

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

AIR FORCE MISSION DIRECTIVE 41

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**AIR FORCE MANPOWER ANALYSIS
AGENCY (AFMAA)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This directive states the mission, defines the command structure, and establishes the responsibilities for the Air Force Manpower Analysis Agency (AFMAA). AFMAA is a Field Operating Agency organized under the Deputy Chief of Staff for Manpower, Personnel, and Services, Headquarters, United States Air Force. Refer recommended changes and questions about this publication to the office of primary responsibility using the Department of the Air Force (DAF) Form 847, *Recommendation for Change Publication*; route DAF Forms 847 from field units through the appropriate functional 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. In collaboration with the Chief of the Air Force Reserve (AF/RE), and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel and Services (AF/A1) develops personnel policy for Air Force Manpower Analysis Agency. This publication may not be supplemented.

1. Mission. AFMAA improves DAF mission performance, effectiveness, and resource efficiency by determining current, future, peacetime, and wartime manpower requirements. Air Force Instruction (AFI) 38-101, *Manpower and Organization*, outlines AFMAA responsibilities to assist commanders in managing resources by advising on policies and procedures for managing manpower requirements and authorizations, to provide data-driven workforce solutions, and to provide data analysis informing strategic manpower alignment decisions.

2. Command. Reports to the Director, Manpower, Organization and Resources, Deputy Chief of Staff for Manpower, Personnel, and Services, Headquarters, Air Force (AF/A1M).

3. Responsibilities. AFMAA:

3.1. Executes the Air Force Management Engineering Program as it applies to manpower requirements determination, total force analytics and requirements, logistics composite model (LCOM), manpower programming factors, senior grade reviews, grade allocation, manpower availability factors, organizational assessments, as well as process and performance improvement initiatives.

3.2. Provides manpower analysis products and services by direction of AF/A1M. Provides same, within available resources, upon request from Director, Manpower and Organization, Deputy Chief of Space Operations for Human Capital, Headquarters, Space Force (SF/S1M), DAF functional communities, major command A1Ms, field command S1Ms (subject to SF/S1M guidance and priorities), and directors of manpower of joint organizations for whom the Secretary of the Air Force serves as Executive Agent (EA) or as Combatant Command Support Agent (CCSA). May provide similar services, within available resources, to other government entities for the development and enhancement of AFMAA processes, personnel, or mission.

3.3. Provides operational contingency support to Headquarters Air Force by implementing manpower readiness programs and maintaining wartime manpower systems and data.

3.4. Develops, deploys, and maintains an analytic infrastructure to support the manpower enterprise and the manpower planning aspects of force management and force posture.

3.5. Develops, deploys, and maintains products and services to aid the manpower enterprise in determining manpower requirements and allocating resources. Collaborates with Air National Guard and Air Force Reserve management engineering organizations as needed on Air Reserve Component manpower products, services, and tools.

3.6. Conducts analysis to inform the development of manpower policy and processes, and to inform the development of key performance indicators for the manpower enterprise.

3.7. Conducts analysis to inform the development of total force policy.

3.8. Provides analytic support to DAF Corporate Structure decision-making, measures efficiency and effectiveness of programmed manpower resources, and measures execution and management of manpower authorizations within relevant systems of record.

3.9. Develops and delivers analytic tools to support manpower decisions and execution within the DAF human capital ecosystem. Maintains a holistic view of manpower enterprise interactions with the rest of the human capital ecosystem. Develops and delivers analytic tools to support manpower decisions and execution.

3.10. Executes policies governing DAF Continuous Improvement and Innovation (CI2) program.

3.11. Develops, deploys, executes, and maintains specialized education and training requirements and programs for personnel in the manpower management profession.

3.12. Develops, deploys, executes, and maintains a specialized education, training, and experiential program for 38F Force Support Officers for the purpose of developing talent in

performing data analytics and using such to inform and shape Force Support programs from base level to headquarters level.

3.13. Supports the manpower enterprise by providing a contact center for enterprise support, and by providing strategic communications support to the AF/A1M Director and principal staff and to the AFMAA Commander.

ALEX WAGNER
Assistant Secretary
(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

AFI 38-101, *Manpower and Organization*, 29 August 2019

Prescribed Forms

None

Adopted Forms

DAF Form 847, *Recommendation for Change Publication*

Abbreviations and Acronyms

AF—Air Force

AFI—Air Force Instruction

AFMAA—Air Force Manpower Analysis Agency

CCSA—Combatant Command Support Agent

CI2—Continuous Improvement and Innovation

DAF—Department of the Air Force

EA—Executive Agent

LCOM—Logistics Composite Model

Office Symbols

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

AF/A1M—Director, Manpower, Organization and Resources, Deputy Chief of Staff for Manpower, Personnel, and Services, Headquarters, Air Force

AF/A1MC—Division Chief, Current Operations, Manpower, Organization and Resources

AF/RE—Chief of the Air Force Reserve

NGB/CF—Director of the Air National Guard

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

SF/S1M—Director, Manpower and Organization, Deputy Chief of Space Operations for Human Capital, Headquarters, Space Force

Terms

None