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PROGRAM**

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through the appropriate functional chain of command. The authorities to waive wing/Space Force equivalent/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 DAFMAN 90-161, *Publishing Processes and Procedures*, 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 authority. This DAFI may be supplemented at any level, but all supplements that directly implement this publication must be routed to the OPR for coordination prior to certification and approval. Compliance with attachments is mandatory.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. Significant changes include incorporating specific 0083 civilian police officer (CPO) policy and guidance superseding CPO guidance in DAFI 31-118.

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Chapter 1

ROLES AND RESPONSIBILITIES

1.1. Overview. This publication provides processes and procedures for managing the DAF civilian police workforce. Defines roles and responsibilities for organizations and personnel identified to oversee and sustain program execution. Our civilian police workforce will serve as Security Forces primary certified law enforcement officer (CLEO) functional experts within Security Forces squadrons. Each civilian police officer is directly responsible for individual and team growth and development to ensure Security Forces can meet law enforcement and force protection missions.

1.2. Mission. Our civilian police workforce shall execute the Security Forces mission to the highest standards. Officers will build relationships within our Air Force community to reduce crime, control access, protect resources, patrol, respond to potential threats, investigate incidents, and render the highest ethical standards in law enforcement.

1.3. Director of Security Forces (AF/A4S). Provides policy for planning, programming, training, and budgeting resources necessary to ensure the DAF has the capability to support CPO programs. This includes issuing Notices to Airmen (NOTAMs), General Administrative (GENADMIN), and Bulletins to deliver information to the SF enterprise.

1.4. Deputy Director AF/A4S.

1.4.1. Serves as the SF civilian functional manager and provides workforce oversight to the SF enterprise.

1.4.2. Responsible for the SF civilian end-strength and strategic vision.

1.4.3. Chairs the SF civilian developmental team (DT).

1.4.4. Is authorized to wear any combination of the civilian police officer uniform.

1.5. Civilian Career Field Manager (CFM) (AF/A4S Civilian CFM).

1.5.1. Responsible for civilian workforce recruiting, hiring, retention, training, career progression, and professional development for the SF civilian workforce.

1.5.2. Chairs the Security Forces Civilian Development Council (CDC) and oversees the SF labor management advisory council as they review all SF Collective Bargaining Agreements (CBA) prior to final signatures.

1.5.3. Approves the GS-0083, Police Series Career Field Education and Training Plan (CFETP), Air Force Law Enforcement Job Qualifications Standard (AFJQS), and Law Enforcement Academy courses.

1.5.4. Approves GS-0083, Police Series manpower authorizations, credentialing, uniform items, and individual equipment requirements.

1.6. Air Force (AF) Security Forces Center (AFSFC).

1.6.1. Provides program management of the DAF Civilian Police program.

1.6.2. Conducts Management Internal Control Toolset (MICT) continual evaluations and onsite assessments of civilian police program compliance.

1.6.3. Manages database for CPOs and military law enforcement officers. Track career field health, vacancies, credential/CPO badge numbers, and formal training.

1.6.4. Distributes quarterly trends on manpower and program compliance to DAF, Major Command (MAJCOM), and SF leadership.

1.7. Major Command (MAJCOM) Security Forces (MAJCOM/SF).

1.7.1. Establishes command unique programs and policies (outside the scope of AFIMSC responsibilities).

1.7.2. Assists AFIMSC program manager and supported units with the civilian police officer program as needed.

1.8. AF Personnel Center (AFPC) Security Career Field Management Team (CFT) Program Coordinator.

1.8.1. Serves to broaden the identification and development of the civilian workforce.

1.8.2. Provides professional, technical, managerial, and administrative skills to staff key positions to meet current and future AF mission requirements.

1.9. AFPC, Talent Acquisition (TA) Team.

1.9.1. Provides input to the AF Civilian Service (AFCS) workforce planning, marketing and branding, and hiring function.

1.9.2. Provides marketing, acquisition tools and sourcing strategies to operationalize the concepts needed to address short term, long term, and urgent AFCS hiring needs.

1.10. Installation Commander.

1.10.1. Responsible for the base defense of the installation by ensuring effective execution of the Base Defense mission.

1.10.2. Establishes base programs and policies to support the CPO program.

1.10.3. Reviews and final signatory for all Collective Bargaining Agreements covering the CPO program.

1.11. Civilian Personnel Section (CPS).

1.11.1. The CPS provides hiring officials guidance and advisory service on civilian recruitment and staffing consistent with DAFMAN 36-203, *Staffing Civilian Positions*.

1.11.2. Provides support to squadrons with advice, train managers and employees on provisions of DAFI 36-147, *Civilian Conduct and Responsibility*.

1.11.3. Provides support with advice, trains supervisors/management officials consistent with the provisions of DAFI 36-147.

1.12. Defense Force Commander (DFC).

1.12.1. Establishes SF LE and Investigation programs to manage incidents and/or crimes complying with this instruction, and LE manuals supporting Base Defense operations.

1.12.2. Establish procedures to ensure each CPO understand their authority and jurisdiction.

1.12.3. Appoints CPO Program Manager.

1.12.4. Appoints and oversees a disinterested senior non-commissioned officer (SNCO)/senior civilian or non-commissioned officer in smaller units to conduct a self-inspection of the unit CPO program annually.

1.12.5. Ensures all CPOs obtain Police Officer Standards and Training (POST) certification and other requirements to meet conditions of employment.

1.12.6. Ensures civilian police are integrated into operational SF flights and S-Staff functions.

1.12.7. Ensure all CPOs receive the New Employee Onboarding (NEO) briefing and that CPOs review and acknowledge duties listed in the GS-0083 Police Officer position description and Standard Core Personnel Document (SCPD).

1.12.8. Receives quarterly updates on CPO manpower and hiring actions. Notify the MAJCOM/A4S and AF/A4S Civilian CFM when vacancies reach 20%.

Chapter 2

SELECTION AND HIRING

2.1. According to DAFI 36-1401, *Civilian Position Classification*, the SCPD Library is mandatory for use when the SCPD appropriately describes the duties of the position as determined by the AFPC. The Air Force Reserve Command (AFRC) and Air National Guard (ANG) will maintain the position descriptions for their civilian police officers.

2.1.1. The SCPD library contains position descriptions (PD) that are for “like” positions across the AF that have been developed by the specific career fields; not all positions are covered by an SCPD. SCPD for GS-0083 police officer and GS-0301 Miscellaneous Administration and Program Series can be found in the SCPD under MyFSS on the AF Portal. **Note:** CPOs will not be classified under GS-1811 Criminal Investigator. **(T-0)**

2.1.2. The CFM Program Coordinator will validate the use of GS-0083-12 and above SCPDs before they are used to ensure appropriate and balanced integration of these positions into SF units. The SCPDs will be reviewed and coordinated by the CFM Program Coordinator with AF/A4S and the AFPC classifiers. Submit a unit organizational chart denoting the position and a justification to CFM for validation.

2.2. Pre-placement Checks/Inquiries. Individuals that are eligible candidates to CPO positions are subject to appropriate background and trusted agent investigations in accordance with hiring agency guidance, Lautenberg Amendment to the Gun Control Act of 1968, 18 U.S.C. § 922 (g) (9). Suitability for employment based upon the requirements of the Lautenberg Amendment is normally determined through an arrest and criminal history records check and/or local files check. If a favorable determination is made, when hired the employee will be briefed on the Lautenberg Amendment and the briefing will be documented on DD Form 2760, *Qualification to Possess Firearms or Ammunition*, which will be maintained in the employee’s CPS and unit personnel files. **(T-0)**

2.3. Drug Testing. All CPOs will be drug tested and will participate in the AF random drug-testing program as a condition of employment. CPOs will participate in health and welfare drug testing (unit sweeps) as directed by the commander of the organization. All applicants are responsible for following the guidance in AFMAN 44-198, *Air Force Civilian Drug Demand Reduction Program* and DoDI 1010.09, *DoD Civilian Employee Drug-Free Workplace Program*, before being hired and throughout employment.

2.3.1. Drug testing may also be required as a result of an accident or an unsafe practice and for employees in sensitive positions.

2.3.2. Refer to DoDI 1010.09 for applicants and current employees with a verified positive test result.

2.4. Medical Requirements Overview. To succeed in the mission of delivering security services and protecting DoD personnel and resources worldwide, the DAF requires a capable and physically fit CPO workforce. Any offer of employment is contingent upon medical certification to the appointing officer of the individual’s ability to perform the essential job functions (**Attachment 7**). **(T-1)** The initial medical evaluation will be accomplished during initial pre-placement evaluation of potential selectees and only after the applicant has accomplished the Physical Agility Test (PAT).

2.4.1. Units will conduct medical evaluations for CPO applicants in accordance with prescribed Office of Personnel Management (OPM) medical eligibility requirements found in DAFMAN 48-146, *Occupational Health Program Management* and DoDM 6055.05, *Occupational Medical Examinations and Surveillance Manual*. **(T-0) Note:** These medical standards are designed to ensure the applicants for a CPO position and current employees are physically capable of performing the required arduous, hazardous duties of base defense and national security without creating a threat to the health or safety of themselves or others.

2.4.2. Applicants must obtain a medical clearance from a licensed physician or physician extender prior to taking the initial physical agility test. **(T-1)** If applicant is seen outside of a military treatment facility, it is up to the unit to fund the appointment, and any required ancillary testing related to the medical clearance. A civilian doctor can perform the examination, but a Medical Review Officer (MRO) employed at the military treatment facility must review and approve clearance as indicated in **Attachment 3. (T-1)**

2.4.2.1. The MRO shall be a currently licensed Doctor of Medicine (M.D.) or Osteopathy (D.O.) assigned to a military treatment facility. **(T-1)** Ensure the MRO is qualified to provide professional expertise in the areas of occupational safety and health as they relate to the program and policies established under this program. The Medical Treatment Facility's Chief of Aerospace Medicine or Installation Occupational and Environmental Medicine Consultant or senior profile officers will be appointed in writing as the MRO with list of alternatives.

2.4.2.2. Medical evaluation guidelines and procedures supportive of requirements are found in **Attachment 3** and **Attachment 4**. A copy of these requirements and Optional Form (OF) 178, *Certificate of Medical Examination* will be provided to medical authorities conducting medical evaluation of CPOs and applicants.

2.5. Physical Agility Test Requirements. The CPO medical examination program includes a mandatory medical evaluation clearance prior to performing the PAT. Units conducting PAT to a CPO applicant will conduct it in accordance with **Chapter 6. (T-1)** CPOs will bring their rating decision to all physical examinations. **(T-1)** This will allow the medical officer to fully understand the limitations, which may be placed on the individual based on the documented rationale for the disability ratings. A provider will only review what the applicant brings to the appointment or to those medical conditions that the applicant conveys that could affect their ability to complete the PAT or essential job functions. If further documentation is needed, applicant or incumbent will sign a Release of Information even if the applicant or incumbent's medical records are within an accessible Electronic Medical Record and records to be reviewed will be limited to those pertinent to clearance for the PAT and to perform essential job functions.

2.6. Interview. Interviews provide further evaluation of referred candidate quality of experience, education, and training. Interviews must be properly conducted in an impartial and objective fashion.

2.6.1. During the interview, the hiring manager will ensure the CPO applicant is qualified for the position description by assessing the applicant's knowledge, skills, and abilities. Additionally, the applicant must demonstrate the ability to speak, read, write, and understand English sufficiently to execute job requirements. It is desirable that only those approved position description documents located in the SCPD Library be used for hiring of CPOs. Questions asked of candidates must be strictly job-related. The interview process and its results

must be well documented. All, some, or none of the referred candidates may be interviewed, unless otherwise specified in a local merit promotion plan or CBA. For further guidance, consult the CPS, or career field management program coordinator.

2.6.2. Veterans must provide a Department of Veterans Affairs (VA) certificate as part of the application process if they claim veterans' preference as a disabled veteran. **(T-0)** The certificate provides eligibility for the preferential treatment by the personnel community.

2.6.2.1. The VA rating decision is a critical document that not only provides information regarding the percentage of disabilities(s) that have been determined to be service-connected but also provides an extensive analysis of the medical basis used to support the disability rating.

2.6.2.2. Each veteran who has been awarded veterans preference based on a service-connected disability for hiring will bring their rating decision to all physical examinations. This will allow the medical officer to fully understand the limitations, which may be placed on the individual based on the documented rationale for the disability ratings. The Veteran Affairs ratings decision form does not challenge the right to preferential hiring but merely provides the AF Medical Officer with details of the disabilities.

Chapter 3

CPO ORGANIZATION AND PROGRAMS

3.1. Program Overview. The DFC will establish procedures to ensure review of written Agreement of Condition of Employment for Applicant and Incumbent CPOs at least once a year and update as necessary. Provide a copy of the signed conditions of employment to all employees and their supervisors. Place the original in the supervisor employee work folder (See [Attachment 5](#)).

3.1.1. Because of potential conflicts of interest and Posse Comitatus Act issues, CPOs while wearing the duty uniform and/or CPO badge, may not be deputized or exercise any additional authority and jurisdiction other than that given by the installation commander/DFC while on duty. Dual Status Military Technicians from the 0083 series also must coordinate with their local Staff Judge Advocate (SJA) on any potential conflicts with state or local law. See DoDI 5525.13, *Deputation of DoD Personnel*, for additional information.

3.1.2. Flight Organization and Management. To maximize staff availability for law enforcement duties, CPO duties administrative personnel (GS-0083, Police Officers) will maintain all required certifications, training, and physical qualifications to meet POST requirements. **(T-1)**

3.1.3. CPOs are issued a standardized identification Common Access Card which is the official identification for government employee. The duty uniform and CPO badge may only be worn while on duty, while traveling to and from work or to designated locations as determined by the DFC. While wearing the duty uniform and badge, CPOs can only perform law enforcement tasks on their installation, as defined in the Base Defense Plan.

3.1.4. CPOs will be able to operate all unit determined SF vehicles and installed equipment and must possess a valid state driver's license. **(T-0)** Notify the DFC and the CPS for advice regarding options for personnel whose state driver's license cannot be maintained due to suspension or revocation.

3.1.5. In an integrated SF organizational structure, the Deputy Director is the civilian first in succession to the DFC; the Operations Manager is the civilian first in succession to the Operations Officer; and the CPO Lead Supervisor(s) is the civilian first in succession to the Superintendent. This applies to all other similar positions. CPO positions are second to their active duty (military) equivalents, regardless of their rank. For example, in units with a Deputy Director and in the absence or deployment of the DFC, the next senior military officer, normally the Operations Officer, exercises military command of the unit per AFI 38-101, *Manpower and Organization*. **(T-3)**

3.2. Medical Evaluation Program. The purpose of the Medical Evaluation Program is to ensure CPO personnel are able to safely perform the physical fitness and work condition requirements for their position. **(T-0)** The CPO medical examination program includes a mandatory medical clearance prior to performing the PAT, pre-placement medical examination, periodic medical examinations, exposures to job related hazardous material examinations, and return to duty or fitness for duty examinations. If seen outside a Military Treatment Facility, the cost of the appointment and ancillary studies related to medical clearance will be paid by the unit. When the employee develops a medical condition that temporarily or permanently impacts their ability to

perform the essential functional and work condition elements of the position, mandatory medical evaluation is authorized. **(T-0)**

3.2.1. The CPO periodic medical evaluation will be accomplished annually. **(T-0)** Complete a medical evaluation more frequently if, in the interim, there are medical signs or symptoms suggestive of a medical condition that might interfere with the performance of essential job functions, or at the discretion of the examining physician. **(T-1)** Accomplish medical evaluations (including cardiovascular evaluation) of CPO according to guidance in DoD Manual 6055.05, *Occupational Medical Examinations*. DoD Manual 6055.05, and OF 178 assist the examining physician in identifying conditions that ordinarily might interfere with the performance of one or more essential job functions as described in **Attachment 6**.

3.2.2. The Medical Review Officer (MRO) uses individual medical information to determine if an individual can perform the essential functions of the job. If a CPO is restricted from performing duties, the MRO will identify any work-related limitations. A fitness for duty determination can be made per 5 CFR §339.303, *Medical Examination Procedures*. Promptly advise the DFC of any medical condition that may impact the employee's ability to perform the essential functions of the job. The DFC/Supervisor shall notify the servicing CPS when an employee cannot perform assigned duty. **(T-0)** The servicing CPS and the servicing legal advisor will assist the DFC with any appropriate personnel action. A termination exam may be considered.

