BY ORDER OF THE SECRETARY OF THE AIR FORCE

AIR FORCE INSTRUCTION 36-2129
9 JULY 2019





COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at

www.e-publishing.af.mil.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: AF/A4LX Certified by: AF/A1

(Lt Gen Gina Grosso)

Supersedes: AFI36-2129, 20 December 2011 Pages: 14

This publication implements Air Force Policy Directive (AFPD) 36-21, Utilization and Classification of Air Force Military Personnel. AFI 36-2129 provides guidance and procedures related to the professional development of Logistics Plans (2G0X1) personnel. This instruction applies to all civilian employees and uniformed members of the Regular Air Force, Air Force Reserve, and Air National Guard. This Air Force Instruction (AFI) may be supplemented at any level, but all supplements that directly implement this publication must be routed to AF/A4LX/Logistics Operations, Plans, and Programs Division, for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the office of primary responsibility using the AF Form 847, Recommendation for Change of Publication; route AF Form 847 from the field through the appropriate functional chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, Publications and Forms Management, Table 1.1 for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately to the publication office of primary responsibility for non-tiered compliance items. Ensure 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.

SUMMARY OF CHANGES

This publication has been revised and should be completely reviewed. Major changes include adding Major Command (MAJCOM) senior enlisted logistics planner's roles and responsibilities and reiterating Air Force Installation and Mission Support Center (AFIMSC) roles and responsibilities.

Chapter 1

GENERAL INFORMATION

Section 1A—Overview

- **1.1. Overview.** This instruction addresses logistics plans functional area core functions, personnel management, career progression, and personnel training.
- **1.2.** Classification Policy. AFI 36-2101, Classifying Military Personnel (Officer and Enlisted), provides general enlisted career field data. For specific technical information, refer to the appropriate Air Force (AF), Department of Defense, and Joint Chiefs of Staff publications.

1.3. Functional Area Core Functions.

- 1.3.1. Adaptive planning for crisis action and contingency plans IAW AFI 10-401, *Air Force Operations Planning and Execution*, and Air Force Manual (AFMAN) 10-409-O, *Support to Adaptive Planning*.
- 1.3.2. Deployment planning and execution to include Reception, Staging, Onward Movement and Integration actions IAW AFI 10-403, *Deployment Planning and Execution*.
- 1.3.3. Base Support and Expeditionary and Site Planning IAW AFI 10-404, *Base Support and Expeditionary (BaS&E) Site Planning*.
- 1.3.4. War Reserve Materiel IAW AFI 25-101, War Reserve Materiel (WRM).
- 1.3.5. Support agreements IAW AFI 25-201, *Intra- Service, Intra-Agency, and Inter-Agency Support Agreements Procedures*.
- 1.3.6. Acquisition and Cross Servicing Agreements IAW AFI 25-301, *Acquisition and Cross-Servicing Agreements*.

1.4. Manpower Utilization.

- 1.4.1. The Logistics Plans Air Force Manpower Standard 42D100 authorizes logistics plans manpower based on tasks described in a process oriented description for combat or non-combat wing Logistics Readiness Squadron/Plans and Integration Sections.
- 1.4.2. Logistics plans is a small career field: therefore, logistics plans personnel should only be used to accomplish the core functions identified in **paragraph 1.3**. **Note:** Logistics plans personnel will not be appointed to act as unit deployment managers. **(T-1)**

1.4.3. Supervisors.

- 1.4.3.1. Assess new logistics plans personnel's competency levels upon arrival. (T-3)
- 1.4.3.2. Re-certify new logistics planners (E-6 and below) within 120 days, if the member has not been assigned to their new duty position within the last two years (e.g., Support Agreements, War Reserve Materiel, Deployment Planning and Execution). (T-3) **Exception:** Air Reserve Command and Air National Guard units should rotate personnel within the duty sections every 24 36 months.
 - 1.4.3.2.1. Not required for short tour duty assignments (12 months or less).
 - 1.4.3.2.2. Not required for organizations with two or less personnel assigned.

