

**BY ORDER OF THE COMMANDER
CANNON AIR FORCE BASE (AFSOC)**

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**MANAGING CIVILIAN PERSONNEL
RESOURCES**

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This supplement implements and extends the guidance of Air Force Instruction (AFI) 36-502, *Managing Civilian Personnel Resources*, March 30, 1994. It establishes responsibilities and procedures for managing all 27 SOW civilian overhire positions. This instruction applies to all 27 SOW 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) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s through local publications/forms managers.

SUMMARY OF CHANGES

This revision updates office titles and functional address symbols, and updates who serves as voting members on the civilian corporate board.

1. The objective of this instruction is to outline the process for requesting and validating civilian overhire requirements.

2.2.1. (Added) Civilian Human Resource Management Board (CHRMB). Serves as the corporate board responsible for ensuring 27 SOW appropriated fund civilian resources are used

efficiently and effectively per AFI 36-502, paragraph 2.2. The 27 SOW/CV serves as the chairperson (or whomever the 27 SOW/CC designates). Mandatory attendees include Group Commanders, the Director of Staff, and the Civil Engineer Squadron Commander or their designated representatives who serve as voting members and functional advisors to include the Chief, Manpower and Organization Flight, Chief, Civilian Personnel Flight and Comptroller Squadron Commander. Advisors serve as non-voting members. The CHRMB will normally meet quarterly.

2.2.2. (Added) 27 SOW/CV (or designee) chairs the CHRMB. Retains veto authority to approve or reject any proposed overhire.

2.2.3. (Added) Valid Overhire Requirement. A requirement justified by mission essentiality, sufficient workload and other criteria as identified in the applicable Air Force Manpower Standard and AFI 38-201. Overhire requirements not meeting these criteria are not valid requirements.

2.2.4. (Added) Trade-off. A civilian position which is retained as a vacancy, so civilian pay dollars may be utilized for more urgent manning requirements.

2.4.2. (Added) Reviews overhire requests and advises on work year availability and duration of availability.

2.4.3. (Added) Provides 27 SOW/CV with overhire recommendations.

2.4.4. (Added) Serves as an advisory member of the CHRMB.

2.5.1. (Added) Review and validates civilian overhire requests to ensure they meet mission needs.

2.5.2. (Added) Analyzes overhire requests and advises unit of validation or non-validation of requirements, including rationale.

2.5.3. (Added) Forwards overhire requests (valid and non-valid requirements) to the Comptroller Squadron within three workdays of receipt.

2.5.4. (Added) Serves as an advisory member of the CHRMB.

2.6.1. (Added) Financial Analysis Flight reviews overhire requests and advises if funding is available and how long position can be funded.

2.6.2. (Added) Financial Analysis Flight forwards overhire requests to Civilian Personnel within three workdays of receipt.

2.6.3. (Added) Serves as an advisory member of the CHRMB.

4. (Added) Civilian Overhire Process .

4.1. (Added) All requests will be submitted to the Manpower and Organization Flight (27 SOFSS/MOF) with in-turn review by Comptroller (27 SOCPTS/CC) and Civilian Personnel Flight (27 SOFSS/FSMC) using an electronic CAFB Form 38, *Request for Civilian Overhire*.

4.2. (Added) After review by the advisory members, the request will be presented to the next CHRMB for discussion and approval/disapproval. In the event of an urgent request that cannot wait until the next scheduled CHRMB meeting, the owning Group Commander will arrange a

meeting with the CHRMB chairperson and the other voting members to consider the request or review an out-of-cycle request via electronic means.

5. (Added) Requesting Organization.

5.1. (Added) Submits overhire requests using CAFB Form 38 with Group Commander's concurrence to Manpower and Organization Flight.

5.2. (Added) Provides the following data:

5.2.1. (Added) Workload data justifying overhire requirement: Define the workload, providing documented backlog (if any). Provide documentation and/or references (if any) which identify the workload as mission essential. Explain mission failure if overhire is not approved.

5.2.2. (Added) Potential funding trade-off, assigned civilian strength for entire unit and the total number of vacant civilian positions in the unit. Assigned civilian strength and number of vacancies should reflect the entire group or staff function rather than assigned strength and vacancies of only the squadron, flight, division or branch requesting the overhire.

5.2.3. (Added) Proposed duration of the overhire requirement.

5.2.4. (Added) Standard Form 52, Request for Personnel Action, and position description with the overhire request.

6. (Added) Prescribed and Adopted Forms .

6.1. (Added) Prescribed Forms:

CANNONAFB Form 38, *Request for Civilian Overhire*.

6.2. (Added) Adopted Forms:

AF Form 847, *Recommendation for Change of Publication*
Standard Form 52, *Request for Personnel Action*

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