3.2.3. Specific knowledge of the tasks typically performed and the conditions under which the tasks are performed is a crucial component necessary to render an accurate occupational medical opinion. Resources that describe CPO qualifications include, but not limited to description of duties, training requirements, qualifications/classification standards, and essential job tasks in **Attachment 6**. Use the OF 178 to document the medical provider's evaluation and disposition. OF 178 will be found at DAF Law Enforcement Officer Portal SharePoint at <https://usaf.dps.mil/teams/TestWebDevelopment/SitePages/LearningTeamHome.aspx>.

3.2.4. Initially and prior to the PAT, a military facility physician or physician extender will complete and sign a medical certificate to verify the individual is able to perform the PAT with minimal risk to safety and health. **(T-1)** When an individual presents with restrictions, the military facility physician or physician extender will either not clear the applicant or will comment that the applicant cannot take the full PAT or alternate testing and will defer the decision back to the Hiring Authority. **(T-1)**

3.2.4.1. The CPOs private physician will check all items of medical significance necessary to accurately report sufficient medical information. The CPOs private physician will fully describe the individual's current medical condition, including reviewing the individual's medical history. The employee will submit the signed medical certificate to the SF unit prior to performing the PAT. The final approving authority is the MRO when there are questions.

3.2.4.2. Use **Attachment 3** to document medical certification completion prior to the PAT. The local implementation of the PAT action may fall within the guidelines of the collective bargaining agreements and will be staffed through the local Labor Relations Officer for assistance in meeting any local bargaining obligations.

3.2.5. During an incumbent's medical evaluation, the examining physician may identify medical conditions that could interfere with the CPO's duties. The examining physician will make a medical standard disqualification recommendation.

3.2.6. All required screening/examinations are subject to review and approval by a DoD designated physician or physician extender. The examinations are limited to ensuring that the individual meets established thresholds and is fit to perform the duties of the assigned position. If the individual does not meet established thresholds, additional tests, studies and medical assessments are obtained at the discretion and expense of the individual.

3.2.6.1. CPOs will adhere to Arming and Use of Force requirements as outlined in DAFI 31-117, *Arming and Use of Force*.

3.2.6.1.1. CPOs have an obligation to report and provide complete and accurate medical information to the examining and reviewing physicians. They must also disclose any prior health issues or treatments -- including mental health issues or treatment. **(T-1)** Specifically regarding mental health issues or treatment include histories of other mental health disorders to include but not limited to alcohol/substance use, gambling or other addictions, and domestic violence.

3.2.6.1.2. Following a use of force incident, DFCs may request CPOs complete a return-to-work exam through the Installation Occupational Environmental Medical Consultant (IOEMC). If DFCs have specific concerns regarding CPOs (e.g., reference 'Suitability Factors' in DAFI 31-117), they may request a fitness for duty exam through CPS in accordance with AFMAN 48-146, *Occupational and Environmental Health Program*. DFCs requesting a fitness for duty exam should be aware of potential cost to the unit if personnel are directed to off-installation services. CPOs may seek assistance from the local Medical Treatment Facility with regards to mental care following a Use of Force incident. Other mental health care services and/or assistance are available upon request. DFCs will develop standard operating procedures to address assistance provided to CPOs following a Use of Force situation. **(T-1)**

3.2.6.2. Civilian employees at occupational risk for vaccine-preventable disease. In accordance with AFI 48-110, *Immunizations and Chemoprophylaxis for the Prevention of Infectious Diseases*, federal civilian employees at risk of exposure to an infectious disease associated with their occupation will receive appropriate immunizations without charge at military treatment facilities. **(T-1)** Administer immunizations upon the recommendation of the responsible occupational medical authority. For Federal employees in a bargaining unit, local management must meet applicable labor relations obligations before implementing any changes to the bargaining unit employees' conditions of employment. **(T-0)** CPS/Labor Relations Office will provide guidance on these matters.

3.2.7. Current CPOs must report lasting medical conditions. If a CPO reports a condition and/or an examining physician determines the CPO constitute a threat to the health or safety of themselves or others, the DFC must take action. DFCs must take appropriate administrative suspension, termination, or retirement action, in consultation with the servicing CPS and legal advisor.

3.2.8. Medical Restrictions. When a medical condition effects a CPO's ability to perform their primary duties, other duties, to include light duty may be offered as determined by the CPO's

supervisor and after review of MRO. Likewise, the temporary inability to take the PAT due to a medical condition indicates the CPO cannot perform the full range of duties of the position. Impose the following restrictions upon CPOs medical restrictions: (1) CPO cannot carry a firearm, (2) prohibit CPO participation in field duties, including law enforcement actions, and (3) prohibit CPO from direct contact with suspects or prisoners. These restrictions are necessary to ensure there is no misunderstanding that a CPO on medical restrictions is not to perform the essential job functions of the position. CPOs on medical restrictions may continue to wear the uniform and operate law enforcement vehicles with compliance of the above restrictions. Pregnant CPOs will be exempt from the PAT during the entirety of pregnancy; however, may participate in a unit exercise program unless otherwise prescribed by CPO's physician. CPOs in a postpartum status will not be allowed to perform LEO duties until they have met the required PAT standards and weapons qualifications. CPOs will be required to meet PAT no later than 13-months following the physician's authorization to return to full duty. **(T-1)**

3.2.8.1. Legal Framework. Under the Rehabilitation Act/Americans with Disabilities Act (ADA), as interpreted by the Equal Employment Opportunity Commission, how the employee became disabled (i.e., on the job vs. off duty) is not relevant to his or her right to accommodation. Provide light duty to the extent it is a reasonable accommodation for the employee's medical condition, it is available within the SF unit and is consistent with mission requirements. Temporary assignment to perform light duty can include a range of technical and administrative areas that include the following: (1) administrative functions (e.g., report review, special projects), (2) clerical or custodial functions (e.g., filing, local area clean-up), (3) report taking (e.g., telephone reports), (4) duty in a visitor control center that does not involve emergency response in support of other posts (e.g., gate back-up, over-watch). If light duty is not available within the SF unit, then determine the available personnel options through coordination with the Installation Disability Program Manager. Please reference DAFI 36-2710, *Equal Opportunity Program (Chapter 14)* for more information.

3.2.8.2. Reasonable Accommodation. Under the Rehabilitation Act of 1973, employers must generally provide employees with reasonable accommodations for disabilities when doing so would allow them to perform the essential functions of their job and when such accommodations do not impose an undue hardship on the employer. The DAF is not required to remove an essential function of the job as a reasonable accommodation. Accommodation requires the employee to still be qualified for his or her position as a CPO. All reasonable accommodation requests should be coordinated with the Installation Disability Program Manager. See DAFI 36-2710 for more information.

3.2.8.3. Reassignment Policy. Reassignment to a new position is a reasonable accommodation if no other option exists to permit the employee with a duty limiting condition to perform the essential functions of the current position of CPO. Coordinate any reassignment with the CPS. **Note:** Units are not required to create new positions or to move employees from their jobs in order to create a vacancy. **(T-0)** If no vacant position is available in the SF unit, then conduct a search across the installation and, if needed, DAF-wide. The employee must be willing to move at his or her own expense. The employee must be in a permanent position to warrant reassignment. The servicing CPS will process

all reassignment actions to ensure actions are processed according to legal requirements. **(T-1)** Please reference DAFMAN 36-203, *Staffing Civilian Positions* for more information.

3.2.8.4. While uncomplicated pregnancy does not necessarily require significant alteration of the work environment, modification of job tasks may be offered to create the safest and healthiest environment for the CPO and the unborn child.

3.2.8.5. DFCs and civilian police officer program managers will ensure all requirements are met for pregnant/nursing/lactating civilian police officers IAW DAFI 36-3013, *Lactation Rooms and Breast Milk Storage for Nursing Mothers*, AFI 44-102, *Medical Care Management*, DAFMAN 48-146, *Occupational Health Program Management*, Section 7(r) of the Fair Labor Standards Act, and the Pregnancy Workers Fairness Act (42 USC 2000gg et seq.).

3.3. Application for Light Duty. Light duty status is temporary in nature and will not exceed 120 days without the DFC's approval. **(T-1)** If any employee is temporarily unable to perform the essential functions of the position (including performance of the PAT), they must provide documentation from a licensed health care professional (i.e., physician, physician extender). **(T-1)** Any pertinent medical documentation provided from outside health care professionals containing protected health information regarding diagnosis and/or treatment will be sent to the MRO employed at the Military Treatment Facility who must review and approve clearance as indicated in [Attachment 3](#). **(T-1)** The Operations Manager will review the duty limitations with the assistance of the MRO to ensure there is a full understanding of the nature of the documented disability and the recommended accommodation. If an employee needs an accommodation, he or she brings the request to his or her supervisor. In addition, the DFC (or equivalent/designee) will request an evaluation of an employee by DoD medical personnel if medical limitation interferes with successful job performance. **(T-1)** See DAFI 36-2710 for more information.

3.3.1. Submit requests for employee assignment to light duty to the DFC (or equivalent), with recommendations from the first and second level supervisors. Allocate temporary light duty workloads on a first come first serve basis. Light duty workload may be made rotational if more personnel are on light duty status than positions are available. For example, if a unit determines that there are 8 hours per day of light duty work, and two employees are in a light duty status, then the employees may rotate to accomplish the workloads. CBAs can be a means to establish how light duty work is distributed.

3.3.2. Employees must provide a new health care provider assessment (as described above) at least once each month. This assessment must state if the employee's condition can reasonably be expected to change within the month. The assessment must confirm the recommended work limitations are still applicable and related to the initial medical condition. The assessment will give an estimated date of recovery or achievement of maximum medical improvement. **(T-1)**

3.3.3. Return from Light Duty. An employee able to return to regular duty from light duty will submit a request to the DFC (or equivalent/designee), with recommendations from the first and second level supervisors. **(T-3)** The request will include a mandatory medical evaluation of the employee's ability to perform the essential functions of the position. The DFC will coordinate with the CPS and ensure the medical documentation is reviewed by an MRO employed at the military treatment facility. The MRO must review and approve clearance as indicated in [Attachment 3](#). **(T-1)**

3.3.4. CPOs with long-term medical conditions (exceed 120 days) and who cannot return from light duty may undergo a Fitness for Duty determination by the MRO. Light duty approved for short term injuries or illness will not exceed 120 days. After such time, employees are expected to return to duty or be in an approved leave status. If an employee does not return to duty status, supervisors must consult with their servicing legal office and CPS (Employee Management Relations Specialist) to determine the appropriate course of action.

3.4. Continued Service Agreement (CSA). A CSA is an agreement by the employee to continue in service upon training completion. As a minimum, all training over 80 hours requires a CSA. The period of service obligation begins the first workday after the training ends and is equal to at least three times the length of the training. Due to high cost and length of training, a 2-year CSA has been approved and is required for Law Enforcement Training Course, Military Working Dog Course, and Combat Arms Instructor Course. **(T-1)** Longer periods of CSAs can be required if justified by the cost, length, and/or difficulty of obtaining slots of training. Other factors, such as situations when an employee enters a period of non-pay status can extend the CSA.

3.4.1. The Employee Development Manager/Specialist evaluates each instance of training to justify an agency's substantial investment of resources. Refer to AFI 36-401, *Civilian Training, Education and Professional Development*, for completion of CSA and use of Standard Form 182, *Authorization, Agreement and Certification of Training*. As per AFI 36- 401, Force Development Flights utilize the Standard Form-182 to document all training.

3.4.2. Employees will sign a CSA (See [Attachment 8](#)) and complete a Standard Form-182 before commencement of training. **(T-1)** Once an employee has signed a CSA and a Standard Form-182, the Employee Development Manager/Specialist (typically the SF Unit Supervisor or Training Superintendent) will ensure a system is in place to monitor the date the obligation service commitment expires, preventing any separation action without consideration of this obligation. **(T-1)**

3.5. Manpower Programming. AF/A4S will reference Air Force Policy Directive (AFPD) 38-1, *Manpower*. This AFPD delineates how the Manpower Programming and Execution System (MPES) is used. The AFPD discusses how to program, coordinate, and execute manpower policies, programs, and procedures through the MAJCOMs, Field Operating Agencies, and Direct Reporting Units. Units should continue to work with local CPS to convert temporary and term positions into permanent positions through the local installation corporate process.

3.5.1. Units will submit existing GS-0085 Security Guard positions to GS-0083 Police Series positions at the earliest opportunity for a classification review to determine the proper pay plan, series, grade, and title. SF Units will ensure bargaining obligations are honored when converting existing positions to police officer positions.

3.5.2. Combat Arms Training and Maintenance instructors will also be in the GS-0083 Police Series, and if not a prior 3P0X1B, must attend the CATM Apprentice Course once hired, regardless of previous experience per DAFI 31-131V1, *Combat Arms Training and Maintenance (CATM) Operations*.

3.5.3. Units will evaluate their missions to determine if the security tasks that their police officers perform directly affects national security and request those positions be excluded from CBA removing those employees from the bargaining unit entirely. This is accomplished by conducting a local legal review involving legal, SF and personnel advisors. It is then followed

by preparing a package from the installation commander to MAJCOM Manpower and Personnel (A1) justifying why police officers will be excluded from a CBA. The package includes, as a minimum, a memo, point paper, referenced authority described above, current position description(s), and any cases with precedent. It is best to request the CBA exemption before hiring the positions. Once exemption is granted, use the CPOs in the duties directly affecting national security (e.g., Flightline, Commercial Vehicle Search, BDOC duties).

3.5.4. Overtime. CPOs are expected to provide 24-hour SF operations mission coverage. As they prepare for normal shift operations, CPOs may require overtime to accomplish their mission. See DoDI 1400.25V550_DAFI 36-156, *Pay Administration (General)*, for overtime policy and DAFI 36-129, *Civilian Personnel Management and Administration*, for mission essential positions.

3.5.4.1. Overtime may be required when transporting the CPO to and from the marshalling area (where the pre- and post-shift activities occur, e.g., Operations Facility, armory). Base any determination of the appropriate amount of overtime on the distances to and from fixed posts, amount, and type of equipment being used, number, and complexity of checks required, frequency, and depth of briefings.

3.5.4.2. There may be occasions when an oncoming shift does not have sufficient personnel to meet all mandatory posting requirements. Obtain necessary personnel by holding over off-going shift for minimum time necessary.

3.5.4.3. CPO's may be subject to a recall to meet increased readiness and posting requirements. DFC's will make the determination of recalling CPOs for this purpose. Units may provide appropriate amount of overtime in such cases. See DoDI 1400.25V550_DAFI 36-156, for overtime policy.

3.5.4.4. DFCs may request premium pay consisting of Administratively Uncontrolled Overtime (AUO) pay for substantial amounts of irregular, unscheduled overtime work.

3.5.4.5. SF civilian detectives may be required to work non-traditional hours for activities such as surveillance, interviews, source meetings, and other operations. This must be approved by the DFC. DFCs will consider schedule adjustments in lieu of overtime.

3.5.4.6. Before assigning CPOs to stand-by duty, the DFC or CPO program manager will consult with Labor Relations Officer and/or the Judge Advocate's office to ensure correct assignment and release. **(T-1)**

3.6. Discipline and Adverse Actions of CPOs. Discipline and adverse actions will be in accordance with DAFPD 36-1, *Appropriated Funds Civilian Management and Administration*, DAFI 36-148, *Discipline and Adverse Actions of Civilian Employees*, and AFI 51- 1102, *Cooperation with the Office of Special Counsel*. Any proposed disciplinary action involving an employee for any alleged prohibited activity under investigation by the Office of Special Counsel, or for any related activity without the approval of the Special Counsel, must be forwarded through AF/JAC to SAF/GCA prior to issuing the proposal to the employee. **(T-0)** Discipline for Dual Status Military Technicians, in the 0083 series, will be in accordance with CNGBI 1400.25 Vol. 752, *National Guard Technician and Civilian Personnel Discipline and Adverse Action Program* and CNGBI 1400.25 Vol 715, *National Guard Technician and Civilian Personnel Voluntary and Non-Disciplinary Actions Program*.

3.6.1. The CPS serves as the primary local source for authoritative information, policy, and procedures concerning civilian discipline and adverse actions. The local Staff Judge Advocate office and/or the Civil Law and Litigation Domain (AF/JAC) provide interpretive opinions of laws, policies, and regulations relating to civilian discipline and adverse actions.