Section 1B—Training

1.5. Logistics Plans Formal Training and Education.

- 1.5.1. Career Progression. Enlisted logistics plan's training based upon the Career Field Education and Training Plan. **Note:** The Career Field Education and Training Plan is available via the Air Force e-Publishing website. The Career Field Education and Training Plan consists of two parts:
 - 1.5.1.1. Career Field Education and Training Plan Part I, General Information.
 - 1.5.1.1.1. Part I, Section A, *General Information*, explains how to use the Career Field Education and Training Plan.
 - 1.5.1.1.2. Part I, Section B, *Career Progression and Information*, identifies career field progression information, duties, responsibilities, training strategies, and career field paths.
 - 1.5.1.1.3. Part I, Section C, *Skill Level Training Requirements*, identifies skill level by qualification standards (knowledge, education, and training).
 - 1.5.1.1.4. Part I, Section D, Resource Constraints, identifies resource constraints.
 - 1.5.1.2. Career Field Education and Training Plan Part II, *Specialty Training Standards (STS)*, identifies specialty training standards.
- **1.6. Career Progression.** The following section provides a brief overview of a logistics planner's career progression. Career progression is dependent upon on-the-job training, professional military education, and the member's military rank. See the Logistics Plans Career Field Education and Training Plan for additional information.
 - 1.6.1. Apprentice Level (2G031). Awarded to Airmen upon completion of the Logistics Plans Apprentice Course.
 - 1.6.2. Journeyman Level (2G051). Awarded to Airmen upon completion of 12 months of onthe-job training, the Logistics Plans Journeyman Career Development Course, and appropriate professional military education.
 - 1.6.3. Craftsman Level (2G071). Awarded upon completion of 12 months of on-the-job and completion of the Logistics Plans Craftsman Career Development Course and appropriate professional military education.
 - 1.6.4. Superintendent Level (2G091). Awarded upon promotion to Senior Master Sergeant (E-8) and completion of appropriate professional military education. **Note:** See the Air Force Enlisted Classification Directory for additional information.
 - 1.6.5. Chief Enlisted Manager (2G000). Awarded upon promotion to Chief Master Sergeant (E-9) and completion of appropriate professional military education.
 - 1.6.6. Key Leadership and Developmental Positions. Highly qualified members are vectored to high priority, key leadership and developmental positions through a board review of their Enlisted Development Plan, Record of Performance, and Single Unit Retrieval Format IAW AFI 36-2640, *Executing Total Force Development*.

- 1.6.6.1. Enlisted Development Team Process. All applicable Senior Master Sergeants, Master Sergeants, and Master Sergeant (selects) will complete and provide the vector worksheet to the installation's senior enlisted logistics planner AFI 36-2640, *Executing Total Force Development*.
 - 1.6.6.1.1. The installation's senior enlisted logistics planner will:
 - 1.6.6.1.1.1. Review submission to ensure all documents are correct. (T-1)
 - 1.6.6.1.1.2. Provide a vectoring recommendation to the submitter. (T-1)
 - 1.6.6.1.1.3. Forward the completed vectoring form package to the MAJCOM senior enlisted logistics planner. (**T-1**)
 - 1.6.6.1.2. The MAJCOM senior enlisted logistics planner will:
 - 1.6.6.1.2.1. Compile and submit completed form to the enlisted development team.
 - 1.6.6.1.2.2. Make a recommendation on the vector form.
 - 1.6.6.1.2.3. Provide feedback to the installation's senior enlisted logistics planner and member, as appropriate.
 - 1.6.6.1.3. The logistics plans Air Force Career Field Manager will disseminate results to the applicable Airmen.
- **1.7. Special Training.** Logistics plans personnel may be required to complete special training based on current and projected duty assignments.
 - 1.7.1. Logistics Module.
 - 1.7.2. Deliberate and Crisis Action Planning and Execution Segments course(s).
 - 1.7.3. Contingency Wartime Planner's Course.
 - 1.7.4. Expeditionary Site Survey Process (Web-Based Training).
 - 1.7.5. War Reserve Materiel (Web-Based Training).
 - 1.7.6. Installation Deployment Officer Course.
 - 1.7.7. Joint Operation Planning and Execution System course(s).
 - 1.7.8. Acquisition and Cross-Servicing Agreement training course(s). **Note:** Acquisition and Cross-Servicing Agreement descriptions and reporting instructions are available at joint training online (http://jko.jten.mil).
 - 1.7.8.1. Acquisition and Cross-Servicing Agreement Overview course.
 - 1.7.8.2. Acquisition and Cross-Servicing Agreement Global Tracking and Reporting System Essentials course.
 - 1.7.9. Logistics Feasibility Analysis Capability (Web-Based and in-residence training)
- **1.8. AF Institute of Technology.** The AF Institute of Technology offers a variety of logistics related courses. The following courses recommended for logistics planners. **Note:** Pre-requisites (rank/grade) may apply.
 - 1.8.1. Fundamentals of Logistics (LOG 099).

