

**BY ORDER OF THE COMMANDER
AIR FORCE GLOBAL STRIKE
COMMAND**

**AIR FORCE GLOBAL STRIKE COMMAND
INSTRUCTION 36-211**

9 APRIL 2013

Personnel



**AFGSC SQUADRON COMMANDER,
OPERATIONS OFFICER AND CHIEF OF
SAFETY HIRING AND TENURE**

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RELEASABILITY: There are no releasability restrictions on this publication.

OPR: HQ AFGSC/ A1KO

Certified by: HQ AFGSC/A1K
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Pages: 7

This instruction implements Air Force Policy Directive (AFPD) 36-21, *Utilization and Classification of Air Force Military Personnel*. This instruction establishes Air Force Global Strike Command's hiring requirements for squadron commander billets and delineates tenure policy for all squadron commanders. This instruction additionally sets forth requirements for managing operations officer and Chief of Safety billets. This instruction does not apply to Air Force Reserve Command or Air National Guard units. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Contact supporting records managers as required. This instruction may be supplemented at any level, but all direct Supplements must be routed to the OPR of this publication for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the AF Form 847, *Recommendation for Change of Publication*; send AF Form 847s to the AFGSC Officer Assignments Branch (HQ AFGSC/A1KO), 66 Kenney Avenue, Bldg 5576 Barksdale Air Force Base, Louisiana 71110. Contact the AFGSC FOIA/Privacy Act Manager AFGSC/A6OK at Comm: 456-7165 for guidance on all applicable Privacy Act warning statements and format.

1. Overview. The squadron commander, operations officer, and chief of safety hiring and tenure process outlined in this instruction is designed to give numbered air forces (NAFs) and wing commanders maximum hiring latitude for filling critical leadership positions. This instruction applies to appointments to squadron command and to chief of safety billets. A “squadron” is defined as a unit which exists within a wing and/or group structure for the purposes of this instruction. It does not apply to detachments, flights or staffs [a non-flying group, squadron, or flight that directly reports to a major command (MAJCOM) or a NAF; exception 608th Strategic Operations Squadron, 625th Strategic Operations Squadron (STOS) and the 620th Ground Combat Training Squadron (GCTS)].

2. Application: All direction in this instruction applies to the hiring and tenure of:

2.1. Flying Squadrons. This includes operational flying squadrons, flying training units, unmanned aerial system squadrons, flying test squadrons and squadrons with permanent or temporarily assigned combat-coded aircraft (not transient aircraft).

2.2. Non-Flying Operations Squadrons. This includes squadrons such as, but not limited to operations support squadrons (OSS), STOS and missile squadrons (MS).

2.3. Support/medical squadrons.

2.4. Wing Chief of Safety (COS) S-prefix billets.

3. Squadron Commander Candidate Requirements.

3.1. Candidates for command of a flying squadron must be on the current Combat Air Forces (CAF) rated squadron commander list or another MAJCOM flying squadron commander list. Candidates for command of a MS must be on the current Striker Eagle (SE) squadron commander list.

3.2. Candidates for command of an OSS aligned under a bomb wing must be on the current CAF-rated squadron commander list or another MAJCOM flying squadron commander list. Candidates for command of an OSS aligned under a missile wing must be on the current SE squadron commander list. OSS commanders may also be selected from the commander’s list for Air Force Specialty Code (AFSC) 13M (airfield operations), 14N (intelligence), 15W (weather) and 17D (cyberspace operations).

3.3. Candidates for ACS, ASOS and other non-flying operational squadron commands must be on the current CAF-rated or SE squadron commander list or another MAJCOM's flying squadron commander list. This requirement does not apply to staff squadrons.

3.4. Support/medical officer command candidates must be on an Air Force Personnel Center (AFPC)-approved squadron commander candidate list.

3.5. Flying squadron, OSS, STOS, aircraft maintenance squadron, nuclear munitions squadron, and MS commanders whose organizations have a nuclear mission require previous nuclear mission experience. Commanders of these squadrons must have at least 24 cumulative months of experience performing nuclear mission duties in the squadron's respective functional area, or 12 consecutive months performing nuclear mission duties within the past 18 months. The 24 months nuclear experience must be accumulated within the past ten years prior to assuming command.

3.6. In-garrison commanders are not required to be on any squadron commander list.

4. Squadron Commander Hiring Procedures. Wing commanders will initiate the hiring of squadron commanders in most cases. HQ AFPC central selection boards, MAJCOM selection boards and direct hires will be used to help commanders choose the best talent available. For both internal wing hires and external hires, wing commanders will coordinate with their NAF/CC. Additionally, see subparagraphs below for specific guidance. [**Exceptions:** LRO's will also be coordinated between Wings and AFGSC/A4R, Contracting Sq CC's will be coordinated between the Wings and AFGSC/A7K].