3.6.2. The senior ranking supervisory CPO will ensure folders for each CPO are established and maintained supervisor employee work folder, similar to a personnel information file for military personnel. This information will be protected in accordance with privacy protection laws. The folders will include, at a minimum, a copy of their position description, physical agility test history, any derogatory documentation, and any other information the DFC deems necessary. Medical information must be kept separate in a locked access-controlled filing container. Only the DFC may remove derogatory information from a CPO folder. **(T-0)** Please see DAFI 36-129, *Civilian Personnel Management and Administration* (Chapter 8), for more information.

3.7. Collective Bargaining Agreement. Please consult with your local CPS, labor relations officer, and refer to DAFI 36-701, *Labor-Management Relations* for guidance on negotiating a CBA.

3.7.1. A CBA does the following:

3.7.1.1. Regulates the terms and conditions of employment for bargaining unit employees, consistent with applicable laws, rules, and regulations.

3.7.1.2. Proscribes a process for management and unions to resolve workplace disputes through arbitration procedures. Management, individuals and unions may resolve workplace disputes through negotiated grievance process.

3.7.1.3. Preserves management rights under 5 U.S.C. § 7106(a).

3.7.2. CBAs will be negotiated at the appropriate level. Please consult with your local CPS and Labor Relations Officer and, refer to DAFI 36-701 for additional information.

3.7.3. The following DoD/DAF policies are management rights and will not be negotiated to a lesser standard within a CBA. **(T-0)**

3.7.3.1. Physical Agility Test (PAT) requirements (initial and recurring).

3.7.3.2. Department of the Air Force Drug Testing.

3.7.3.3. Weapons qualifications required to perform assigned duties.

3.7.3.4. Domestic Violence Misdemeanor Amendment of the Gun Control Act of 1986.

3.7.3.5. Medical Examination (initial and recurring).

3.7.3.6. Security Clearance requirements.

3.7.3.7. Required uniform and wear of that uniform.

3.7.3.8. Possession of valid State Driver's License.

3.7.3.9. Wear of approved protective clothing/equipment (e.g., Body armor/ballistic plates, helmet, chemical protective equipment, etc.) as directed by policy.

3.7.3.10. Duty Position Evaluation requirements to perform assigned duties.

- 3.7.3.11. Completion of a DAF approved Law Enforcement Officer Training Course.
 - 3.7.3.12. All DoD/DAF Peace Officer Standardization and Training (POST) Certification requirements.
 - 3.7.3.13. DoD, DAF, and Unit training requirements to perform assigned duties.
 - 3.7.3.14. All requirements listed within the Police Officer, GS-0083-XX Standard Core Personnel Document (SCPD).
 - 3.7.3.15. Rank and duty titles.
 - 3.7.3.16. Standards of personal appearance.
- 3.7.4. The following areas can be negotiated in the CBA to meet management and employee requirements. The below list is not all-inclusive. **(T-3)**
- 3.7.4.1. Work schedule, hours of work, shift vacancies and overtime.
 - 3.7.4.2. Annual, sick, and other leaves.
 - 3.7.4.3. Disciplinary and adverse actions.
 - 3.7.4.4. Employee performance management.
 - 3.7.4.5. Negotiated grievance and arbitration procedures.
 - 3.7.4.6. Unfair labor practices.
 - 3.7.4.7. Management, union and employee's rights and responsibilities.
 - 3.7.4.8. Representation and conduct of union business.
 - 3.7.4.9. Personnel records and maintenance of them.
 - 3.7.4.10. Safety and health.
 - 3.7.4.11. Federal employee's compensation.
 - 3.7.4.12. Changes in duty locations.
 - 3.7.4.13. Union stewards/official time.
 - 3.7.4.14. Bargaining the Impact and Implementation (I&I) of nonnegotiable substantive matters.
- 3.7.5. All finalized CBAs will be forwarded to your supporting MAJCOM/A4S and the AFSFC/Civilian Police Program Manager.

Chapter 4

UNIFORM AND EQUIPMENT

4.1. Uniform Overview: CPOs will wear the prescribed duty uniform for the purpose of identification and as evidence of authority. Personnel in the GS-0083 Police Series have a responsibility to present a professional image and will maintain the uniform in good repair. CPOs are responsible for knowing the authorized uniform combinations and the correct placement of insignia, CPO badges, and other uniform items. Every person in the GS-0083 Police Series is responsible for procuring and maintaining the full complement of uniform items. **(T-1)**

4.2. Uniform Procurement and Allowances for CPOs. Employees will procure the prescribed primary duty uniforms minimum of three and utility uniforms minimum of two as soon as possible upon being hired and after receiving their initial uniform allowance. It is highly recommended SF units procure the uniforms for new hires in lieu of a uniform allowance if the DFC elects that process. Applicants should wear business attire, (e.g., business casual) and attend unit training or work doing tasks out of public view, until receipt of uniform.

4.2.1. Initial Allowance. As per DoDI 1400.25, Vol 591, *DoD Civilian Personnel Management System: Uniform Allowance Rates for DoD Civilian Employees*, states the authorization of payment for an initial allowance in the amount of \$1,800.00, or a lower initial allowance equal to the cost of the uniform, whichever is less. In lieu of an allowance, the unit may annually furnish the CPO with a replacement uniform.

4.2.2. Replacement Allowance. CPOs who have completed one year of service in accordance with DoDI 1400.25, Vol 591 may receive an \$800.00 annual uniform replacement allowance, or a lesser allowance equal to the cost of the uniform, whichever is less. In lieu of an allowance, the unit may annually furnish the CPO with a replacement uniform. AFRC authorizes an annual allowance not to exceed \$800 per year, or equal to the cost of the uniform.

4.3. Uniform Types.

4.3.1. Primary Duty Uniform. Employees wear this uniform as their primary uniform when performing duties requiring interaction with public, such as installation access control point, installation law enforcement duties, formal gatherings, etc. (See [Figure 4.1](#)).

Figure 4.1. Primary Duty Uniform.

4.3.2. Utility Uniform. Wear the utility uniform when performing duties appropriate to the utility uniform, such as flight line security, search pit operations, tactical training, weapons firing, waterborne patrol craft operations, etc. (See [Figure 4.2.](#)).

Figure 4.2. Utility Uniform.

4.3.3. Maternity Uniforms. Due to limited availability, maternity uniforms may or may not be available for purchase from CPO uniform vendors. DFCs may authorize pregnant CPOs the wear of appropriate civilian attire or work with local vendors or alteration businesses to adapt or construct a CPO uniform in authorized colors. DFCs may purchase maternity uniforms from their unit budget.

4.4. Uniform Composition and General Wear. The primary CPO uniform is intended for wear during on-duty occasions (e.g., Installation Access Control Points, posts in constant public view/contact). Wear only the primary or utility uniforms to formal training classes.

4.4.1. **Shirt, Long Sleeved.** The long sleeve shirt will be dark navy blue with epaulets, military creases, badge tab, two-button cuff closures, pleated pockets, and scalloped pocket flaps. Sleeve length on the long-sleeve shirt will extend to the center of the wrist bone. Wearing a tie with the long sleeve shirt is optional. When wearing a tie wear the long-sleeve shirt fully buttoned with a tie or over the mock/turtleneck with the collar button open. Wear shoulder patches (See [Figure 4.2](#)) on both sleeves of the shirt, sewn onto the sleeve, one half inch (½") below and centered on the shoulder seam. Wear CPO Badge (See [Figure 4.5](#)) on the standard badge tab over the left breast pocket. Wear this uniform with the shirt tucked into the trousers so the shirt button edge is aligned with the front of the zipper opening and the outside of the belt buckle forming a straight "gig" line.

4.4.2. **Shirt, Short Sleeved.** The short sleeve shirt will be dark navy blue with epaulets, military creases, badge tab, pleated pockets, and scalloped pocket flaps. Wear shoulder patches on both sleeves of the shirt, sewn onto the sleeve, one half inch (½") below and centered on the shoulder seam. Wear CPO badge on the standard badge tab over the left breast pocket. Wear this uniform with the shirt tucked into the trousers so the shirt button edge is aligned with the front of the zipper opening and the outside of the belt buckle forming a straight "gig" line.



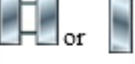





4.4.3. **Pants.** The pants for the primary uniform will be dark navy blue, straight leg, no cuff, or cargo pockets. Ensure trousers are fitted and worn so the center of the waistband is at the natural waistline. The trousers will reach a point approximately midway between the top of the heel and the top of the standard shoe in the back. The trousers may have a slight break in the front. Front of trouser legs will rest on the front of shoe or boot with a slight break in the crease. Back of trouser legs will be approximately 7/8 inch longer than the front of the trousers. Do not blouse pants when worn with the primary duty uniform. Wear pants with a belt and properly positioned on the hips.

4.4.4. **Nameplate, Collar Rank Insignia, Patches, CPO Badges, Medals, Ribbons, Titles, and Service Stripes.**

4.4.4.1. **Nameplate.** Metallic, polished nickel finish name bar, 3" wide by 5/8" high; engraved with last name only, in black text. Wear nameplate centered directly above the right uniform shirt breast pocket, bottom of nameplate even with uppermost seam of the pocket on the primary duty uniform shirts. Nameplate is authorized on the uniform sweater, worn on the name tab, or placed in a similar position as the uniform shirt. Personnel may wear nameplate on uniform sweater, place on name tab or in a similar position as the uniform shirt.

4.4.4.2. **Collar Rank Insignia.** The CPO rank structure is developed from the duty position and additional qualifications held by the CPO (See [Figure 4.3](#)). The rank insignia worn by CPOs is full size (Pentagon Police type) insignia.

Figure 4.3. CPO Rank Structure.

<u>Duty Position/Title</u>	<u>RANK</u>
Director (Lt Col)	
Deputy Director (Maj)	
Operations Manager (Capt/1Lt)	
Operations Assistant (1Lt/2Lt)	
Watch Commander Kennel Master Lead Detective Lead Combat Arms Instructor (SFC)	
Flight Chief/Flight Sergeant (Sgt)	
Supervisor Police Officer Military Working Dog Handler Combat Arms Instructor Detective (Cpl)	
Field Training Officer (Cpl w/FTO Emblem on lapel collar)	
Police Officer	No Rank

4.4.4.3. The rank insignia is worn on BOTH the right and left collars unless the officer is a Field Training Officer (FTO). If an FTO, the officer will wear the rank on the right collar and the FTO on the left collar. Wear insignia 1 inch up and centered with bottoms parallel with the collar point. CPOs are addressed as “Police Officer” or by the military insignia on the uniform (e.g., Major, Captain, Lieutenant, Sergeant First Class, Sergeant, or Corporal).

4.4.4.4. Shoulder Patches. These are worn on both sleeves of the uniform shirt, sweater, parka, and jacket. Sew the shoulder patch onto the sleeve, one half inch (½") below and

centered on the shoulder seam. Requisition patches through local supply channels using characteristics listed in [Figure 4.4](#).

Figure 4.4. Shoulder Patch.



4.4.4.5. CPO Badge. The CPO Badge is worn on the left breast badge tab of the outermost garment. Requisition badges through local supply channels using the characteristics listed in [Figure 4.6](#). When specifically authorized for detectives in the course of their duties, display the badge utilizing a law enforcement badge holder/clip specifically designed for this purpose.

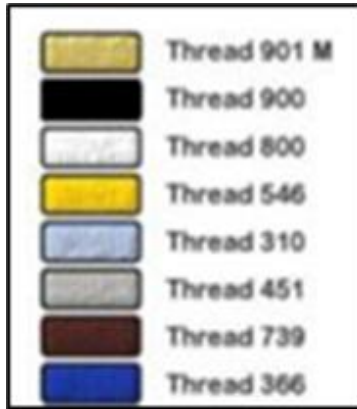
Figure 4.5. CPO Badge.



4.4.4.6. Cloth Nametape, Collar Insignia and Badge. CPOs may sew or embroider the cloth nametape, collar insignia and badge on the utility uniform shirt. Nametape are made of number are made of navy-blue tape and lettering is white thread number 800. Collar rank insignia are made of silver/gray number 451 or gold thread number 901M depending on the rank. The cloth badge will be silver or gray in color on dark blue/black background. Use the silver/gray thread number 451 and black thread number 900 illustrated in [Figure 4.6](#) for the embroidered or cloth badge. If authorized by the DFC, the cloth badge may be

sewn or embroidered on the jacket. Embroider the person's last name on the jacket or use a metal nameplate.

Figure 4.6. Embroidery Thread Colors.



4.4.4.7. Medals and Ribbons. Wear civilian awards in the order of precedence from the wearers right to left, top to bottom, in one or more rows, with 1/8-inch space between rows, each row will not contain more medals than the row below. See DAFMAN 36-2806, *Military Awards: Criteria And Procedures*. Wear the medals centered on the left front pocket flap of the shirt in line with the top pocket seam. Do not wear service ribbons when wearing full size service medals. If the service ribbon is worn in place of the service medal, wear it centered 1/8-inch above the nameplate. Medals and ribbons may be worn with the primary duty uniform for ceremonies, special events and at the discretion of the installation DFC.

4.4.4.8. Service stripes are optional police wear on the long-sleeved primary duty uniform shirt (See [Figure 4.7.](#)). Each service stripe signifies five years of full-time service as a military, Federal, state or municipal law enforcement officer. The service stripes will be blue with gold border and sewn on the lower left sleeve of the primary duty uniform shirt with the lower edge of the bottom stripe 1/2 inch above the top edge of the cuff. The complete stripe will be worn in front of the center crease of the sleeve. The wear of metal military retirement/service pins, metal US flags or any other pins not mandated by this instruction are prohibited.

Figure 4.7. Service Stripes.



4.4.5. Shoes. Black leather low quarter shoes with plain toe. Black boots are also an option for wear with the Primary Duty and Utility Uniforms.

4.4.6. Boots. Black leather police boots. Constructed for comfort but designed to handle grueling police work. Nylon upper shank is optional.

4.4.7. Socks. Plain black socks are standard with low quarter shoes and boots. Any color socks may be worn with boots as long as they are not visible.

4.4.8. Trouser Belt. The belt for the primary uniform wear will be a 1 1/2 to 2 inch wide plain in design, black leather with a conventional buckle. The conventional buckle will be a plain silver-colored metal buckle.

4.4.9. Undershirt. The uniform undershirt will be a plain black or dark navy-blue crewneck without design or logo. Optional Wear: A black or dark navy-blue turtleneck/mock turtleneck, without design or logo, may be worn under the primary duty uniform shirt with approval of the DFC.

4.4.10. Necktie. Dark navy blue, clip on or quick release type, without logo or design, is optional for wear with the long-sleeved duty uniform shirt. DFC may designate the tie as mandatory wear with the long sleeve shirt.

4.4.11. Necktie Holder. The necktie holder will be a plain metal bar type, nickel finish without design or logo. Wear it attached horizontally and aligned with the bottom of the shirt pocket flap.

4.4.12. Standard Headgear. The standard headgear for both the primary duty and utility uniforms is a dark navy-blue baseball-type cap with respective half-size Police patch affixed to the front, (See [Figure 4.8](#)). Patch is approximately 2 1/2 x 3 inches and can be affixed with Velcro or embroidered directly to the cap, centered horizontally and midway between the fabric eyelets (or their approximate location) and the cap brim. Do not wear headgear while performing duties on the flight line around aircraft to prevent Foreign Object Debris damage.

Figure 4.8. CPO Baseball-Type Cap.



4.4.13. Formal Headgear. The formal headgear will be a dark navy AF visor-type service cap with black plastic front strap and black patent leather visor; with front eyelet to attach the miniature police/guard cap insignia (See [Figure 4.9](#) and [Figure 4.10](#)). The cap may be worn with rain cover during wet weather conditions if authorized by the DFC. Wear the formal headgear with the primary duty uniform and formal coat only, for the attendance of official/formal events or as authorized by the DFC.

Figure 4.9. Formal Cap.**Figure 4.10. Formal Cap Insignia.**

4.4.14. Formal (Single Breasted Dress) Coat. The dark navy single breasted formal coat is an optional uniform item as illustrated in [Figure 4.11](#). It will be fully lined with a four button front and notched lapels and two lower simulated pockets with plain flaps. Wear it with a white shirt and dark navy necktie, and with the primary uniform dark navy, straight leg pants with no cuffs and black low quarter shoes with plain toe. Clean, black boots in good repair that meets the standards outlined in [paragraph 4.4.6](#) are authorized for optional wear with the Formal Coat. Do not blouse boots in pants. High-gloss or patent finish is optional.

Figure 4.11. Formal Coat.

4.5. Outerwear.

4.5.1. Waist Length Jacket. The waist length jacket will be worn with the primary duty uniform. Wear shoulder patches on both sleeves of the jacket. Sew patches onto the sleeve, one half inch ($\frac{1}{2}$ ") below and centered on the shoulder seam. The CPO Badge (See [Figure 4.5](#)) is worn on the left breast badge tab. Design the waist length jacket to allow access to the firearm.