- 1.8.2. Introduction to Logistics (AF) (LOG 199).
- 1.8.3. Combat Logistics (LOG 299).
- 1.8.4. Strategic Logistics Management (LOG 399).
- **1.9. Civilian Training.** Civilian logisticians should receive training and education commensurate with their grade and duty assignment. At a minimum, this should include the basic Logistics Plans Specialist Course.

Section 1C—Personnel Recruitment

1.10. Enlisted Personnel Recruiting. The logistics plans career field is a direct accession and cross training career field. Logistics plans personnel should actively recruit and conduct interviews of prospective cross-trainees.

Chapter 2

HEADQUARTERS AIR FORCE ROLES AND RESPONSIBILITIES

Section 2A—Headquarters Air Force

- **2.1. Deputy Chief of Staff, Logistics, Engineering and Force Protection (AF/A4).** AF/A4 ensures agile combat support, sustainment, and readiness through planning, programming, budgeting, and developing written policy and guidance IAW Headquarters Air Force Mission Directive (HAFMD) 1-38, Deputy Chief of Staff, Logistics, Engineering and Force Protection.
- 2.2. Director of Logistics (AF/A4L).
 - 2.2.1. Organizes, trains, and equips logistics personnel IAW HAFMD 1-38.
 - 2.2.2. Develops logistics plans policy and guidance.
- 2.3. Logistics Operations, Plans, and Programs Division (AF/A4LX).
 - 2.3.1. Develops, coordinates, and publishes logistics plans policy and guidance for:
 - 2.3.1.1. War Reserve Materiel.
 - 2.3.1.2. Support Agreements.
 - 2.3.1.3. Acquisition Cross-Servicing Agreements.
 - 2.3.1.4. Deployment Planning and Execution.
 - 2.3.1.5. Base Support and Expeditionary Site Planning.
 - 2.3.2. Ensures subordinate organizations assess and report their unit's readiness, economy, efficiency, state of discipline, and mission effectiveness IAW AFI 90-201, *The Air Force Inspection System*.
 - 2.3.3. Acts as Logistics Module and Base Support and Expeditionary Site Planning system program manager.
- **2.4. Air Force Career Field Manager.** Per AFI 36-2651, *Air Force Training Program,*, the Air Force Career Field Manager will:
 - 2.4.1. Establish career field entry requirements.
 - 2.4.2. Manage trained personnel requirements.
 - 2.4.3. Develop and manage career-long training plans' requirements and programs.
 - 2.4.4. Construct viable career paths.
 - 2.4.5. Evaluate training effectiveness.
 - 2.4.6. Monitor health and career field manpower.
 - 2.4.7. Provide input on manning, personnel policies and programs. **Note:** Includes changes to force management policies and programs, contingency planning actions, and deployment requirement's verification and validation.
 - 2.4.8. Publish the Logistics Plans' Career Field Education and Training Plan.

Section 2B—Intermediate Headquarters

2.5. MAJCOMs/Direct Reporting Units/Field Operating Agencies/Commanders.

- 2.5.1. Validates, prioritizes, and advocates for direct mission-driven requirements in support of installation and mission support governance processes.
- 2.5.2. Performs Lead MAJCOM responsibilities as identified in AFPD 10-9, *Lead Command Designation and Responsibilities for Weapons Systems*.
- 2.5.3. Works closely with the AFIMSC to identify requirements, improve enterprise visibility, and conduct integrated planning.
- 2.5.4. Monitors compliance with standard levels of service at installations IAW Air Force Common Output Level Standards or Joint Base Common Output Level Standards, as appropriate, and Air Force Strategic Guidance.
- 2.5.5. Air component commands will provide logistics plans' personnel to the Air Force Forces to support combatant commander requirements IAW AFI 13-103, AFFOR Staff Operations, Readiness, and Structures.
- **2.6.** MAJCOM/ Director of Logistics, Engineering & Force Protection (MAJCOM/A4). The MAJCOM/A4 implements policies, procedures, and concepts relating to logistics plan's support of assigned and programmed forces.
- **2.7. MAJCOM/ Logistics Readiness Division (MAJCOM/A4R).** The MAJCOM/A4R, in coordination with AFIMSC senior enlisted logistics planner, coordinates higher headquarters, supplemental, and staff inputs for logistics plan's directives, policies, and procedures per AFI 33-360. **Note:** Includes inputs from major command gained ARC units.
- **2.8. MAJCOM Senior Enlisted Logistics Planner.** The MAJCOM's senior enlisted logistics planner will:
 - 2.8.1. Work in concert with the Logistics Plans Air Force Personnel Center assignment manager to provide specific recommendations relating to priorities and placement of logistics plans personnel within their respective MAJCOM.
 - 2.8.2. Collect and comment on all vectoring forms submitted by the installation senior enlisted logistics planner, as appropriate.
 - 2.8.3. Forward vectoring forms to the logistics plans Air Force Career Field Manager or designated enlisted development team board lead.
 - 2.8.4. Act as Component-MAJCOM or Component-Numbered Air Force liaison with the logistics plans Air Force Career Field Manager and AFIMSC senior enlisted logistics planner.
 - 2.8.5. Disseminates Air Force and career field policies and program requirements affecting MAJCOM logistics plans personnel.
 - 2.8.6. Manage unit type codes and operational planning activities in accordance with AFI 10-401.