4.1. Nominee Identification Information. Hiring requests should include the name and rank of the officer being hired, NAF coordination, the position number to which the officer will be assigned, the effective date of command, desired report not later than date (if required) and incumbent status.

4.2. Operations. NAFs will forward operations squadron commander nominees' information through HQ AFGSC/A1KO to AFGSC/CC for final review. Upon AFGSC/CC concurrence, AFGSC/A1KO will coordinate necessary assignment actions with HQ AFPC (with courtesy copy to the appropriate NAF).

4.3. All Remaining. Submit hiring request lists to the applicable NAF/CC. NAF/CC will review list and submit to AFPC (with courtesy copy to HQ AFGSC/A1KO).

5. Mandatory Actions Prior to Assuming Command. Wing commanders (NAF/CC for direct reporting squadrons) will ensure the following items are accomplished prior to change/effective date of command:

5.1. New squadron commanders will attend pre-command training prior to their change of command date. This requirement may be waived IAW procedures in paragraph 8.3, but the new commander must attend an approved MAJCOM Sq/CC course within 90 days of assuming command. The incoming Commander will coordinate with HQ AFGSC/A1KO to register for an approved AFGSC squadron commander's course.

5.1.1. Officers who have previously served as a squadron commander, or have completed a squadron commander's course in another MAJCOM, are encouraged but not required to attend the training again; however, they must provide HQ AFGSC/A1KO with the date(s) of the previous command or course for accountability if electing not to attend.

5.1.2. Personnel selected for command have first priority to attend the course. The following may attend on a space-available basis: In-garrison commanders; officers on a squadron commander list but not yet selected for command; detachment commanders; AFGSC guard or reserve commanders of total force integrated units; and other MAJCOM squadron commanders.

5.2. Individuals should be scheduled for the Maintenance Course for Operational Commanders (MCOC) as soon as they are placed on the flying squadron commander candidate list. It is preferred for flying squadron commanders to complete a maintenance orientation before they take command; however, attendance is mandatory no later than 3 months after taking command. Priority attendance should be given to commanders who will be responsible for aircraft maintenance in their flying squadron; scheduling point of contact is the Operations and Training Branch (HQ AFGSC/A3TO).

5.3. New operations squadron commanders are required to be fully current and qualified (basic mission capable/combat mission ready as required) in their respective major weapon system within 6 months of assuming command/duties. Requirements also apply to In-garrison commanders. Waiver approval will be routed through HQ AFGSC/A1KO to AFGSC/A3.

5.4. Any commander unable to meet BMC/CMR requirements prior to assuming command must have an approved waiver routed through HQ AFGSC/A1KO and HQ AFGSC/A3TO.

6. Squadron Commander Tenure Requirements. Time in Command (TIC) is not only important for the professional development of the commander but also for stability of the squadron. AFGSC expects squadron commanders to serve 24 months in command to maintain continuity of command for the unit. **Exception:** Some Contracting Squadron Commanders are critical acquisitions positions with a minimum TIC of 3 years per Title 10 United States Code, Subtitle A, Part II, Chapter 87, Subchapter III, Section 1734, *Career Development*. The office of primary responsibility for Contracting Squadron Commanders is the AFGSC Installations and Mission Support Directorate (HQ AFGSC/A4/7).

7. Relief for Cause Requirements. The NAF/CC will immediately notify the AFGSC/CC or AFGSC/CV when a squadron commander is relieved for cause and forward a signed Memorandum of Circumstance within seven days that provides detailed information of the situation leading to the removal action. The NAF/CC will CC the AFGSC Director of Manpower, Personnel, and Services (HQ AFGSC/A1) who will assist in necessary replacement actions

8. Waiver Provisions.

8.1. Hiring. Waiver requests are required if an individual is not on a squadron commander's list or does not have the applicable nuclear mission experience.

8.1.1. It may be necessary to assign an officer not on a squadron commander's list to a commander position in extremely rare cases. In those rare instances, the wing commander will forward a recommendation for command and a waiver request to the NAF/CC for endorsement. The recommendation must include justification as to why this would be in the best interest of AFGSC and the AF. The recommendation for command and waiver requests will be forwarded to HQ AFGSC/A1KO for staff coordination through the AFGSC two-letter functional to AFGSC/CV for approval. HQ AFGSC/A1KO will then coordinate personnel actions with HQ AFPC.

