This Directive implements Air Force Manpower policies in accordance with statutory Title 10 and Title 32, United States Code requirements, as well as Department of Defense Directive (DoDD) 1100.4, Guidance for Manpower Management, Department of Defense Instruction (DoDI) 1100.22, Policy and Procedures for Determining Workforce Mix, and DoDI5100.73, Major Department of Defense (DoD) Headquarters Activities. This policy directive applies to the Regular Air Force (RegAF), Air National Guard (ANG), and Air Force Reserve (AFR). 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 policy for Air Force Policy Directive (AFPD) 38-2, Manpower. This publication may not be supplemented. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication. Air Force Forms 847 originating from the field must be routed through the respective Major Command (MAJCOM) Manpower, Personnel and Services Directorate. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (I/AW) Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of (I/AW) the Air Force Records Disposition Schedule (RDS) in the Air Force Records Information Management System (AFRIMS).

SUMMARY OF CHANGES

This policy directive has been revised to meet the publication reduction effort and should be completely reviewed. Further, this revision contains policy from Department of Defense
Directive (DoDD) 1100.4, Guidance for Manpower Management, Department of Defense Instruction (DoDI) 1100.22, Policy and Procedures for Determining Workforce Mix and DoDI 5100.73, Major Department of Defense (DoD) Headquarters Activities and updates to 38-series publications.

1. Overview.

1.1. Manpower is a critical resource that enables combat capability. Manpower requirements, also referred to as Manpower authorizations, are identified, and resources (personnel) are subsequently allocated, to man Air Force peacetime and wartime missions in the form of funded authorizations on Unit Manpower Documents (UMDs). A UMD is a comprehensive document containing manpower authorization information (data) that describes the positions’ capability.

1.2. Programmed manpower is a large part of the annual Air Force budget approved by the Congress. The Congress controls manpower levels by authorizing and funding military end strengths, funding the civilian workforce, establishing military grade distributions and directing human capital resources and programs through legislation each year.

1.3. To support national security objectives, Air Force units must successfully accomplish assigned missions using optimal levels of manpower resources directly tied to approved Presidents Budget (PB) program content. To effectively and efficiently execute Air Force missions, manpower must be allocated in the most effective workforce mix of Regular Air Force, Reserve forces, civil service and contract manpower equivalents based upon analytically derived (Air Force Manpower Standards and/or Determinants) requirements, consistent with approved program content. To that end, the Air Force provides unit commanders, through the MAJCOMs, with manpower in quantity, grade and specialty required to accomplish assigned missions.

1.4. The Air Force relies on a formal, analytically based process to determine expeditionary manpower requirements and execute mobilization planning. Planning requirements are documented in the Joint Operation Planning and Execution System.

2. Policy.

2.1. The Air Force will allocate available manpower consistent with mission requirements, available resources and acceptable levels of risk.

2.2. The Air Force will manage UMDs in accordance with congressionally authorized end strength, to include the centrally managed accounts and will simultaneously comply with guidance contained in the Defense Officer Personnel Management Act (DOPMA) and the Reserve Officer Personnel Management Act (ROPMA), Titles 10 and 32, United States Code and congressionally mandated officer and/or enlisted manpower levels (also referred to as ‘ceilings’).

2.3. The Air Force will establish policies and procedures to consistently define analytically based manpower requirements, develop defensible budgets and allocate manpower resources across the three components: Regular Air Force, Air Force Reserves and Air National Guard (RegAF, AFR and ANG) in a manner that facilitates efficient resource utilization and maximum combat capability. The system of record for housing these manpower requirements/authorizations is the Manpower Programming and Execution System (MPES).
MPES is a web-based application designed to collect and disseminate Total Force approved/programmed manpower end strength.

3. Responsibilities.

3.1. The Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR) provides oversight of Air Force Manpower policies and execution on behalf of the Secretary and issues guidance and direction on all matters pertaining to the formulation, review and execution of plans, policies, requirements, programs and budgets concerning Manpower.

3.2. The Deputy Chief of Staff for Manpower, Personnel and Services (AF/A1) is responsible for executing the Air Force Manpower program and developing, coordinating and executing manpower policies, programs and procedures through the MAJCOMs, Field Operating Agencies and Direct Reporting Units.

HEATHER WILSON
Secretary of the Air Force
Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References
DoDD 1100.4, Guidance for Manpower Management, 12 February 2005
DoDI 1100.22, Policy and Procedures for Determining Workforce Mix, 12 April 2010
DoDI 5100.73, Major DoD Headquarters Activities, Incorporates IC 2, 12 December 2012
Air Force Manual (AFMAN) 33-363, Management of Records, 2 June 2017 (AFGM2017-01)
Title 10 United States Code, § 115
Title 32 United States Code, § 315

Prescribed Forms
None

Adopted Forms
AF Form 847, Recommendation for Change of Publication, 22 September 2009

Terms
End Strength—The count of Air Force military and civilian positions the Air Force needs to have funded in each year of the Future Years Defense Program (FYDP) to accomplish all approved missions. End strength provides the basis for funded man-years within the personnel system, and provides the target for personnel plans, programs, and budgets. End strength is a resource provided to support approved force structure, programs, or missions. End strength changes do not drive force structure or mission changes; they are tied to programmatic increases and decreases in force structure or mission. FYDP end strength is allocated to commands by program element code, category and country-state.

Programmed Manpower—A critical resource comprised of Regular Air Force, Reserve forces, civil service, and contractor full-time equivalents (CFTEs) necessary to support an approved program. It is not a program by itself and not to be manipulated independent of the program it supports.

Manpower Authorization—A funded manpower requirement with detail that defines the position in terms of its function, organization, location, skill, grade, and other appropriate characteristics or attributes that commands use to extend manpower end strength to units.

Manpower Requirement—A statement of the manpower required to accomplish a specified job, workload, mission, or program. There are two types of manpower requirements: funded and unfunded. Funded manpower requirements are validated and allocated manpower needs. Unfunded requirements are validated manpower needs but are deferred because of budgetary constraints.