Section 2C—Specific MAJCOM Roles and Responsibilities

- **2.9. Air Force Materiel Command.** Air Force Materiel Command, through the Air Force Materiel Command, Director of Logistics(AFMC/A4), develops and implements Command transportation, vehicle management, supply, fuels, logistics planning, aircraft maintenance, and munitions policy.
 - 2.9.1. Air Force Sustainment Center. The Air Force Sustainment Center, through the 635 Supply Chain Operations Wing (635 SCOW), manages war reserve materiel IAW AFI 25-101.
 - 2.9.2. Air Force Installation and Mission Support Center (AFIMSC).
 - 2.9.2.1. Manages and oversees installation and mission support related combat support core function lead processes, planning, programming, budgeting, and execution processes and deliverables for installation and mission support and logistics plans capabilities.
 - 2.9.2.2. Aligns installation and mission support workload, resources, and responsibilities into a single intermediate-level organization focused on providing responsive support to commanders using a transparent governance system and consistent, standardized logistics plans business processes.
 - 2.9.2.3. The following organizations are subordinate organizations aligned under the AFIMSC:
 - 2.9.2.3.1. Air Force Civil Engineer Center.
 - 2.9.2.3.2. Air Force Security Forces Center.
 - 2.9.2.3.3. Air Force Installation Contracting Agency.
 - 2.9.2.3.4. Air Force Financial Services Center.
 - 2.9.2.3.5. Financial Management Center of Expertise.
 - 2.9.2.3.6. Air Force Services Activity.
 - 2.9.3. The AFIMSC senior enlisted logistics planner will:
 - 2.9.3.1. Be responsible for logistics plans education, training activities, and personnel issues such as surplus personnel, shortages, skill or grade mismatches for base level units.
 - 2.9.3.2. Manage the logistics plans career field.
 - 2.9.3.3. Act as the liaison with the logistics plans Air Force Career Field Manager.
 - 2.9.3.4. Manage the logistics plans training.
 - 2.9.3.5. Coordinate logistics plans personnel actions with the Air Force Personnel Center.
 - 2.9.3.6. Prioritize allocated and assigned logistics plans personnel requirements.
 - 2.9.3.7. Provide functional and subject matter expertise to Air Education and Training Command training managers.
 - 2.9.3.8. Disseminate Air Force and career field policies and program requirements.
- **2.10. Air Combat Command.** Air Combat Command is the AF Force Coordinator for conventional forces IAW AFI 10-401.

2.11. Air Mobility Command.

- 2.11.1. Acts as the AF Force Coordinator for mobility forces IAW AFI 10-401.
- 2.11.2. Provides logistics plans related training through the Expeditionary Center training curriculum.
- **2.12. Air Force Special Operations Command.** Air Force Special Operations Command is the AF Force Coordinator for special operations forces IAW AFI 10-401.
- **2.13. Air Education and Training Command.** Air Education and Training Command provides basic military and technical training, graduate and professional continuing education, and professional military education.

Chapter 3

INSTALLATION LEVEL ROLES AND RESPONSIBILITIES

3.1. Installation Commander.

- 3.1.1. Exercises authority over the installation in order to execute the mission, lead people, and manage resources IAW AFI 1-2, *Commander's Responsibilities*.
- 3.1.2. Appoints an installation Support Agreement Manager (primary and alternate) from the Logistics Readiness Squadron/Deployment and Distribution Flight to manage the installation's support agreement program IAW AFI 25-201.
- 3.1.3. Appoints an installation site manager to manage the installation's Base Support and Expeditionary Site Planning program IAW AFI 10-404. **Note:** The site manager is assigned to the Logistics Readiness Squadron Plans and Integration or equivalent organization.
- 3.1.4. Appoints the Installation Deployment Officer IAW AFI 10-403 and AFI 38-101, *Air Force Organization*.