4.5.2. Cold Weather Over Pants. Will be dark navy in color and match the waist length jacket or cold weather parka/blizzard coat.

4.5.3. Cold Weather Parka/Blizzard Coat. The need is locally determined for wear with either uniform. Design the parka to allow access to the firearm. If access to firearm is limited, wear the equipment belt and gear on the outside of the parka. Wear shoulder patches on both sleeves of the parka sewn onto the sleeve, one half inch (½") below and centered on the shoulder seam. Sew the DAF CPO Badge over the left breast badge tab.

4.5.4. Cold Weather Coveralls/Jumpsuit. Coveralls/jumpsuit will be dark navy in color and either lightweight or insulated dependent on weather conditions. Wear this outerwear uniform item with shoulder patches on both sleeves of the coverall/jumpsuit sewn onto the sleeve, one half inch (½") below and centered on the shoulder seam. The DAF CPO Badge is sewn over the left breast pocket. Wear the jumpsuit to conduct commercial vehicle inspections only.

4.5.5. Sweater/Fleece Liner. Sweater will be dark navy blue, with epaulets, badge tab and nametag tab. Optional Wear: The sweater is optional and is worn only over the long-sleeved primary duty shirt. Tie is optional. Wear shoulder patches on both sleeves, sewn on one half inch (½") below and centered on the shoulder seam. Wear the metal nametag on the right breast tab. The DAF CPO Badge is worn on the left breast badge tab. The Fleece Liner is dark navy blue in color; Epaulets with integrated mic tab; High quality non-pill micro fleece; Power hook and loop closure on elastic cuff; Shock corded waist draw cord with snap tabs to secure inside the garment; Structured support for reinforcement on shoulders and elbows; Zippered front fly; Zips in/out of Waist Length Jacket; Embroidered CPO badge on left chest using silver/gray thread number 451 and black thread number 900; One cloth custom shoulder patch sewn on each sleeve ½" below and centered on the shoulder seam; and Machine wash/dry.

Figure 4.12. Fleece Liner.



4.5.6. Cold Weather Watch Cap/Cold Weather (Trooper Cap). Cold weather watch cap will be dark navy without logo or design. The Cold Weather (Trooper Cap) will be dark navy with miniature police cap insignia affixed to the front like standard headgear, (See [Figure 4.10.](#)). This is an optional item for wear, as authorized by the DFC.

4.5.7. Cold Weather Gloves. Cold weather gloves will be black, without logo or design. Gloves made of a material or design which interferes with the use of a weapon, are prohibited.

4.5.8. Cold Weather Boots. Cold weather boots will be black full grain water resistant breathable leather boots.

4.5.9. Rain Jacket/Pants. Rain jacket and rain pants will be reversible (dark navy blue/black on one side/Fluorescent yellow on the other side), with front zipper. Waist length rain jacket will have a hood. If full length raincoat is used, design the raincoat uniform to allow access to the firearm. If access to firearm is limited, wear the equipment belt and gear on the outside of the rain gear.

4.6. Comfort Items. CPO personnel may wear items of clothing essential to their health and comfort, such as long underwear and athletic joint wraps, as long as the uniform conceals those items.

4.7. Standards of Uniform Appearance. CPOs will always maintain a high standard of dress and appearance. Public views of CPOs are shaped by their appearance. Personnel will always project a professional image while on duty and in uniform dress.

4.8. Protective/Reflective and Foul Weather Clothing and Equipment. Obtain protective clothing and equipment such as reflective clothing/equipment, safety goggles, safety shoes, hearing protection, bullet resistant vests, helmet and respiratory protection for escape purposes through supply channels according to applicable regulations or instructions. Employees will wear protective clothing and equipment according to the policies set by the Installation Commander and/or DFC. **(T-3)**

4.9. Standards of Personal Appearance. CPOs will maintain a neat, clean, and professional personal appearance while performing their duties in the presence of the public. All exceptions (e.g., religious, gender accommodations) will be consistent with DAFI 36-2903, *Dress and Personal Appearance of United States Air Force and United States Space Force Personnel*.

4.10. Required/Prohibition of Wearing the Civilian Police Officer Uniform.

4.10.1. All personnel will wear the CPO primary uniform when on duty unless an exception is granted for wear of civilian clothes for mission reasons as determined by the DFC. All service uniform combinations are authorized for year-round wear. However, use appropriate discretion based on weather conditions and duties. Unless specifically prohibited, installation commanders or DFCs may authorize CPO to continue to wear uniform items changed in design or material as long as the item remains in serviceable condition. The uniform item can be worn up until the date the item is phased out.

4.10.2. CPO uniforms are prohibited for wear while off duty, except in transit to or from duty or as authorized by the DFC. CPO are specifically prohibited from wearing their uniform under the following circumstances:

4.10.2.1. In connection with the furtherance of any political activities or commercial interests or when engaged in off-duty civilian employment.

4.10.2.2. When participating in public speeches, interviews, picket lines, marches or rallies, or in any public demonstration unless there is written authority that the AF sanctions the cause for which the activity is being conducted (e.g., a welcome home rally off the installation for returning troops).

4.10.2.3. When attending any meeting or event which is a function of, or is sponsored by, an extremist organization.

4.10.3. When participating in civilian court proceedings unless serving as a government witness.

4.10.4. When traveling in a foreign country.

4.10.5. When wearing the uniform would bring discredit upon the DAF.

4.10.6. Unless specifically authorized by this instruction, do not wear uniform pieces as part of civilian attire. For example: cap devices, badges and other U.S. or AF insignia and/or distinctive buttons. **Exception:** Tie Tacks and lapel pins when wearing civilian business attire are authorized.

4.10.7. CPOs must follow DoD and Air Force guidance (including DoD 5500.7-R, *Joint Ethics Regulation*) as it relates to attending events sponsored by non-federal entities. If there is any question about the event, contact the servicing SJA.

4.10.8. Employees may not wear articles of the primary duty uniform with the utility uniform and vice versa unless specifically authorized. Employees may purchase and wear approved optional items addressed by this directive when authorized by DFCs. Employees will procure sufficient quantities of uniform articles to allow time for garments to be cleaned or laundered, and for making any emergency change in uniform that may be required.

4.11. General Equipment. DFCs will make the same equipment item requirement purchases for CPOs as they make for active-duty personnel. When feasible, the color of items purchased for CPOs will be dark navy or black to complement the uniform and maintain standardization.

Chapter 5

TRAINING AND EVALUATION

5.1. General Information.

5.1.1. Standardized training, certification, evaluation and perpetual updating are the apex to a professional police training program. To this extent, CPO training will consist of formal, home station, recurring/sustainment training and signed on the LE Job Qualification Standard (LE JQS).

5.1.2. Minimum training standards for CPOs are identified in DAFMAN 31-103 Vol 1, *Law Enforcement Operations*. If a CPO does not complete Veterans Administration Law Enforcement Training Course (VA LETC) for cause (e.g., test/PT failure, misconduct, etc.) the DAF will not fund for the individual to attend another course. Unit leadership may request another VA LETC course slot for the individual, but it will be at unit expense (course cost, per diem, transportation, etc.).

5.1.3. CPOs will attend the first available VA LETC course after onboarding. **(T-1)** CPOs will receive a primary and alternate course date for attendance. If unable to attend one of the provided dates, a request must be submitted to AFSFC/S3T with justification as to why the CPO is unable to attend the provided dates and the class the CPO can attend. **(T-1)** Without an approved extension, a CPO will be removed from the 0083 series if attendance to VA LETC course cannot be met within 1 year of onboarding as a condition of employment. **(T-1)**

5.1.4. CPOs will complete Home Station Training Phase 0 and Phase I training prior to attending the VA LETC course. **(T-1)**

5.1.4.1. Phase 0. New Employee Onboarding (NEO). NEO briefing must be implemented for all CPOs new hires. The NEO briefing was developed to acclimate and communicate both federal and Security Forces policies, procedures, and professional standards. The briefing will enable each squadron to successfully onboard new hires with general and squadron specific information while providing the necessary flexibility to welcome, prepare and develop new CPOs and set them on the path to success within the Security Forces Enterprise.

5.1.4.2. Phase I. As required by DAFI 36-2646, *Security Forces Training and Standardization Evaluation Programs*.

5.1.4.3. Phase II. As required by DAFI 36-2646.

5.1.5. Sustainment Training. Training required at designated time (e.g., annually, biannually, quarterly, etc.) for CPOs to stay current/qualified in their duty position as required by DoD, DAF and home station. This training includes, but not limited to 40-hour POST Sustainment Training; weapons qualification; Arming and Use of Force; Non-Lethal Weapons; etc.

5.1.6. Minimum training standards for CPOs, GS-0083s are established by the DoD and DAF and can be found in DoDI 5525.15, *Law Enforcement (LE) Standards and Training in the DoD*, DAFMAN 31-103 Vol 1 and Air Force Standard Core Personnel Document (SCPD), Police Officer GS-0083. Any modifications to the minimum DoD or DAF training standards must be approved by AF/A4S. **(T-1)** If approved, the modification must be listed in the individual

training records. Electronic e-learning course e-enrollment by CPOs is available for use by CPOs and is highly recommended.

5.1.7. New CPOs awaiting attendance to formal VA LETC course can work flight duties; however, DFC/Chief, Security Forces will ensure CPOs only post where they are overseen by a certified CPO or Defender (i.e., Installation Access Control, Security Response Team patrol, etc.). CPOs are unable to conduct any unsupervised law enforcement officer duties (i.e., patrol, investigations, etc.) until they are DoD POST certified. **(T-1)**

5.1.8. Weapons Training (Duty). CPOs complete weapons qualification training for assigned weapons following the guidance in DAFMAN 31-131 V2. **(T-1)** During weapons qualification, if a CPO is unable to qualify on the required weapon(s), supervisors must place the CPO on “light duty” as weapons qualification is a requirement to perform assigned duties. **(T-3)** The CPO can be re-instated when they qualify on the required weapon(s). If the CPO continues to fail in meeting their duty weapon(s) qualification requirements, they will be removed from the 0083 series as weapons qualification is a condition of employment. **(T-1)** For weapons training by other than Combat Arms personnel, such as unit live-fire proficiency/sustainment training, see DAFMAN 31-131 V1, *Combat Arms Training and Maintenance (CATM) Operations*.

5.2. Training Records.

5.2.1. Maintain training records per DAFI 36-2646 and AFI 33-322 and disposed of in accordance with the AF Records Disposition Schedule (RDS) located at in the AF Records Information Management System (AFRIMS). Document training requirements using training records first and when not possible utilize the following forms:

5.2.1.1. DAF Form 55, *Employee Safety and Health Record*, to document safety training.

5.2.1.2. DAF Form 522, *Ground Weapons Training Data*, to document individual weapons training.

5.2.1.3. DAF Form 623, *Individual Training Record Folder*, to record individual training. DAF Form 623a, *On-The-Job Training Record-Continuation Sheet*, to record supplementary information in individual training records.

5.2.1.4. DAF Form 797, *LE JQS*, to document qualification training.

5.2.1.5. DAF Form 1098, *Special Task Certification and Recurring Training*, to document SF recurring and sustainment training.

5.2.1.6. All electronic forms generated by training record.

5.2.1.7. When using the above forms for training documentation ensure you upload the documented training into training record at the earliest possible date.

5.2.1.8. Training records will not be maintained in the CPOs supervisor employee work folder. **(T-3)**

5.3. CPO Duty Position Evaluation.

5.3.1. CPOs will follow DoD, DAF and unit certification standards as outlined in the unit's Standardization and Evaluation (stan/eval) Program. **(T-1)** The program will require each CPO to receive training and certification followed by a Duty Position Evaluation(s). When mission dictates, CPO may be certified in more than one position. When an individual fails a DPE,

units will follow DAFI 36-2646 and local policy to determine remedial training requirements based on the recommendations from the individual's immediate chain of command. The CPO will be removed from the 0083 series for failing to obtain DP qualification(s) as passing the DPE is a requirement in the position description and a condition of employment. Brief the DFC on the failure and the recommended course of action.

5.3.2. The unit stan/eval section will maintain written documentation of DPEs and qualifications using prescribed forms or computer-generated products as per DAFI 36-2646.

5.4. Specialized and Developmental Training.

5.4.1. Law Enforcement Officer (LEO) specific courses.

5.4.2. Sergeant/Supervisor: Designated for civilian and military in LEO supervisory roles.

5.4.3. Field Training Officer: Designated for civilian and military LEO trainers and task certifiers.

5.4.4. Leadership Seminar: Designated for civilian and military LEO deputies and operations managers.

5.4.5. Refer to the Police Officer, GS-0083 Career Field Education and Training Plan for a list of recommend specialized and developmental training courses.

Chapter 6

PHYSICAL FITNESS STANDARDS

6.1. Mandate. Successful completion of the AF Physical Agility Test (PAT) is applicable to all civilian applicants/incumbents in the OPM occupational GS-0083 Police Series (includes but not limited to Police, Detectives, Combat Arms, Training, Standardization Evaluation, Armorer, Alarm Monitor, Dispatcher, Military Working Dog (MWD) Police, Equipment/Resources, Visitor Control Center and other GS-0083 Police Series positions developed in the future).

6.2. Physical Agility Test (PAT) Applicability.

6.2.1. Passing the PAT is a condition of initial and continuous employment, similar to weapons qualification, and the successful passing of standardization evaluation. It is a minimum requirement of the position. Conduct PATs on a regular recurring basis (at least annually). Conduct pre-participation screening/medical clearance of each individual prior to the PAT. CPOs will be exempt from the PAT during pregnancy; their medical provider will include information on physical activity during prenatal counseling. The screening/medical clearance remains valid for one year, unless other health/medical issues are identified in the interim, in which case a new clearance is required prior to the subsequent PAT (See [Attachment 4](#)).

6.2.2. The PAT serves to provide a measure of the individual's preparedness to successfully accomplish the essential functions of the position. A Physical Training Leader (PTL) or a supervisory CPO will conduct the PAT for standardization. PTL/CPO Supervisor will complete the physical agility test readiness review on DAF Form 0083 prior to conducting the PAT. If block 2 of DAF Form 0083 is marked, advise the participant that they are now in a light duty status, and will follow the procedures outlined in [paragraph 3.3](#) of this instruction. Use the PAT test record for PAT documenting. The medical provider will determine if PAT or PAT alternatives is to be accomplished safely if member is on duty restrictions. See DAF Form 0083.

6.2.2.1. CPOs that are active members of the Air Force National Guard or Reserve may not substitute the successful completion of an Air Force Physical Fitness Test (PFT) for the PAT or a PAT for the PFT. The standards are stand alone and not interchangeable.

6.2.3. Pregnancies lasting 20 weeks or more are also exempt from PAT for 12 months after discharge from the hospital upon completion of pregnancy (delivery, miscarriage, etc.). The CPO must test by the last day of the 12th month. On the 1st day of the 13th month after the discharge from the hospital of pregnancies lasting 20 weeks or more the CPO becomes non-current. Pregnancy-related exemptions apply to the PAT and do not exempt them from participating in an approved physical fitness program.

6.3. Condition of Employment. The AF expects that CPOs will be able to fulfill a full range of activities under sometimes arduous and unforgiving conditions, performing ID tasks which may be life threatening. The physical agility standards that the AF is implementing quantify the AF's expectations. In order to meet the condition of employment standard, the individual tested must successfully pass the established standard for each of the elements of the PAT. **(T-1)**

6.4. Frequency. The SF unit for CPO personnel will conduct an annual PAT, with a minimum of four months separating the tests, and document the results. **(T-3)** If a unit conducts all PATs in

a single month, do not require a new hire to complete the test again for at least four-months from entry-on-duty date (e.g., officer hired in December will not be required to test until March of the following year). The DFC designated representative, PTL, or CPO Supervisor conducts the PAT for all CPO personnel for continuity. Job descriptions, performance plans, performance standards, and position descriptions contain the PAT requirements, including running events. Conduct the PAT no later than 12 months from the date of the last Record PAT.

6.5. Applicant. Prior to an official offer of employment, the hiring manager must advise an applicant CPO in writing that they are required to pass the PAT, and the CPS will maintain a copy of the CPO's written acknowledgement. **(T-3)** Applicants must sign a statement of acknowledgement they have been so advised. **(T-1)** Thereafter, the PAT is an annual requirement. The condition of employment standard is met when the applicant successfully passes the established standards for the push-ups and 1.5-mile run.

