

Administrative Change to AFI 38-206, *Additional Duty Management*

OPR: AF/A1M

Reference to “<https://cs2.eis.af.mil/sites/11190/a1mr/ad/forms/allitems.aspx>” is hereby changed to “<https://usaf.dps.mil/sites/10097/A1M/A1MR/SitePages/A1MR---Shared-Forum.aspx>”. 5 February 2021.

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

**AIR FORCE INSTRUCTION 38-206**

**10 JULY 2018**

*Certified Current on, 3 April 2020*

***Manpower and Organization***



**ADDITIONAL DUTY MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This publication implements Air Force Policy Directive 38-1, *Manpower and Organization*. This Air Force Instruction (AFI) applies to the Regular Air Force, Air National Guard, and Air Force Reserve. In collaboration with the Chief of Air Force Reserve (AF/RE) and the Director of the Air National Guard, the Deputy Chief of Staff for Manpower, Personnel, and Services develops personnel policy for the Air Force Additional Duty Program. This publication defines an additional duty and identifies the roles and responsibilities of those activities/leaders involved with the additional duty process. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual 33-363, *Management of Records*, and disposed of IAW the Air Force Records Disposition Schedule in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force Form 847, *Recommendation for Change of Publication*; route Air Force Forms 847 from the field through the appropriate functional chain of command. This publication may be supplemented at any level, but all supplements that directly implement this publication must be routed to the OPR for coordination, and all Major Command-level supplements must be approved by the 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, T-3”) number following the compliance statement. See Air Force Instruction 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

*SUMMARY OF CHANGES*

This publication has been revised should be thoroughly reviewed.

## Chapter 1

### PROGRAM OVERVIEW AND ADDITIONAL DUTY DEFINITION

**1.1. Additional Duty Definition.** An Air Force-directed additional duty is a task, or a collection of tasks, required by federal law, executive order, or departmental publication, which may or may not directly support the unit's primary mission. These duties augment overall unit mission accomplishment, usually from an administrative or support perspective. Air Force additional duties are codified in functional Air Force Instructions which apply to all units and functional areas. This definition is further clarified to include tasks mandated or delegated by one functional community onto another functional community or organization, including their subordinate units. Duties that are commensurate with a specific position/role within an organization, such as a commander, or other senior level, are not typically considered additional duties as they are inherent to the position. Additional duties are distinct from augmentation requirements or details that are temporary tasks, beyond the responsibility or capability of any one unit.

**1.2. List of Air Force-directed Additional Duties and CSAF—SecAF Memo.** Subject list of additional duties, and the CSAF—SecAF Memo may be found on the AF/A1MR share point site, at <https://cs2.eis.af.mil/sites/11190/a1mr/ad/forms/allitems.aspx>

**1.3. Management Philosophy.** The number of additional duties which do not directly contribute to a unit's mission should be kept to an absolute minimum.

## Chapter 2

### ADDITIONAL DUTY MANAGEMENT

#### 2.1. General Guidance

2.1.1. Additional duties originate from a variety of sources, including federal statutes, Department-wide policy, Air Force Instructions, and wing and squadron requirements. The basic philosophy behind additional duties is simple, if they do not “directly add” to the accomplishment of the unit mission, they should be eliminated. Major Command, Numbered Air Force, and local commanders should not impose any new additional duties that do not directly enhance mission accomplishment.

2.1.2. Commanders at all levels must make a concerted effort to effect continuous process improvement in how the Air Force conducts business and reduce the excessive demands on their Airmen's time.

## Chapter 3

### ROLES AND RESPONSIBILITIES

**3.1. SAF/MR.** Provides oversight and guidance as required for matters pertaining to the governance, review, formulation, and execution of plans, programs, and policies concerning Air Force-directed Additional Duties and the Additional Duty Program. Serves as the final approval authority for the elimination and/or addition of any new additional duty.

**3.2. AF/A1M.** Maintains and updates the master Air Force-directed Additional Duty List, coordinates change requests for new additional duties and/or the elimination of existing additional duties brought forward by Deputy Chiefs of Staff, and distributes SAF/MR-approved Additional Duty Lists to MAJCOM A1Ms.

3.2.1. Air National Guard (NGB/A1) and Air Force Reserve (AFRC/A1M). Categorizes and credits SAF/MR-approved additional duty workload in their respective manpower standards and/or determinants.

**3.3. Deputy Chiefs of Staff.** Periodically justifies existing, new and/or modified additional duties for SAF/MR approval prior to inclusion in an Air Force Instruction.

**3.4. MAJCOM/FOA/DRU Commander/Director.** Requires unit commanders/directors to periodically re-evaluate MAJCOM and/or locally-directed additional duties to ensure there is value in requiring the performance/execution of said duty at their location and whether there is mission impact.

**3.5. Wing, Group, Squadron and Other Level Commanders/Directors.**

3.5.1. Execute the applicable Air Force-approved additional duties and locally-directed additional duties as deemed necessary based on mission needs, local conditions and resource availability. (T-3)

3.5.2. Re-evaluate MAJCOM and locally-directed additional duties as applicable. Commanders and directors must determine if there is value added or benefit to performing these duties. (T-3) When there is nominal or a negative/debilitating impact to the unit and/or personnel they should elevate their concerns/issues to their MAJCOM functional counterpart for resolution.

3.5.3. Group and squadron commanders must seek waivers at the appropriate authority level when mission needs, local conditions, and resource availability affect the ability to perform these duties. (T-2)

SHON J. MANASCO

Assistant Secretary of the Air Force (Manpower and Reserve Affairs)

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

Air Force Policy Directive 38-1, *Manpower and Organization*, 2 July 2019

Air Force instruction 33-360, *Publications and Forms Management*, 1 December 2015

Air Force Manual 33-363, *Management of Records*, 21 July 2016

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publications*