3.2. Mission Support Group Commander or equivalent.

- 3.2.1. Acts as the War Reserve Materiel Program Manager IAW AFI 25-101.
- 3.2.2. Appoints a War Reserve Materiel Officer and Non-Commissioned Officer to manage the installation's War Reserve Materiel program IAW AFI 25-101.

3.3. Logistics Readiness Squadron/Commander. The LRS/Commander will appoint the:

- 3.3.1. Installation Deployment Officer and Non-Commissioned Officer. (T-1)
- 3.3.2. War Reserve Materiel Officer and Non-Commissioned Officer. (T-1)
- 3.3.3. Base Support Plan Manager. (**T-1**)
- 3.3.4. Support Agreement Manager. (T-1)
- 3.3.5. Logistics plans quality assurance augmentee. (T-3)

3.4. The Logistics Readiness Squadron/Plans and Integration Section.

- 3.4.1. Oversees installation level adaptive planning and execution activities related to operation, contingency, programming, and exercise plans IAW AFI 10-401 and AFMAN 10-409-O.
- 3.4.2. Manages the installation's deployment planning and execution IAW AFI 10-403.
- 3.4.3. Through the installation site manager, manages Base Support and Expeditionary Site Planning and base support planning activities IAW AFI 10-404.
- 3.4.4. Manages the installation's War Reserve Materiel program IAW AFI 25-101.
- 3.4.5. Manages Intra-Service, Intra-Agency and Inter-Agency Support Agreements IAW AFI 25-201.
- 3.4.6. Manages the installation's Acquisition Cross Servicing Agreement program IAW AFI 25-301.

- 3.4.7. Acts as the installation's Logistics Module and Base Support and Expeditionary Site Planning office of primary responsibility.
- 3.4.8. Logistics plans personnel assigned to the Logistics Readiness Squadron/Plans and Integration Section will not be assigned additional duties that interfere with their contingency, wartime duties in the Deployment Control Center. (T-1)

3.5. Installation Senior Enlisted Logistics Planner.

- 3.5.1. The installation's senior enlisted logistics planner will work closely with the AFIMSC senior enlisted logistics planner on manpower and personnel issues. **(T-1) Exception:** Not applicable to ARC units.
- 3.5.2. Through the Force Support Squadron or central civilian personnel offices, ensures equitable distribution of available logistics planners among all users. **Note:** The Mission Support Group Commander (or equivalent) is the final authority for installation logistics plans personnel assignments. (**T-2**)
- 3.5.3. Through the MAJCOM the senior enlisted logistics planner, will inform the AFIMSC senior enlisted logistics planner of unprojected losses, humanitarian reassignments, retirements, separations, etc. (T-1)
- 3.5.4. If possible, establishes an installation-wide logistics plans cross training and recruitment programs to include interviewing cross training candidates for suitability.
- 3.5.5. In conjunction with the installation and unit training manager, develops a logistics plans training plan for all logistics plans personnel assigned to the installation per AFI 36-2651.
- 3.5.6. Where possible, rotates logistics plans personnel among multiple units located on an installation.
- 3.5.7. For installations with multiple levels of command or tenant units, ensures rotation and training plans are coordinated and approved by all affected MAJCOM senior enlisted logistics planners. **Note:** All personnel rotations between MAJCOMs will be coordinated with the AFIMSC senior enlisted logistics planner. (**T-1**)
- 3.5.8. Keeps MAJCOM senior enlisted logistics planners and functional area managers in the information chain for all logistics plans manpower, personnel, and technical development matters effecting logistics plans personnel. (T-1)

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Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 1-2, Commander's Responsibilities, 8 May 2014

AFI 10-401, Air Force Operations Planning and Execution, 7 December 2006

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AFPD 25-3, Allied Logistics Support, 26 June 2012

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Adopted Forms

AF IMT 847, Recommendation for Change of Publication, 22 September 2009

Abbreviations and Acronyms

AF—Air Force

AFI—Air Force Instruction

AFIMSC—Air Force Installation and Mission Support Center

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

ARC—Air Reserve Component

HAF—Headquarters United States Air Force

HAFMD—Headquarters Air Force Mission Directive

IAW—In Accordance With

MAJCOM—Major Command