6.5.1. Applicants that do not pass during the first attempt will be authorized to retest within 30 days of the first test. Withdraw the conditional job offer after the second failure.

6.5.2. New Hire. CPOs must complete mandatory formal basic law enforcement training as referenced in **paragraph 5.1.1** which requires successful completion of the established standard for push-ups and 1.5-mile run of the PAT prior to becoming an incumbent employee.

6.6. Incumbent. Passing the PAT is a recurring, annual requirement to maintain status as a GS-0083 Police Series employee. All CPOs will require annual physical agility testing. In order to meet the condition of employment standard, the individual tested must successfully pass the established standard for push-ups and 1.5-mile run of the PAT. Accomplish these elements of the PAT at each session. The CPO is authorized to take the test twice; the second PAT must be accomplished within 90 days of the original test date. CPO personnel must perform the complete sequence of PAT elements for each PAT retest. If the CPO fails the second PAT, notify the DFC and contact CPS for advice regarding civilian personnel actions for employees who no longer meet the minimum PAT qualifications for a CPO position. **(T-3)**

6.7. PAT Standards. PAT standards for applicants, new hires and incumbents of GS-0083 Police Series consist of the following:

6.7.1. Pushups. Execute 19 pushups in 2 minutes, followed by a 10-minute break.

6.7.1.1. Demonstrates a measure of the muscular endurance of the upper body (chest, shoulders and triceps). This is an important area for many tasks involving use of force, lifting, carrying and pushing.

6.7.1.2. The participant starts in the front leaning position. Hands are slightly more than shoulder width apart; feet are 12" apart or less. The participant lowers self until the upper arms are parallel to the ground then pushes up again. When an individual does not have arms parallel to the ground, the pushup does not count, and the proctor will repeat the same count again. Keep the back straight throughout the exercise. If participant stops to rest, the CPO may remove their hands or feet from the floor, or bridge or bow their back, but only in the up/rest position. The body will maintain a rigid form from head to heel. The feet may not be supported or braced (e.g., no crossing of the feet). The test ends when the participant states they are finished or the participant violates proper form (i.e., fails to maintain proper rest position, stands up, knee(s) touch the ground, etc.).

6.7.1.3. Mile Run. Run 1.5 miles in 17 minutes, 30 seconds (17:30), followed by a cool down period.

6.7.1.4. To demonstrate cardio-respiratory endurance (or aerobic capacity) used in extended control and defensive tactics training. This is important for performing tasks involving stamina and endurance (e.g., running on pursuits, searches, prolonged use of force situations, etc.) and for minimizing the risk of cardiovascular health problems.

6.7.1.5. At the starting line, on a flat surface, run or walk 1.5 miles as quickly as possible. Participants start at the direction of the timer who will measure the time with a stopwatch and record the result to the nearest second.

6.7.1.6. Cool-down. Typical cool-down for 5 minutes will include walking and stretches of the muscles that were used until heart rate returns to less than 100 beats per minute (BPM) and heavy sweating stops. To determine BPM, place finger(s) on inside of wrist feeling pulse and take the count for 1 minute.

6.8. PAT Alternate Events. PAT alternate events are designed for incumbent GS-0083 Police Series employees with medical Duty Limited Conditions (DLCs) that cannot perform the PAT but can otherwise perform the essential functions of the job.

6.8.1. CPO employees must perform all the primary PAT events in which their medical DLCs permit and also complete any alternate event in the time period specified.

6.8.2. Alternate events assess the cardiorespiratory and muscular endurance of CPOs with medical DLCs that cannot perform the run or pushup events.

6.8.2.1. The 25 feet dummy drag is the authorized alternate event for the pushup.

6.8.2.1.1. The dummy must be of average proportionate height and weight of an adult and weigh between 140 and 150 pounds. When picking up and putting down the dummy, participants must bend their knees to protect lower back. Stand behind the dummy and hold it under its arms.

6.8.2.1.2. At the starting line, participants must move the dummy in a controlled manner for 25 feet and place the dummy on the ground safely at the completion of the event (dummy's feet must pass the 25-foot line). Participants start at the direction of the timer who will measure the time with a stopwatch and record the result to the nearest second. Must complete the event without dropping the dummy in order to successfully pass this event. Must complete the event in 15 seconds.

6.8.2.2. The 2-mile walk is the authorized alternate event for the 1.5-mile run. The test proctor must observe the participant during the entire event to ensure the person maintains a walking stride. A walking stride consists of always keeping at least one foot in contact with the ground. Running is prohibited. If the participant breaks into a running stride, the test proctor will terminate the event and record it as a "no go." CPOs must complete the event in 32 minutes.

6.9. PAT Alternate Events – Eligibility Criteria. A military medical provider as directed by the U.S. Air Force must make the final disposition for any physical limitations in cases where GS-0083 Police Series are seen by non-military providers. **(T-1)** The military provider will identify the eligibility of the GS-0083 Police Series employees to perform any alternate events based on the medical findings. Pursuant to AFI 48-133, *Duty Limiting Conditions*, AF providers retain final

duty, fitness, and mobility recommendation authority. **(T-1)** Limitations will be transcribed by an AF provider to an AF Form 469, *Duty Limiting Condition Report*, per AFI 48-133. GS-0083 Police Series employees with chronic medical DLCs preventing them from performing one or more components of the PAT will be reviewed annually by the Commander for continued service based on SCPD and locally documented in personnel files. **(T-3)**

6.9.1. The expiration date on the AF Form 469 represents the date the GS-0083 Police Series employees are medically cleared to resume physical activities previously restricted. For DLCs related to fitness restrictions of 30 days or less, personnel are eligible to complete a full, two component PAT when their AF Form 469 restrictions expire, and will be tested within 30 days, if due or overdue. **(T-1)**

6.9.2. For DLCs lasting 31 days or more, the GS-0083 Police Series employees will be eligible to complete the full, two component PAT 42 days after the expiration date of physical limitation, as annotated on the AF Form 469 if due or overdue. This allows time for reconditioning, if exempted for 30 days or more. **Note:** Reference [paragraph 6.2.3](#) for guidance regarding pregnancies.

6.10. Temporary Medical Restrictions for the PAT. Exempt the GS-0083 Police Series personnel who are temporarily medically restricted from performing the functions of their job, to include taking the PAT, from taking the PAT for the duration of the temporary medical restriction. Once the temporary medical restriction has been lifted and the individual has been medically cleared to return to full duty, he/she has 90 days to complete the PAT. If the CPO's PAT has expired and they have been released from their medical restriction(s), the CPO must successfully complete a new PAT before returning to duty.

6.11. PAT Incentive Program. To promote a healthy lifestyle an incentive program has been developed to motivate and reward CPOs that demonstrate greater physical ability beyond the established minimum standard to pass PAT. Utilizing a graduated point scale (see [Figure 6.1.](#)) CPOs qualify for a Time Off Award (TOA) up to 10 hours annually for superior physical performance.

6.11.1. Eligibility. Incumbent CPOs must successfully complete both primary PAT components (pushups/1.5-mile run). Alternate PAT events are not eligible. CPOs that fail their initial annual PAT are not eligible for an incentive on a successful PAT retest.

6.11.2. Time Off Awards. CPOs are only authorized one PAT incentive TOA per year. Utilizing the PAT Incentive Chart (see [Figure 6.1](#)) and associated point value determines if and how much time off is authorized for the successful completion of a PAT. DFC designated PTLs/CPO Supervisors will complete an AF Form 1768, or CPOs that earned an incentive TOA. Provide the AF Form 1768 and the individual's PAT Test Record to the unit program manager for submission.

Figure 6.1. Civilian Defender PAT Incentive Chart (DoD Standard).

Civilian Defender PAT Incentives Chart (DoD Standard)

1.5 Mile Run Time	1.5 Mile Run Points	2 Min Push-Ups Reps	2 Min Push-Up Points
>17:30	FAIL	<19	FAIL
16:31 - 17:30	20 points	25	20 points
15:31 - 16:30	30 points	30	30 points
14:01 - 15:30	35 points	35	35 points
12:31 - 14:00	40 points	40	40 points
11:00 - 12:30	45 points	45	45 points
<11:00	50 points	>50	50 points

Point Values equal the following Time-off Awards:

91 - 100 Points:	= 10 <u>Hrs</u> TOA
81 - 90 Points:	= 8 <u>Hrs</u> TOA
71 - 80 Points:	= 5 <u>Hrs</u> TOA
61 - 70 Points:	= 2 <u>Hrs</u> TOA

Chapter 7

CPO CODE OF CONDUCT

7.1. CPO Code of Conduct. No code or set of rules will specify exactly what should be done in every situation. However, the following code provides general guidelines.

7.1.1. Exercising Authority. As on-duty CPO, DAF CPOs are the visible representatives of the US Government, the Air Force, the installation commander, and the DFC. It is their duty to accept the authority entrusted to them and to carry out this important trust impartially, firmly, and in a manner that commands respect from the public.

7.1.2. Fulfilling the Mission. The enforcement of laws and regulations dealing with members of the US Armed Forces brings DAF CPOs/ into direct contact with the public. In fulfilling the Security Force mission, DAF CPOs must deal with offenders in a dignified manner. Refrain from being disobedient, insulting, or offensive to the public.

7.1.3. Personal Appearance. Maintain a high standard of appearance. Set the example for all to follow.

7.1.4. Personal Attitudes. Perform their duties in an impartial, just, friendly, and helpful manner. The Air Force will not tolerate biases based on age, physical disability, race, religion, national origin, color, familial status, sex or gender. Do not discuss offenses or incidents, except in the line of duty. In addition, CPOs cannot accept any advantage, gratuity, or reward for performing their official duties.

7.1.5. Assistance to Others. Render courteous assistance to the public. Promptly assist any injured or ill individuals.

7.1.6. Attention to Duty. Remain mindful of duty commitments. Do not consume any form of intoxicant while on duty or within eight hours prior to a duty tour.

7.1.7. Seeking Favors. Do not seek personal advantage through status. Do not try to gain favor or popularity by showing favoritism, overlooking violations, or otherwise failing to enforce the law.

7.1.8. Punishment of Offenders. DAF CPOs only have the authority to apprehend, based on reasonable grounds and do not punish offenders. DAF CPOs use their discretion to correct, caution, or warn individuals for minor violations of the law, but will not admonish or reprimand.

7.1.9. Apprehension of Suspects. Protect the health and welfare of all apprehended suspects. Use force according to DAFI 31-117. The USAF will not tolerate the intentional mistreatment of apprehended suspects. Do not use abusive, profane, or insulting language toward a suspect or show disregard for the suspect's valuables, personal property, or physical wellbeing.

7.1.10. Dealing with Intoxicated Persons. Apprehend personnel obviously intoxicated beyond any sense of self-control or mobility. Make every effort to avoid verbal and physical confrontations.

7.2. Duties and Responsibilities.

7.2.1. CPO duties and responsibilities vary greatly from installation to installation. DFCs should define the number and limits of Security Forces posts, as well as assigned duties, in local duty or post instructions. The three basic duties and responsibilities are always the same. They are:

7.2.2. Take charge of your post by securing and protecting personnel and property for which you are responsible until properly relieved. Comply with orders and instructions given. These responsibilities continue until relieved by proper authority.

7.2.3. Report all violations of orders you must enforce. You have the authority to apprehend anyone violating those orders. Notify the appropriate control center of the apprehension and detain the apprehended person until assistance arrives. Written procedures cannot cover all situations. In such situations, you must exercise discretion and act according to your best judgment. Immediately contact your superior for instructions.

7.2.4. Give the alarm in case of disorder or emergency. Report any unusual event that threatens the security of the installation or endangers life or property. Take reasonable counteraction to save life and property or lessen danger. At the same time, you must maintain the security of your post and remain alert for other possible violations during the emergency.

KENYON K. BELL, Lt Gen, USAF
DCS/Logistics, Engineering & Force Protection

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

- 5 CFR § 339.303, *Medical Examination Procedures*, 26 August 2024
- 28 CFR § 20.33 (a) (1), *Dissemination of Criminal History Record Information*, 12 October 2023
- DoD 5500.7-R, *Joint Ethics Regulation*, 30 August 1993
- DoDI 1010.09, *DoD Civilian Employee Drug-Free Workplace Program, Change 1*, 28 June 2018
- DoDI 1400.25, Vol 550_DAFI 36-156, *Pay Administration (General)*, 17 January 2025
- DoDI 1400.25, Vol 591, *DoD Civilian Personnel Management System: Uniform Allowance Rates for DoD Civilian Employees, Change 1*, effective 3 March 2017
- DoDI 5505.17, *Collection, Maintenance, Use and Dissemination of Personally Identifiable Information and Law Enforcement Information by DoD Law Enforcement Activities*, 22 August 2023
- DoDI 5525.13, *Deputation of DoD Personnel*, 7 September 2022
- DoDI 5525.15, *Law Enforcement (LE) Standards and Training in the DoD, Change 3*, 30 September 2020
- DoDM5200.02_AFMAN 16-1405_AFGM2022-03, *Air Force Personnel Security Program*, 30 November 2022
- DoDM 6055.05, *Occupational Medical Examinations*, 27 July 2022
- DAFI 31-117, *Arming and Use of Force*, 28 January 2025
- DAFI 36-129, *Civilian Personnel Management and Administration*, 6 April 2023
- DAFI 36-147, *Civilian Conduct and Responsibilities*, 11 January 2023
- DAFI 36-148, *Discipline and Adverse Actions of Civilian Employees, Change 1*, 31 August 2023
- DAFI 36-701, *Labor Management Relations*, 10 November 2021
- DAFI 36-1401, *Civilian Position Classification*, 22 May 2023
- DAFI 36-2646, *Security Forces Training and Standardization Evaluation Programs*, 22 December 2019
- DAFI 36-2710, *Equal Opportunity Program*, 23 May 2024
- DAFI 36-2903, *Dress and Personal Appearance of Department of the Air Force Personnel*, 23 December 2024
- DAFI 36-3013, *Lactation Rooms and Breast Milk Storage for Nursing Mothers*, 5 August 2021
- DAFI 48-127, *Occupational Noise and Hearing Conservation Program*, 26 February 2016
- DAFI 48-137, *Respiration Protection Program*, 12 September 2018

DAFMAN 31-103 Vol 1, *Law Enforcement Operations*, 1 May 2024
DAFMAN 36-146, *Occupational Health Program Management*, 10 November 2022
DAFMAN 36-203, *Staffing Civilian Positions*, Change 1, 31 October 2021
DAFMAN 31-131 V1, *Combat Arms Training and Maintenance (CATM) Operations*, 01 April 2025
DAFMAN 31-131 V2, *Small Arms and Light Weapons Qualification Programs*, 01 April 2025
DAFMAN 36-2806, *Military Awards: Criteria and Procedures*, 23 May 2023
DAFMAN 48-146, *Occupational Health Program Management*, 1 December 2022
DAFMAN 90-161, *Publishing Processes and Procedures*, 18 October 2023
AFI 1-1, *Air Force Standards*, 18 August 2023
AFI 24-301, *Ground Transportation*, 22 October 2019
AFI 31-218, *Motor Vehicle Traffic Supervision*, 10 December 2021
AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020
AFI 36-401, *Civilian Training, Education, and Professional Development*, 31 May 2018
AFI 36-2654, *Combat Arms Program*, 16 April 2020 with Corrective Action Applied 20 Oct 2020
AFI 38-101, *Manpower and Organization*, 19 July 2023
AFI 44-102, *Medical Care Management*, 22 April 2020
AFI 48-110, *Immunization and Chemoprophylaxis for the Prevention of Infectious Diseases*, 20 May 2023
AFI 48-133, *Duty Limiting Conditions*, 7 August 2020
AFI 51-1102, *Cooperation with the Office of Special Counsel*, 23 April 2015
AFMAN 41-210, *Tricare Operations and Patient Administration*, Change 1, 22 June 2021
AFMAN 44-198, *Air Force Civilian Drug Demand Reduction Program*, 5 October 2022
AFPD 31-1, *Integrated Defense*, 21 June 2018
AFPD 38-1, *Manpower and Organization*, 2 July 2019
DAFPD 36-1, *Appropriated Funds Civilian Management and Administration*, 29 August 2023