8.1.2. Wing commanders will staff a waiver request through the NAF/CC and HQ AFGSC/A1KO if a commander of a squadron with a nuclear mission does not have at least 24 cumulative months of experience performing nuclear mission duties in the squadron's respective functional area, or 12 consecutive months as an Operations Officer or Deputy Commander of a unit performing nuclear mission duties within the past 18 months. HQ AFGSC/CV is the waiver authority. Individuals will not be appointed to command, to include participating in a change of command, until a waiver has been approved.

8.2. Tenure. Waiver to tenure should be rare. NAF/CC is the approval authority for TIC waivers when a squadron commander has 18-23 months in command. AFGSC/CC is the approval authority in the case where a commander has less than 18 months in command.

Wing commanders will route tenure waiver requests through the NAF to HQ AFGSC/A1KO for action at the appropriate level.

8.2.1. Exception to the tenure policy: Commanders with an approved retirement date, separation date, or promoted to colonel do not require a TIC waiver. In addition, commanders do not require a TIC waiver if the unit is on order to inactivate.

8.2.2. Wing commanders will submit justification through the NAF to HQ AFGSC/A1 for approval for commanders extending beyond 25 months. **Exception:** Contracting Sq/CCs as stated in paragraph 6.

8.3. Pre-Command Training Waivers. Waiver Requests are required if an individual is unable to attend mandatory pre-command training courses prior to assuming command.

8.3.1. Wing commanders will staff a waiver request through the NAF/CC and HQ AFGSC/A1KO if an individual is unable to attend a MAJCOM Squadron Commander's Course prior to taking command. HQ AFGSC/A1 is the waiver authority for waivers up to 30 days; AFGSC/CV is the waiver authority for waivers over 30 days and may delegate the authority to HQ AFGSC/A1 at his or her discretion. Individuals will not be appointed to command, to include participating in a change of command, until a waiver has been approved.

8.3.2. Wing commanders will staff a waiver request through the NAF/CC and HQ AFGSC/A1KO and HQ AFGSC/SE if a commander of a squadron with a nuclear mission is unable to meet AFI 91-101_AFGSCSUP_1 requirements.

9. Operations Officer/Wing COS Management.

9.1. Must be a qualified pilot, navigator or missileer and must be on a rated DO or SE list to be hired. An Operations Officer or COS whose organization has a nuclear mission must have at least 12 cumulative months of experience performing nuclear mission duties within the past ten years prior to assuming duties. Hiring procedures are the same as for squadron commanders as outlined in Paragraph 4.2. Waiver authority resides with the NAF/CV..

9.2. Tenure is at least 12 months; NAF commanders exercise tenure waiver authority.

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Director, Manpower, Personnel & Services

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

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

AFPD 36-21, *Utilization and Classification of Air Force Military Personnel*, 1 April 1998

10 USC § 1734, *Career Development*, 3 January 2012

Prescribed Forms

This publication does not prescribe any forms.

Adopted Forms

AF Form 847, *Recommendation of Change of Publication*

Abbreviations and Acronyms

ACS—Air Control Squadrons

AF—Air Force

AFGSC—Air Force Global Strike Command

AFPC—Headquarters Air Force Personnel Center

AFPD—Air Force Policy Directive

AFSC—Air Force Specialty Code

ASOS—Air Support Operations Squadrons

BMC—Basic Mission Capable

CAF—Combat Air Forces

CMR—Combat Mission Ready

COS—Chief of Safety

DT—Developmental Team

HQ AFGSC/CC—Air Force Global Strike Command Commander HQ

HQ AFGSC/CV—Air Force Global Strike Command Vice Commander HQ

HQ AFGSC/A1—AFGSC Director of Manpower, Personnel, and Services

HQ AFGSC/A1KO—AFGSC Officer Assignments Branch

HQ AFGSC/A3TO—AFGSC Operations and Training Branch

HQ AFGSC/A7C—AFGSC Installations and Mission Support Directorate

HQ AFGSC/SE—Air Force Global Strike Command Safety Director

MAJCOM—Major Command

MCOC—Maintenance Course for Operational Commanders

NAF—Numbered Air Force

OSS—Operations Support Squadron

SE—Striker Eagle

STOS—Strategic Operations Squadron

TIC—Time in command

Terms

Appointments of Squadron Command—when a senior commander selects and appoints an officer to command a subordinate unit.

In—garrison Commander—filling in for a deployed commander.

Operational Squadron—a unit with a squadron commander C-prefix position, typically units under the operations group (includes Strategic Operations Squadrons).

Squadron—a unit which exists within a wing and/or group structure (**Exception**; Strategic Operations Squadrons).

Support Squadron—a unit with a non-rated squadron commander C-prefix position, typically units under the mission support group, maintenance support group and the medical group.

Staff—as defined in the Rated Staff Allocation Plan, a non-flying group, squadron, or flight that directly reports to a MAJCOM or a NAF (N/A Strategic Operations Squadrons).