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