Prescribed Forms

DAF Form 0083, *Civilian Police Officer Physical Agility Test*

Adopted Forms

DAF Form 55, *Employee Safety and Health Record*

DAF Form 522, *Ground Weapons Training Data*

DAF Form 623, *Individual Training Record Folder*

DAF Form 623a, *On-the-Job Training Record-Continuation Sheet*

DAF Form 797, *Job Qualification Standard Continuation/Command JQS*

DAF Form 847, *Recommendation for Change of Publication*

DAF Form 1098, *Special Task Certification and Recurring Training*

AF Form 469, *Duty Limiting Condition Report*

AF Form 1768, *Staff Summary Sheet*

DD-214, *Certificate of Release or Discharge from Active Duty*

DD Form 2760, *Qualification to Possess Firearms and Ammunition*

OF 178, *Certificate of Medical Examination*

Standard Form 182, *Authorization, Agreement, and Certificate of Training*

Abbreviations and Acronyms

ADA—Americans with Disabilities Act

AF/A4S—Headquarters Air Force Director of Security Forces

AFCS—Air Force Civilian Service

AFGM—Air Force Guidance Memorandum

AFI—Air Force Instruction

AFIMSC—Air Force Installation & Mission Support Center

AFJQS—Air Force Job Qualifications Standard

AFMAN—Air Force Manual

AFPC—Air Force Personnel Center

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

AFSFC—Air Force Security Forces Center

ANACI—Access National Agency Check with Inquiries

ANG—Air National Guard

ANSI—American National Standards Institute

AUO—Administratively Uncontrolled Overtime

BPM—Beats Per Minute

CAC—Common Access Card

CBA—Collective Bargaining Agreement

CDC—Civilian Development Council

CFETP—Career Field Education and Training Plans
CFM—Career Field Manager
CFR—Code of Federal Regulations
CFT—Career Field Team
COCOM—Combatant Commands
CPO—Civilian Police Officer
CPR—Cardiopulmonary Resuscitation
CPS—Civilian Personnel Section
CSA—Continued Service Agreement
CTAP—Career Transition Assistance Plan
CTAP—Career Transition Assistance Program
DAF—Department of the Air Force
DAFI—Department of the Air Force Instruction
DAFMAN—Department of the Air Force Manual
DD—Department of Defense
DFC—Defense Force Commander
DHA—Direct Hire Authority
DLC—Duty Limiting Condition
DO—Doctor of Osteopathy
DoD—Department of Defense
DoDI—Department of Defense Instruction
DPE—Duty Performance Evaluation
DT—Developmental Team
E2E—End-to-End
FTO—Field Training Officer
GS—General Schedule
HDL—High-Density Lipoprotein
HIPAA—Health Insurance Portability Accountability Act
HL—Hearing Loss
HQ—Headquarters
HSPD—Homeland Security Presidential Directive
ID—Integrated Defense

I & I—Impact and Implementation
IAW—In Accordance With
ICTAP—Interagency Career Transition Assistance Program
IOEMC—Installation Occupational Environmental Medical Consultant
JOA—Job Opportunity Announcement
JQS—Job Qualification Standard
KSA—Knowledge, Skills and Abilities
L2—Lessons Learned
LE—Law Enforcement
LEO—Law Enforcement Officer
LE JQS—Law Enforcement Job Qualification Standard
MAJCOM—Major Command
MICT—Management Internal Control Toolset
MRO—Medical Review Officer
NAF—Numbered Air Force
NEO—New Employee Onboarding
NACI—National Agency Check Plus Written Inquiries
NCIC—National Crime Information Center
OF—Optional Form
OPM—Office of Personnel Management
OPR—Office of Primary Responsibility
PAT—Physical Agility Test
PCP—Primary Care Physician
PD—Position Descriptions
PFT—Physical Fitness Test
POST—Peace Officer Standards and Training
PSU—Primary Subordinate Unit
PT—Physical Fitness
PTL—Physical Training Leader
RDS—Records Disposition Schedule
RPA—Request Personnel Action
RPL—Reemployment Priority List

SCFMT—Security Career Field Management Team

SCPD—Standard Core Personnel Document

SF—Security Forces

SG—Surgeon General

SORN—System of Records Notice

STAN/EVAL—Standardization and Evaluation

TA—Talent Acquisition

TOA—Time off Award

US—United States

USAF—United States Air Force

USSF—United States Space Force

VA LETC—Veterans Affairs Law Enforcement Training Center

Office Symbols

A4S—HAF Security Force Directorate

A4SO—HAF Security Forces Operations Division

Major Command SF—Major Command Security Force

MAJCOM/A4S—Major Command A4S

AFGSC/A3S—Air Force Global Strike Command A3S

Terms

Access Control—A principle of environmental design; effective access control prevents unauthorized entry into protected areas.

Applicant—An applicant is someone who is formally seeking a job or admission.

Defender—Air Force SF professionals, who are ground combat experts, responsible for integrating security, force protection, and defense tasks by employing air base defense and force protection tactical doctrine to protect installations. They plan, coordinate, and execute comprehensive defense strategies against various threat levels, ensuring continuous airpower generation. Defenders may specialize in vital sustainment activities, including Military Working Dogs, Combat Arms Training and Maintenance, Law Enforcement, and executing Antiterrorism measures, strengthening base resilience with proactive threat mitigation. Their work ensures mission assurance by safeguarding personnel, resources, and infrastructure, enhancing the Air Force's global operational capabilities. Any Defender may restore order when called.

GS-0083 Police Series, (Department of the Air Force Police Officer)—This series includes positions with the primary duty of law enforcement that work in the preservation of peace; the prevention, detection and investigation of crimes; the arrest or apprehension of violators; and the provision of assistance to citizens in emergency situations, including the protection of civil rights.

The purpose of police work is to ensure compliance with Federal, state, county and municipal laws and ordinances, and agency rules and regulations pertaining to law enforcement work.

GS-0085 Security Guard, Department of the Air Force Security Guard—This series includes positions with the primary duty of protective services who work in guarding federally-owned or leased buildings and property; protecting government equipment and material; and controlling access to Federal installation/activities by employees, visitors, residents and patients. DAF does not manage Security Guard positions should be converted to OPM Series 0083, Civilian Police Officers

GS-0301 Miscellaneous Administration and Program—This series covers positions the duties of which are to perform, supervise, or manage two-grade interval administrative or program work for which no other series is appropriate. The work requires analytical ability, judgment, discretion, and knowledge of a substantial body of administrative or program principles, concepts, policies, and objectives.

Incumbent—A person who holds a particular position or place.

Jurisdiction—The power, right or authority to interpret and apply the law.

Law Enforcement—Defined in DAFMAN 31-103v1, *Law Enforcement Operations*.

Attachment 2

SF HIRING MANAGER CHECKLIST

A2.1. Hiring Manager Checklist. This document is designed to get you thinking about the hiring process and actions you will need to take. It will help prepare you for conversations with your CPS and provide a better understanding of your role and accountability in the hiring process, with the goal of improving the quality of candidates and reducing the overall time to hire.

A2.2. Prepare to Hire–Identify Talent Requirements.

A2.2.1. Determine if there is an approved Job Request Cover Sheet in which the duties, responsibilities, and core competencies described are accurate for the position.

A2.2.2. Identify the major responsibilities/duties/tasks the person in this position will perform.

A2.2.3. Capture the skills and competencies needed to perform the duties of this position.

A2.2.4. Rank these skills in terms of importance for success in this position.

A2.2.5. Identify examples of specialized experience that would be required to successfully perform the duties of this position.

A2.2.6. Identify any degrees/certifications/clearances that are required for this position.

A2.2.7. Determine if this position should be filled at the full performance level or is it better to fill it at the entry level with room for career progression.

A2.3. Recruit Top Talent.

A2.3.1. Use a Job Opportunity Announcement (JOA).

A2.3.1.1. If applicable, identify and refer to any prior successful postings for this position (Your staff may have insight for this).

A2.3.2. Decide on the Area of Consideration.

A2.3.2.1. Determine whether you want to use an internal JOA (Government-wide) or an external JOA (All U. S. Citizens). (A discussion with CPS may help determine the most efficient and successful option.)

A2.3.3. Determine Length of Time the JOA should be open.

A2.3.3.1. It is preferable to post for 5 days in order to meet OPM's 80-day hiring timeline; consult with your CPS Specialist if you believe a different timeline is needed.

A2.3.4. Complete and submit an RPA.

A2.3.4.1. Determine that all the appropriate documents required have been attached prior to approving the RPA action.

A2.4. JOA Draft Review.

A2.4.1. Review specialized experience and minimum qualifications statements.

A2.4.1.1. Review the Qualification Requirements section of the JOA to ensure the minimum experience a person needs to enter this position is accurately represented.

A2.4.2. Review Occupational Questionnaire

A2.4.2.1. Determine if any of the competencies listed in the SCPD should carry more importance than others. If so, these may be given greater consideration when CPS determines the scoring of the questionnaire.

A2.5. Select the Best.

A2.5.1. Prepare for Interviews (while the JOA is still open).

A2.5.1.1. Decide if you will conduct interviews alone or by panel. (When a panel is used, the interview must be in a structured format.)

A2.5.1.2. Determine if there is a CPS-developed interview available. (If you decide to use a CPS-developed interview, that interview must be used without modification.)

A2.5.1.3. In the absence of a CPS-developed interview, you may choose to develop a structured interview. For guidance in developing a structured interview, refer to the CPS and/or the Office of Personnel Management (OPM) publication, Structured Interviews: A Practical Guide at <https://www.opm.gov/policy-data-oversight/assessment-and-selection/structured-interviews>. **Note:** Locally-developed interviews must be reviewed and approved by CPS prior to their use (allow 10 business days).

A2.5.1.4. If you are using a panel, decide who the panel members will be, and verify that each panel member meets the requirements identified by your local CPS. Also confirm the panel members' availability for résumé review and interviews.

A2.5.1.5. Ensure you set aside time to review résumés and conduct interviews by marking your calendar.

A2.5.1.6. Receive and Review the Certificate of Eligibles.

A2.5.1.6.1. Take note of the certificate expiration date and plan to complete the résumé review, interview, and selection processes accordingly.

A2.5.1.7. Conduct Interviews.

A2.5.1.7.1. Ensure each candidate is aware of their requirement to maintain discretion in discussing the interview questions (or any other information related to candidate evaluation) with other candidates so as not to give an actual or perceived advantage to any candidates.

A2.5.1.8. Conduct Reference Checks.

A2.5.1.8.1. If you will be conducting reference checks, refer to CPS for guidance.

A2.5.1.9. Make Your Selection Decision.

A2.5.1.9.1. If making an external selection, confirm that you have adhered to Veterans' Preference rules. (Refer to the OPM Vet Guide at <http://www.opm.gov/policy-data-oversight/veterans-services/vet-guide/>, or contact a CPS Specialist, if you have questions regarding the proper order of selection.)

A2.5.1.9.2. For efficiency, consider identifying alternate selectees (1st, 2nd and 3rd) in case your initial selectee declines or is unable to meet pre-employment requirements.

A2.5.1.9.3. Ensure the certificate of eligible applicants is annotated and returned to the CPS Specialist by selecting a disposition for each candidate. Return all interview materials, notes, etc. to your HR representative.

A2.5.2. A prospective employee (applicant) must meet all conditions of appointment described in the CONDITIONS OF APPOINTMENT/OTHER SIGNIFICANT FACTS section, usually box number 33 on the reverse side of a PD to include:

A2.5.2.1. Subject to the AF random drug testing program.

A2.5.2.2. Pass a required initial and annual PAT that includes running events.

A2.5.2.3. Pass an initial pre-placement medical examination and periodic medical examinations. Immediately report to supervisor any significant medical threshold shifts in health status and/or medication requirements. **(T-1)**

A2.5.2.4. Meet established hearing standards and discerns colors, contrast, and depth. **(T-1)**

A2.5.2.5. Qualified in the use of required weapon(s). **(T-1)** Applicants will conduct weapons qualification after such a person is accepted as an AF employee, rather than during the conditional employment phase. This policy measure is recommended in the legal review by the Personnel and Information Law Division, Labor Relations Branch (AF/JACL). If an employee (applicant/incumbent) is unable to qualify on the required weapon(s), the employee can be removed as a CPO as weapons qualification is a requirement to perform the employee's assigned duties.

A2.5.2.6. Wear a uniform and meet applicable CPO dress and appearance standards contained within this instruction. **(T-3)**

A2.5.2.7. Subject to annual duty position evaluation (DPE) on a pass/fail standard in accordance with AFI 36-2646. See AFI 36-2646 for course of action upon failed DPE. **(T-1)**

A2.5.2.8. Possess an automobile drivers' license currently valid in the State in which they are domiciled or principally employed and must complete OF Form 345, *Physical Fitness Inquiry for Motor Vehicle Operators*, as per AFI 24-301, *Ground Transportation*. **(T-1)**

A2.5.2.9. For Federal employees in a bargaining unit, local management will meet applicable labor relations obligations before implementing any changes to the bargaining unit employees' conditions of employment.

A2.5.2.10. Must successfully complete formal LE training school as determined by Career Field Manager and obtain Peace Officer Standardization and Training (POST) Certification.

Attachment 3

CPO HIRING ROADMAP

A3.1. Hiring Process Roadmap. The Air Force's most important asset is our people. To attract talented people to the service of the nation, the application process should enable rather than deter job seekers. It is important to note the number of days for each step within the 80-day standard for the hiring process is a suggested timeframe. The hiring process should not exceed the targeted 120-days. **(T-3)**

A3.1.1. The hiring process effectively incorporates the full Office of Personnel Management (OPM) End-to-End (E2E) experience, including numerous tasks associated with workforce planning, recruitment, security and suitability and orientation. AFPC recognizes two models in the execution of hiring for serviced locations those are the Traditional and Expedited Hiring models.

A3.1.2. The number of days for each step within the 80-day standard is based on agencies using E2E Roadmap as an integrated strategy and best practices. An additional 40-day suitability/security is based on a set of criteria by which the character and conduct of applicants and employees are assessed to assure their federal employment will protect the integrity and promote the efficiency of the federal service. The security clearance criteria include investigating and adjudicating the background of applicants and employees to determine their eligibility for access to classified information, as appropriate. Each unit will maintain records of pre-employment evaluations for all applicants, to include hired and rejected personnel in accordance with the Air Force records disposition schedule. **(T-1)**

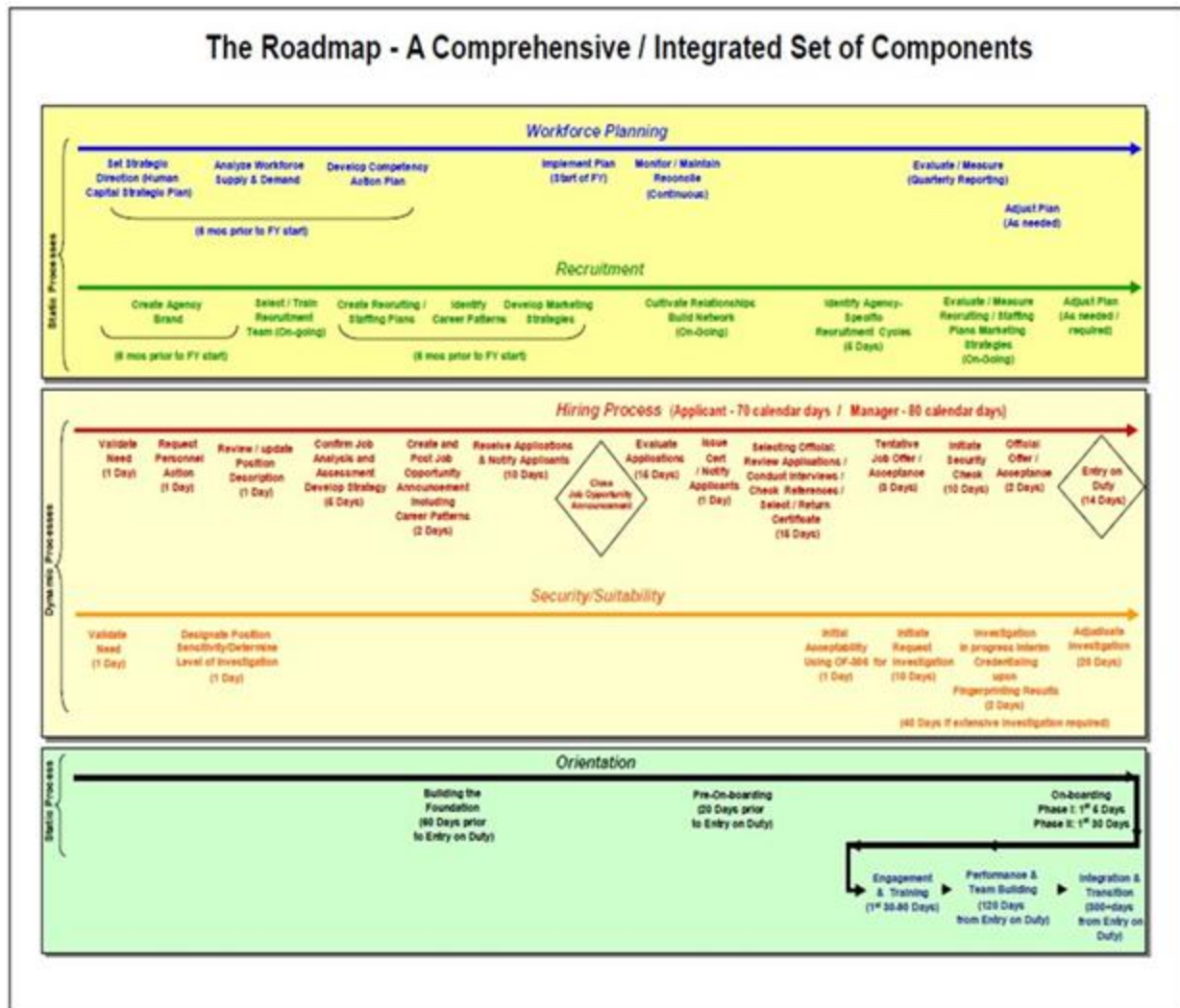
A3.1.3. The hiring process consists of some very definitive steps based on legal and regulatory requirements based on clearly described merit principles. With advanced planning, as well as effective use of technology and communication tools, considerable improvement can be achieved. Effectively attracting and evaluating candidates drives many of the components within the hiring process. It is imperative management coordinate and openly communicates with the human resources office and vice-versa. Decisions such as this use of various hiring flexibilities, ranking procedures, and assessment instruments should be discussed well in advanced of any job as part of an overall hiring strategy.

A3.1.4. Contact AFPC Talent Acquisition Team (AFPC/TA) through MyFSS to request help with your job vacancies through actionable sourcing and recruiting or if no access to MyFSS, send email request to AFCS@us.af.mil.

A3.2. Traditional Hiring Model. The procedures for hiring managers to standardize and effectively execute civilian hiring of personnel without DHA for AFPC serviced locations only.

A3.3. Expedited (Fast-Track) Hiring Model. The procedures for hiring managers to standardize and effectively execute civilian hiring of personnel with DHA for AFPC serviced locations only are depicted in [Figure A3.1](#).

Figure A3.1. Hiring Process Roadmap.



A3.3.1. Validate the need against the workforce, staffing and recruiting plans. Ownership: Hiring Manager - maximum number of calendar days: 1.

A3.3.2. Review workforce, succession, and staff acquisition plans.

A3.3.3. Review recruitment plan to identify the resources and sources for recruitment.

A3.3.4. Understand the skills gap in the organization.

A3.4. Request Personnel Action (RPA) to Fill Job. Ownership: Hiring Manager—maximum number of calendar days: 1. Create RPA (Standard Form-52, Request for Personnel Action) to fill the position. Obtain approval of the RPA (Standard Form-52).

A3.5. Review the Position Description. Ownership: Hiring Manager, CPS - maximum number of calendar days: 1.

A3.5.1. Review position description for currency and accuracy of the duties and occupation.

A3.5.2. Identify changes to the position.

A3.5.3. Verify risk level designation.

A3.5.4. Verify sensitivity level/clearance eligibility.

A3.6. Confirm Job Analysis and Assessment Strategy. Ownership: Hiring Manager, CPS - maximum number of calendar days: 5.

A3.6.1. Confirm Job Analysis:

A3.6.2. Identify the critical duties and responsibilities of the job.

A3.6.3. Identify the knowledge, skills and abilities (KSA) or competencies required to perform the duties and responsibilities of the job.

A3.6.4. Identify KSA/competencies to be included in the assessment strategy.

A3.6.5. Identify factors important to evaluating eligible candidates.

A3.6.6. Document the job analysis process for future use.

A3.7. Use SCPD library covering frequently filled positions. See HR Manager Checklist (**Attachment 2**), which is designed to assist in navigating the responsibility of the hiring manager. Create and post a job opportunity announcement including identifying career patterns. Ownership: CPS—maximum number of calendar days: 2.

A3.7.1. Identify required items for a job announcement:

A3.7.2. Agency name.

A3.7.3. Announcement number.

A3.7.4. Title of the position.

A3.7.5. Series.

A3.7.6. Grade(s) or equivalent and entrance pay.

A3.7.7. Open and closing dates (including cut-off dates, if any).

A3.7.8. Duty location.

A3.7.9. Number of vacancies.

A3.7.10. Description of duties.

A3.7.11. Qualification requirements (including KSAs/competencies).

A3.7.12. Basis for rating.

A3.7.13. How to apply.

A3.7.14. Ensure appropriate/adequate record keeping of all actions/transactions.

A3.7.15. Agency's definition of "well qualified" (Career Transition Assistance Program (CTAP), Interagency Career Transition Assistance Program (ICTAP) and Reemployment Priority List (RPL).

A3.7.16. Information on how to claim Veterans' Preference.

A3.7.17. Equal Employment Opportunity Statement.

A3.7.18. Reasonable Accommodation Statement.

A3.7.19. Identify optional items:

- A3.7.19.1. Recruitment/Relocation incentive opportunities.
- A3.7.19.2. Alternative work schedules.
- A3.7.19.3. Part-time employment and job-sharing opportunities.
- A3.7.19.4. Telework options.
- A3.7.19.5. Employee benefits.
- A3.7.19.6. Work/Life programs.
- A3.7.19.7. Transit subsidy.
- A3.7.19.8. Employee assistance programs.
- A3.7.19.9. Incentive award opportunities.
- A3.7.19.10. Development and training opportunities.
- A3.7.19.11. Identify security requirements:
- A3.7.19.12. Review the level of security required to perform the duties of the position.
- A3.7.19.13. Identify Career Patterns for applicants based on workforce and recruitment planning process.
- A3.7.19.14. Identify the length of time of process from applying to entering on duty.
- A3.7.19.15. Post Job Opportunity Announcement: Review agency public notice requirement/policy.
- A3.7.19.16. Post job opportunity announcement on OPM's USAJOBS website.

A3.8. Receive Applications and Notify Applicants. Ownership: CPS– maximum number of calendar days: 10.

- A3.8.1. Use an automated staffing system that provides reasonable accommodation in the application and hiring process for individuals with disabilities.
- A3.8.2. Take into account individuals who do not have internet access.
- A3.8.3. Accept applications with supporting documentation only during the open period of the job announcement.
- A3.8.4. Document receipt of applications by date stamping applications on hard copy applications or with electronic date markers.
- A3.8.5. Notify applicants of receipt of their application.

A3.9. Close Job Opportunity Announcement. Ownership: CPS. Job Opportunity Announcement removed from USAJOBS based on the closing date.

A3.10. Evaluate Applications. Ownership: CPS–maximum number of calendar days: 15 calendar days.

- A3.10.1. Evaluate Applications:
- A3.10.2. Review applications for minimum qualification determination.

A3.10.3. Review applications for selective placement factors, if any.

A3.10.4. Review applications for quality ranking factors, if any.

A3.10.5. Identify CTAP, ICTAP, or RPL eligibility:

A3.10.6. Determine application meets “well-qualified” definition identified on job announcement.

A3.10.7. Review applications for legal requirements (e.g., veterans’ preference, citizenship, age, etc.).

A3.10.8. Review and verify information from selectee for medical requirements.

A3.10.9. If the job requires an OF-306, *Declaration for Federal Employment*, at the time of application, it may be necessary to screen applications to determine if there are issues that warrant referring the case for a suitability determination. If there are, suitability should be adjudicated, based upon a background investigation appropriate to the risk designation for the position. Similarly, it may be necessary to screen applicants to determine if they are eligible for the position, based upon the sensitivity designation, including consideration of requirements for access to classified information.

A3.10.10. Rate and rank applications:

A3.10.11. Rate applications based on the assessment tool created for the position.

A3.10.12. Apply veterans’ preference, if appropriate.

A3.10.13. Place eligible individuals in the appropriate ranking order (i.e., traditional ranking or category rating).

A3.10.14. Notify applicants of results of the qualification evaluation.

A3.11. Issue certificate and notify eligible individuals. Ownership: Human Resources Office maximum number of calendar days: 1.

A3.11.1. Issue certificate of eligible individuals to selecting official:

A3.11.2. Rank eligible candidates based on the ranking procedure identified in the job announcement.

A3.11.3. Create a list of eligible candidates for review by the selecting official.

A3.11.4. Notify eligible candidates who were not referred on the certificate:

A3.11.5. Notify applicants of the status of their applications whether they were determined eligible or ineligible for the position.

A3.12. Initiate investigation at the appropriate level for the position to be filled. Ownership: CPS, Security Office—maximum number of calendar days: 10. Refer to the Security and Suitability Roadmap.

A3.13. Review applications, schedule and conduct interviews, check references, make selection and return certificate. Ownership: Hiring Manager—maximum number of calendar days: 15.

A3.13.1. Review Applications of eligible candidates on the certificate. Determine the best eligible candidates for the position based on a review of the applications/resumes and all appropriate documents by the selecting official.

A3.13.2. Schedule and conduct interviews:

A3.13.3. Determine and follow agency policy on interviewing eligible applicants.

A3.13.4. Schedule and conduct interviews by either the selecting official or panel.

A3.13.5. Develop interview questions specific to the position.

A3.13.6. Train individuals, including supervisor or manager, if a structured interview is being conducted as part of the assessment process.

A3.13.7. Identify best candidate(s) for the position based on the interview process.

A3.13.8. Check references, verify current and/or previous employment, conduct reference checks of current and/or previous supervisors, and conduct personal reference checks of individuals identified by the candidate.

A3.13.9. Sign and return certificate:

A3.13.10. Sign and return certificate identifying the selected applicants for the position.

A3.14. Tentative Job Offer and Acceptance. Ownership: CPS, Security Office—maximum number of calendar days: 3.

A3.14.1. Audit certificate for compliance with laws and regulations.

A3.14.2. Extend a tentative job offer to selectee.

A3.14.3. Solicit, review, and verify information from selectee such as DD-214, *Certificate of Release or Discharge from Active Duty*, college transcripts, OF-306 if not already provided with the initial application.

A3.14.4. Notify remaining eligible applicants a selection was determined.

A3.15. Administer physical agility test (PAT) for the position to be filled. Ownership: Hiring Manager—maximum number of calendar days: 5 Administer PAT to selectee.

A3.16. Official Offer and Acceptance. Ownership: CPS—maximum number of calendar days: 2. Allow selectee to accept or decline job offer and make necessary arrangements with current employer.

A3.17. Enter on Duty. Ownership: CPS—maximum number of calendar days: 14.

A3.17.1. Allow selectee to return necessary forms for entry on duty such as information necessary for background investigation and the like.

A3.17.2. Orientation/Onboarding begins. The hiring process, highlighted above, is designed for filling positions with new hires from outside the Federal Government into the competitive service under the agency's delegated examining authority 5 USC § 1104(a)(2). It was not designed for filling positions under merit promotion procedures.

Attachment 4

MEDICAL CLEARANCE CERTIFICATE

A4.1. Hiring Authority . Obtain medical clearance from MRO (see **Figure A4.1** for MFR template).

Figure A4.1. Medical Clearance Certificate.

<p>MEMORANDUM FOR MEDICAL PROVIDER</p> <p>SUBJECT: Medical Evaluation of Department of the Air Force Civilian Police Series</p> <p>FOR: (Applicant’s Name)</p> <p>UNIT:</p> <p>SUPERVISOR:</p>
--

A4.2. Medical Clearance Certificate. This individual has been made an offer of employment or is currently employed as an Air Force Civilian Police Officer. Prior to being considered for placement or to remain employed, the individual is required to successfully accomplish a Physical Agility Test that consists of the Following:

- A4.2.1. Perform 19 Pushups in 2 minutes.
- A4.2.2. Run 1.5 miles in 17 minutes and 30 seconds (17:30).

A4.3. Based upon your knowledge/review of the individual’s medical record/evaluation, please complete the endorsement below and return to the individual.

A4.4. If applicable, please review known VA rating decision information available per **paragraph 2.9.3.1..**

A4.5. Recommendations should be based on an assessment of physical limitations and identification of risk factors for potential adverse effects during physical exercise. Recommended guidance could include the 10-year risk for myocardial infarction and coronary death as estimated by the Framingham Risk scoring that considers total cholesterol, HDL cholesterol, systolic blood pressure, and treatment of hypertension and tobacco use. A Framingham Risk score greater than 15% should be considered as a factor for not medically clearing the individual for the 1.5-mile run.

A4.6. Upon completion of the medical record review or medical/evaluation, please complete the endorsement below and return to the individual (see **figure A4.2.**

Figure A4.2. Medical/Evaluation Endorsement.

<p>TO: (Human Resource Department (applicant) or Unit</p>
<p>- Employee is/is not cleared for the pushup assessment.</p>

Attachment 5

CPO MEDICAL EVALUATION GUIDELINES

A5.1. CPO Medical Evaluation Guidelines. Conduct these guidelines by the considerations set forth in DAFI 44-168 and DoD Manual 6055.05, which requires special occupational medical examinations for CPOs. Listed below are some examples of medical conditions and/or physical impairments that may interfere with the safe, efficient, and expected performance of the essential duties and responsibilities of CPO personnel. Prior to placement, CPO employees will have Optional Form 178 signed by a military affiliated physician to identify individuals who are medically qualified for performing the essential physical and working condition requirements of the position. **(T-3)** The Air Force medical examinations will include:

A5.1.1. Pre-placement exams.

A5.1.2. Fitness for duty exams.

A5.1.3. Required periodic medical surveillance examinations and medical evaluation of workplace injury/illness.

A5.1.4. Chemical, breath, blood, or urine tests prescribed by AFI 31-218 (I), *Motor Vehicle Traffic Supervision*, and existing laws.

A5.2. Disclosures. Disclosure of these and similar medical examinations and the resulting medical records and information are prescribed by AFMAN 41-210, *Tricare Operations and Patient Administration*, and do not fall under confidentiality requirements.

A5.2.1. If a disease, condition or impairment develops in a CPO employee it is the responsibility of the individual to notify the unit of their change in status. The unit in coordination with the Human Resource department will then coordinate with the MRO to ensure appropriate restrictions are in place and schedule a Fitness for Duty determination as appropriate per DoD Manual 6055.05.

A5.2.2. The MRO may request that the individual provide additional information/documentation from their private physician prior to signing the OF 178, *Certificate of Medical Examination*, or equivalent.

A5.3. Conditions. Periodically assess CPO employees to confirm the individual's ability to meet the performance-related requirements of positions covered by these guidelines. If any condition is present that could compromise an essential job function, per [Attachment 6](#), the MRO will place the individual on appropriate duty restrictions until the condition has been resolved, or a Fitness for Duty determination completed as required per DoD Manual 6055.05. **(T-0)**

A5.4. Medical Evaluation: Intent.

A5.4.1. Certify the individual is medically fit to perform the essential job functions, with or without reasonable accommodation, without posing a direct threat to the health or safety of themselves or others.

A5.4.2. Identify any health condition that may be substantially aggravated by the job.

A5.4.3. Evaluate an individual's health and fitness to safely initiate or maintain a regular exercise program and take the Physical Fitness Test; identify individual cardiovascular risk

factors and provide advice and assistance in controlling risk factors, including referral to the individual's personal physician.

A5.4.4. Serve as a baseline for tracking occupational health trends.

A5.5. Medical Evaluation: Frequency and Follow-up:

A5.5.1. Complete a medical evaluation on all Department of the Air Force CPO personnel upon employment, periodically, and on termination. The offer of employment may be contingent on medical certification of the ability to perform the essential job functions. Accomplish the initial medical evaluation during initial pre-placement evaluation of tentative selectees.

A5.5.2. Periodic monitoring examinations are conducted at scheduled intervals. The CPO will ensure periodic medical examination does not exceed a one-year period. Periodic examinations may include an interval history, a physical examination, and/or clinical and laboratory screening tests, as described in DoD Manual 6055.05. Medical evaluation may be accomplished more frequently if, in the interim, there are medical signs or symptoms suggestive of cardiovascular disease or another condition that might interfere with performance of essential job functions or at the discretion of the examining physician.

A5.6. Evaluation Instructions.

