act Program*, Chapter 7 and 12, January 29, 2004

AFMAN 33-363, *Management of Records*, March 1, 2008

Prescribed Forms

None

Adopted Forms

DD Form 1144, *Support Agreement*

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AF—Air Force

AFPD—Air Force Policy Directive

AFOSI—Air Force Office of Special Investigations

CPS—Civilian Personnel Section

DCIPS—Defense Civilian Intelligence Personnel System

DoD—Department of Defense

DoDI—Department of Defense Instruction

DBCRC—Defense Base Closure and Realignment Commission

HRM—Human Resource Management

HSB—Human Resource Management Strategic Board

MAJCOM—Major Command

OPM—Office of Personnel Management

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule