

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

AIR FORCE POLICY DIRECTIVE 36-21

22 AUGUST 2019



Personnel

**UTILIZATION AND CLASSIFICATION
OF MILITARY PERSONNEL**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing web site at www.e-Publishing.af.mil for downloading and ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: AF/A1PPA

Certified by: SAF/MR
(Mr. Shon J. Manasco)

Supersedes: AFPD36-21, 20 June 2017

Pages: 5

This Air Force Policy Directive implements Department of Defense Instruction (DoDI) 1315.18, *Procedures for Military Personnel Assignments*, Department of Defense Instruction 1235.13, *Management of the Individual Ready Reserve (IRR) and the Inactive National Guard (ING)*, Department of Defense Instruction 1205.18, *Full-Time Support (FTS) to the Reserve Components*, Department of Defense Directive 1000.21, *Department of Defense Passport and Passport Agent Services*, Department of Defense Instruction 1200.18, *The United States Property and Fiscal Officer (USPFO) Program*, Department of Defense Instruction 1235.09, *Management of the Standby Reserve*, Department of Defense Instruction 1300.19, *Department of Defense Joint Officer Management (JOM) Program*, Department of Defense Instruction 1312.01, *Department of Defense Occupational Information Collection and Reporting*, Department of Defense Instruction 1315.09, *Utilization of Enlisted Personnel on Personal Staffs of General and Flag Officers*, and Department of Defense Instruction 1336.07, *Reporting of Personnel Tempo (PERSTEMPO) Events*. This directive applies to all Regular Air Force, Air Force Reserve and Air National Guard personnel. In collaboration with the Chief of Air Force Reserve and the Director of the Air National Guard, the Deputy Chief of Staff for Manpower, Personnel, and Services develops personnel policy for utilization and classification of Air Force military personnel. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System. Refer recommended changes and questions about this directive to the Office of Primary Responsibility using Air Force Form 847, *Recommendation for Change of Publication*. This publication may not be supplemented.

SUMMARY OF CHANGES

This document has been updated to reduce the use of acronyms, jargon, and limit the scope of this publication to Air Force policy.

1. Air Force Policy. The Air Force shall:

1.1. Ensure qualified Airmen with the needed skills, are in the right job at the right time to meet the Air Force mission.

1.1.1. Classify and assign Airmen, as equitably as possible, to ensure a high state of readiness.

1.1.2. Provide special assignment consideration for Airmen who have family members with special medical or educational needs.

1.1.3. To the maximum extent possible, assign individuals on a voluntary basis and in the most equitable manner feasible, while meeting mission and commander needs.

1.1.4. Ensure involuntary assignments are equitably distributed among similarly qualified Airmen, to minimize family separation and to avoid creating severe personal hardship.

1.1.5. Establish Active Duty Service Commitments or Reserve Service Commitments when Airmen are reassigned on a fully funded permanent change of station, or public funds are used for education or training courses, to ensure a return on the investment.

1.1.6. Compliance with utilization and classification policy will be assessed by measuring two areas:

1.1.6.1. Vacant positions. The Air Force goal is to fill all funded authorizations with assigned Airmen.

1.1.6.2. Time on station requirements are established to stabilize the lives of Regular Air Force Airmen and their dependents and to reduce permanent change of station costs. The data applies to Regular Air Force officer and enlisted time on station waivers.

1.2. Joint Officer Promotion Rates.

1.2.1. Officers who are serving, or have served, on the Joint Staff and on the staff of the Secretary of Defense are expected, as a group, to be promoted to the next higher grade at a rate not less than the rate for officers in the same grade and competitive category who are serving, or who have served, on the Air Staff.

1.2.2. Officers in the grade of major or above who have been designated as a joint qualified officer are expected, as a group, to be promoted to the next higher grade at a rate not less than the rate for all officers in the same grade and competitive category.

2. Roles and Responsibilities.

2.1. The Secretary of the Air Force is responsible for policy oversight of the Air Force's utilization, classification and the Office of the Secretary of Defense policies governing the Department of Defense Joint Officer Management program. The Assistant Secretary of the

Air Force for Manpower & Reserve Affairs discharges this responsibility for the Secretary of the Air Force.

2.2. The Deputy Chief of Staff for Manpower, Personnel and Services, develops, coordinates, and executes personnel policy and essential procedural guidance for utilization, classification, and joint officer management programs for Total Force Airmen. The Deputy Chief of Staff for Manpower, Personnel and Services performs these duties in collaboration with the Air Force Reserve and Air National Guard.

2.3. The Chief of the Air Force Reserve executes end strength management, assignments, utilization, classification procedures, and develops joint officer management programs for Air Force Reserve personnel.

2.4. The Director, Air National Guard executes end strength management, assignments, utilization, classification procedures, and develops joint officer management programs for Air National Guard personnel.

MATTHEW P. DONOVAN
Acting Secretary of the Air Force

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

- DoDI 1315.18**, *Procedures for Military Personnel Assignments*, 28 October 2015
- DoDI 1235.13**, *Administration and Management of the Individual Ready Reserve (IRR) and the Inactive National Guard (ING)*, 18 October 2013
- DoDI 1205.18**, *Full-Time Support (FTS) to the Reserve Components*, 12 May 2014
- DoDD 1000.21E**, *DoD Passport and Passport Agent Services*, 20 October 2009
- DoDI 1200.18**, *The United States Property and Fiscal Officer (USPFO) Program*, 7 June 2012
- DoDI 1235.09**, *Management of the Standby Reserve*, 12 February, 2014
- DoDI 1300.19**, *DoD Joint Officer Management (JOM) Program*, 3 April 2018
- DoDI 1312.01**, *Department of Defense Occupational Information Collection and Reporting*, 28 Jan 2013
- DoDI 1315.09**, *Utilization of Enlisted Aides (EAS) on Personal Staffs of General and Flag Officers (G/FOS)*, 6 March 2015
- DoDI 1336.07**, *Reporting of Personnel Tempo (PERSTEMPO) Events*, 28 July 2009
- AFMAN 33-363**, *Management of Records*, 1 March 2008

Adopted Forms

- AF Form 847**, *Recommendation for Change of Publication*

Abbreviations and Acronyms

- AFMAN**—Air Force Manual
- AFPD**—Air Force Policy Directive
- DoD**—Department of Defense
- DoDD**—Department of Defense Directive
- DoDI**—Department of Defense Instruction
- EAS**—Enlisted Aides
- E—Publishing**- Electronic-Publishing
- FTS**—Full Time Support
- ING**—Inactive Ready Reserve
- IRR**—Individual Ready Reserve
- JOM**—Joint Officer Management
- OPR**—Office of Primary Responsibility

PERSTEMPO—Personnel Tempo

USPFO—United States Property and Fiscal Officer