

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

AIR FORCE MISSION DIRECTIVE 37

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**AIR FORCE PERSONNEL CENTER
(AFPC)**

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This mission directive defines the mission, command and responsibilities of the Air Force Personnel Center (AFPC). Refer recommended changes and questions related to this publication to the Office of Primary Responsibility using the Department of the Air Force (DAF) Form 847, *Recommendation for Change of Product*; route DAF Form 847 from field units through the appropriate chain of command. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. This publication may not be supplemented. No waivers may be granted for any part of the publication.

SUMMARY OF CHANGES

This document has been revised and must be completely reviewed. The AFPC commander's responsibilities have been updated to include the following: 1) execution of DAF/AF operational policies which specify the scope of civilian personnel functions at installation, intermediate and command levels; and 2) execution of policies that govern DAF military personnel programs including policies for retraining, non-medical care solutions, wounded warrior care, fitness for duty determinations and convening boards for missing persons.

1. Mission. Headquarters Air Force Personnel Center (HQ AFPC) executes and integrates DAF personnel programs and processes for Airmen and Guardians. HQ AFPC, in collaboration with SF/S1, Enterprise Talent Management Office, provides personnel support to the United States Space Force (USSF) and other support entities, as defined by resource responsibilities, reimbursable agreements (e.g. MOAs) or formally delegated lines of effort.

2. Command. HQ AFPC is a field operating agency reporting to the Deputy Chief of Staff for Manpower, Personnel and Services, Headquarters Air Force (AF/A1). AFPC/CC executes operational personnel policy by developing, coordinating, and implementing standards, systems, programs and procedures for military and civilian personnel operations. HQ AFPC also executes operational policy for the DAF civilian equal employment opportunity programs and military equal opportunity program for the Assistant Secretary of the Air Force, Manpower and Reserve Affairs (SAF/MR) via the DAF Equal Opportunity Program (SAF/MRQ).

3. Responsibilities. The Commander, AFPC:

3.1. Executes policies which specify the scope of military and civilian personnel functions at installation, intermediate and command levels.

3.2. Manages and operates military personnel data and information systems, including DAF strength reporting. Executes policies that govern DAF military personnel programs including, but not limited to, accessions, testing, classification, assignments, military permanent change of station, personnel records systems, performance evaluations, promotions, reenlistments, retention, retraining, awards and decorations, appearance, pay, entitlements, tuition assistance, fundraising, personnel assessment, retiree affairs, family matters, retirements, separations, personnel readiness, non-medical care solutions, wounded warrior care, fitness for duty determinations, military equal opportunity, casualty matters, convening boards for missing persons, and deployments, integrated resilience and sexual assault prevention and response.

3.3. Interfaces with USSF, Regular Air Force, Air National Guard and Air Force Reserve leadership on personnel programs impacting the entire DAF.

3.4. Manages and operates civilian personnel data and information systems. Executes policies that govern DAF civilian personnel programs including, but not limited to, career management, talent acquisition, recruitment, workforce shaping, development and placement programs. Implements and manages centralized civilian personnel processes that include external staffing (noncompetitive appointment authorities, direct hire appointment authorities, and competitive case examining) and internal merit promotion program, civilian education and development, intern recruiting/development, career programs, injury compensation and unemployment compensation, official personnel folders and associated processes, civilian benefits and entitlements, equal employment opportunity, classification, personnel assessment programs, experience and education coding, the standard core personnel document library and permanent change of station orders.

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Principal Deputy Assistant Secretary of the
Air Force for Manpower and Reserve Affairs

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

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

Prescribed Forms

None

Adopted Forms

DAF Form 847, *Recommendation for Change of Product*

Office Symbols

AF/A1—Deputy Chief of Staff for Manpower, Personnel and Services, Headquarters Air Force

AFPC/CC—Commander, Air Force Personnel Center

AFPC/DS—Director of Staff, Air Force Personnel Center

SAF/MR—Assistant Secretary of the Air Force, Manpower and Reserve Affairs

SAF/MRQ—Director, Department of the Air Force Equal Opportunity Program

SF/S1—Deputy Chief of Space Operations for Personnel

Abbreviations and Acronyms

AFMD—Air Force Mission Directive

DAF—Department of the Air Force

HQ AFPC—Headquarters Air Force Personnel Center

USSF—United States Space Force