A5.6.1. Accomplish initial and continuing medical evaluations of CPOs in accordance with this guidance. This document will assist the examining physician in identifying conditions that ordinarily might be expected to interfere with one or more essential job functions.

A5.6.2. Individual medical information such as hospital records, specialized tests, or an examination by another medical specialist may be required to determine if an individual can safely perform the essential functions of the job.

A5.6.3. Periodic medical evaluation will assess interval medical history and changes in health that might affect the individual's ability to perform essential job functions. It will follow up previously identified problems including cardiovascular risk factors and interventions and evaluate for the presence of newly acquired/developed risk factors or relevant conditions. Except for baseline studies, such as electrocardiography, components of the periodic exams are essentially the same as the initial exam as described below. Termination exams include evaluations prompted by potential work exposures or as otherwise clinically indicated.

A5.7. Medical History. The medical history will cover the person's known health problems, such as major surgeries, illnesses, medication use, allergies, and alcohol or drug dependence, family history, and a symptom review that might suggest early signs of illness. Attention will be paid to findings suggestive of cardiovascular disease, such as angina pectoris or suspicious chest discomfort, dyspnea, syncope, precordial palpitation, hypertension, a history of myocardial infarction, and heart murmur(s). An occupational history also will be obtained to collect information regarding the person's past occupational and environmental exposures.

A5.8. Medical Examination. The medical exam will focus on the eyes, ears, nose, and throat, the respiratory, musculoskeletal, and neurological systems. Attention will be paid to signs and symptoms suggestive of inability to maintain mental alertness and control of voluntary motor functions. Acuity of the senses, range of motion, and motor strength required to perform essential job functions will be considered. Document the examination on OF 178, or equivalent.

A5.9. Cardiovascular Risk Factors.

A5.9.1. CPOs have to respond to emergency situations that may impose significant physical and psychological stress. Such stress may trigger sudden death or myocardial infarction in the presence of underlying heart disease. For this reason, cardiac risk evaluation is most appropriate.

A5.9.2. The Framingham 10-year risk calculator is probably the most useful single tool to characterize the risk to a CPO of a cardiac event. The Framingham Risk score uses independent risk factors (age, gender, total cholesterol, HDL cholesterol, systolic blood pressure, treatment of hypertension, and cigarette smoking) to assess an individual's absolute risk for developing a cardiac event, such as MI or new onset angina.

A5.9.3. Generally, those individuals with a high 10-year risk, and those with coronary artery disease or coronary artery disease equivalent (peripheral arterial disease, abdominal aortic aneurysm, symptomatic carotid artery disease, diabetes) are candidates for additional testing (usually a treadmill stress test, stress thallium, or stress echo). The medical review officer will consider temporarily disqualifying these individuals from strenuous duties and/or duties that require wearing a respirator (except a mask for escape purposes only), pending the results of evaluation by the workers' private physician.

A5.10. Diabetes. Fasting blood sugar will be obtained because diabetes mellitus frequently can interfere with safe performance of essential CPO functions, such patients will be carefully evaluated. The examinee will have a history of being under excellent control for an extended period of time, with a glycosylated hemoglobin less than 8.0. The examinee will have a history of an absence of end organ damage (nephropathy, neuropathy, proliferative retinopathy), an absence of uncontrolled hypertension, and no history of ketoacidosis, hyperosmolar nonketotic coma, nor severe hypoglycemia in the previous year.

A5.11. Lipids. Serum cholesterol, high-density lipoprotein, low-density lipoprotein, and triglycerides will be evaluated for cardiovascular risk and referral to the individual's private physician when intervention is indicated.

A5.12. Arrhythmias. Arrhythmias that predispose to or have a risk of cerebral hypoperfusion and impaired consciousness are generally not compatible with safe performance of the duties of CPOs. Security Force personnel with pacemakers may be qualified if the underlying disease does not pose a significant risk; they will be evaluated on a case-by-case basis. Implanted defibrillators are generally not compatible with safe performance of the duties of CPOs. The pre-placement exam will include a resting electrocardiogram for initial evaluation and then as clinically indicated thereafter.

A5.13. Hypertension. Blood pressure (the average of at least two independent measurements taken after 15 minutes of rest) will be used in evaluating cardiovascular risk. Refer the individual to their private physician when intervention is indicated.

A5.14. Hearing.

A5.14.1. CPOs require a pre-placement audiogram to determine if they can safely perform their duties. Audiometry testing is conducted using audiometers (manual or microprocessor) calibrated to the current ANSI S3.6 standards. Pure tone unaided air conduction hearing threshold levels will not exceed 30 dB hearing loss (HL) on average for each ear at 500, 1000,

and 2000 Hz, with no level greater than 35 dB HL at these frequencies; and thresholds will not exceed 55 dB at 4000 Hz in each ear. If the hearing is worse than these thresholds, it is questionable whether or not that individual can function as a CPO. If one ear is deaf or has extremely poor hearing, it is likely the individual would be unable to safely perform CPO duties.

A5.14.2. Field “use” tests are neither as reliable nor valid as the speech-in-noise test used by the audiologist. Speech-based “use” tests invoke many variables such as the content of the message, context, accent, background noise, and so forth. The speech-in-noise test controls for these factors. The "Whispered Voice Test" is no longer valid and will not be accepted by medical professionals.

A5.14.3. CPO personnel identified as being occupationally exposed to noise levels requiring placement in the Hearing Conservation Program, will undergo initial, annual, and termination audiometric evaluation in accordance with AFI 48-127, Occupational Noise and Hearing Conservation Program. (T-1)

A5.15. Vision.

A5.15.1. Screening may be performed by the examining physician if they have the capability to perform these tests; optometry referral is not required unless indicated by poor vision or an inability to properly assess the vision. When an examinee’s vision is worse than indicated below, it is likely the individual may not be able to safely perform the essential job functions; the examining physician will consider this in his/her assessment. Determine individual limitations on a case-by-case basis.

A5.15.2. Using the individual’s best optical correction, distance vision will be at least 20/30 in one eye and 20/100 in the other, or 20/40 in one eye and 20/70 in the other, and near vision will be correctable to 20/40 binocularly (both eyes open). Uncorrected binocular visual acuity will be at least 20/100. Do not limit successful soft contact lens wearers to any uncorrected distance standard if they can be corrected to the standards listed above. Personnel wearing soft contact lenses will provide evidence from their eye care professional affirming their successful use of soft contact lenses.

A5.15.3. Individuals will be able to discriminate vivid red/green color.

A5.15.4. Individuals will have normal muscle balance, defined as the lack of strabismus (greater than 15 diopters), nystagmus, and diplopia.

A5.15.5. Additionally, individuals will have at least a total horizontal visual field of 120 degrees and at least a total vertical visual field of 40 degrees (20 above the horizontal meridian and 20 below the horizontal meridian) in each eye.

A5.15.6. Individuals will not have a history of abnormal night vision.

A5.16. Respirators. Units must medically clear individuals who need to wear/use a respirator. (T-3) Ensure medical clearance for respirator use is in accordance with current applicable guidance on the AFI 48-137, Respiratory Protection Program.

A5.17. Immunizations. Agencies may establish periodic immunization programs by written policies or directives to safeguard the health of employees whose work may subject them or others to significant health or safety risks due to occupational or environmental exposure or demands.

Make a review of CPO immunization status to ensure personnel have received tetanus, purified protein derivative, hepatitis B, and other appropriate immunizations.

A5.18. Psychiatric.

A5.18.1. A history or diagnosis of a psychiatric disorder, which could affect safe and efficient job performance, require additional evaluation to determine whether the individual is able to safely and successfully perform the essential job functions. The presence of any of the following specific psychiatric disorders, or a history of such, warrants further evaluation by a psychologist or psychiatrist before a CPO is deemed fit for duty. Other psychiatric disorders not listed here also may warrant further evaluation. A particular diagnosis need not necessarily have previously been made; rather if there appears to be signs associated with any of the listed diagnoses, this may warrant further evaluation:

A5.18.2. Delirium, dementia, and amnesic and other cognitive disorders.

A5.18.3. Major depressive disorder.

A5.18.4. Manic-depressive disorder (bipolar).

A5.18.5. Dissociative disorders.

A5.18.6. Kleptomania.

A5.18.7. Panic disorder and other anxiety disorders (depending upon etiology, duration and severity of clinical expression).

A5.18.8. Pyromania.

A5.18.9. Schizophrenia and other psychotic disorders.

A5.18.10. Personality disorders.

A5.18.11. Alcohol or drug dependence.

A5.18.12. Neurological: A history of chronic headaches, head trauma, cranial defects, and epilepsy are among the neurological disorders that can interfere with CPO functioning. Since epilepsy can be particularly dangerous, ensure the likelihood of an on-the-job seizure is assessed. To evaluate this risk, the recommended method is described in the Medical Screening Manual for California Law Enforcement located on the California Police Officer Standards and Training website. In such cases, the physician will assess non-seizure related impairments, such as interictal electroencephalogram discharges (which can cause transient cognitive impairment) or anti-epileptic drug side effects (about 30% of patients may experience moderate to severe side effects to include cognitive impairment, visual effects, and ataxia).

Attachment 6

EMPLOYMENT CONDITIONS

A6.1. General. This attachment mandates employment statements, portions of job description requirements, agility tests and pre-hiring training requirements. The primary purpose of the example below ([figure A6.1](#)) is to ensure we are communicating clearly:

Figure A6.1. Header Information.

MEMORANDUM FOR DEPARTMENT OF AIR FORCE
APPLICANT:
FROM: [] SFS
SUBJECT: Conditions of Employment for Applicant

A6.2. Per DAFI 31-122, *Civilian Police Officer Program*, as a prospective or incumbent employee, I understand I must meet the physical requirements. The Physical Agility Test (PAT) is a critical element on my civilian performance plan. I understand the test requires me to run 1.5 miles (2.41 km) in 17:30 minutes and execute 19 push-ups in two minutes. I understand the total time allotted for the test, including warm-up, cool-down, and event performance times, is approximately 30 minutes. Prior to taking the PAT, I will undergo a medical examination to ensure I am physically capable of performing my required duties, to include taking the physical agility test.

A6.3. I understand I must obtain a medical clearance before permission is granted for me to take the physical agility test. I will obtain a note from my physician clearing me to take the test, and this note is subject to the reviewing medical officer approval. I must also undergo a medical examination to ensure I can perform my required duties. I also understand it is my responsibility to report any changes in health history or health status that may impair my ability to perform my job. I understand that I will exercise only the authority and jurisdiction described in **Chapter 3** of DAFI 31-122 and all written guidance directed to me by the Installation Commander/Installation Defense Force Commander (DFC). Should I fail to exercise only the authority and jurisdiction as described in [Chapter 3](#) and written guidance from the DFC, I understand that it will be grounds for my suspension or for withdrawal of my law enforcement authority.

A6.4. Additionally, as an applicant, new hire or incumbent employee, I must sign/complete applicable documentation and pass a drug test; possess a motor vehicle license; meet Lautenburg Amendment requirements; must meet manual dexterity, vision, and heart tests; pass a periodic medical examination; pass the annual PAT; pass initial and annual weapons qualification; graduate from VA LETC or accredited academy (or receive a waiver); must pass annual duty position evaluation; must complete initial/annual CPR recertification and first aid; must be able to work shifts, overtime, and weekends as required; must wear the DAF uniform, and maintain a high state of appearance and hygiene; must be able to wear chemical protection equipment in accordance with applicable instruction.

A6.5. As an applicant for this position, I understand I will not be selected for the position if I decline to sign this form. If I sign this form and cannot meet any of the requirements as specified in the paragraph above during the conditions of employment period, it serves as a basis for my removal in accordance with applicable Federal and/or agency regulations. If I sign this form and

later decline to take the PAT, it also is a basis for my removal in accordance with applicable Federal and/or agency regulations.

A6.6. A copy of the signed Conditions of Employment will be given to me and to my supervisor. The original will be placed in my Supervisor's Employee Work Folder.

A6.7. This is to certify that I understand the contents of the policy described above and the reasons therefore, and that I agree to adhere to the terms of this policy as a continuing condition of my employment, see [figure A6.2](#) for signature formatting.

Figure A6.2. Content Certification.

Prospective Employee Signature

Date: *dd/mmm/yyyy*

Commander Signature

Date: *dd/mmm/yyyy*

Attachment 7

CPO ESSENTIAL JOB FUNCTIONS

A7.1. General Essential Functions. CPOs will possess mental, sensorial, and motor skills as required to perform safely and effectively all essential job duties and those additional essential functions derived from the specific job task analysis developed for each CPO. Submit the specific job task analysis to the examining physician prior to each medical evaluation. The general essential functions include:

A7.1.1. The ability to be stable with regard to consciousness and the control of voluntary motor functions and have the functional capacity to respond appropriately to routine and emergency situations of the job.

A7.1.2. The ability to maintain the mental alertness, deductive, and inductive reasoning, memory, and reliable judgment necessary to perform all essential functions without posing a direct threat to themselves or others.

A7.1.3. Acuity of senses and ability of expression sufficient to allow essential, accurate communication by written, spoken, audible, visible, or other signals, while using required personal protective or other equipment; and

A7.1.4. Motor power, dynamic strength, range of motion, neuromuscular coordination, stamina, gross body coordination, and dexterity adequate to perform essential functions under all required, routine, and emergency duties.

A7.2. Specific Essential Functions. The essential functions are those most CPOs are typically expected to perform during emergency incidents, training drills, and emergency exercises. Supervisors will tailor these to their particular mission (job task analysis) and geographical location.

A7.2.1. When medical conditions preclude safe performance on one or more of the essential functions, the examining physician will determine and record why that individual is, or is not, qualified to perform the job.

A7.2.2. Operate both as a part of a team and independently at incidents of uncertain duration.

A7.2.3. Spend extensive time outside exposed to the elements.

A7.2.4. Tolerate environmental extremes while performing duties (dependent on local climate). Employee performs physically demanding work in hot and humid (up to 100% humidity) atmosphere while wearing duty equipment and/or personal protective equipment, which may significantly impair body-cooling mechanisms. Experience frequent transition from hot to cold and from humid to dry atmospheres.

A7.2.5. Work, including walking, standing, pulling, and pushing in wet, icy, or muddy areas. Perform a variety of tasks on slippery, hazardous surfaces, such as on icy pavement, wet grass, or leaves, and so forth.

A7.2.6. Ability to properly and effectively wear or use personal protective equipment, including that to prevent exposure to chemical, biological, or radiological agents. Wear personal protective equipment weighing approximately 30 pounds while performing emergency tasks.

A7.2.7. Perform physically demanding work while wearing a protective mask that increases the resistance of inhalation and reduces the efficiency of air exchange.

A7.2.8. Perform complex tasks during life-threatening emergencies. Make life or death decisions during emergency conditions.

A7.2.9. Work for long periods of time, requiring sustained physical activity and intense concentration.

A7.2.10. Freedom from frequent episodes of pain or inability to perform work or sudden incapacitation.

A7.2.11. Ability to maintain balance under adverse conditions, weight loads, and at above ground heights, and maintain body flexibility.

A7.2.12. Operate in environments of high noise, poor visibility, limited mobility, above ground heights, and in closed or confined spaces.

A7.2.13. Rely on sense of sight, hearing, smell, and touch to help determine the nature of the emergency; maintain personal safety; and make critical decisions in a confused, chaotic, and potentially life-threatening environment throughout the duration of the operation.

A7.2.14. The ability to identify colors and read placards and street signs or see and respond to imminently hazardous situations in less than standard visual lighting conditions. The ability to continue to perform required duties in the event eyeglasses are broken or displaced when reacting to emergency conditions.

A7.2.15. Ability to smell smoke and other odors that might indicate hazardous conditions.

A7.2.16. Ability to verbally communicate effectively under noisy circumstances with a potential for voice obstruction by personal protective equipment.

A7.2.17. Ability to work in closed or confined spaces.

A7.2.18. Ability to judge distances closer than 13 feet demonstrated either by testing of depth perception or by a practical field-test.

A7.2.19. Ability to patrol an area on foot and/or in a vehicle, apprehend a subject, direct traffic, perform crowd control.

Attachment 8**AIR FORCE CONTINUED SERVICE AGREEMENT (CSA) FOR CIVILIAN EMPLOYEES**

A8.1. I agree that upon completion of the Air Force sponsored training described below, I will work for the US Air Force (See paragraph 3.4 and AFI 36-401, *Civilian Training, Education and Professional Development*, Chapter 2, for CSA requirements), in accordance with the US Air Force CSA policy. (The length of full-time training is 8 hours for each day of training, up to a maximum of 40 hours a week.) I understand that if I voluntarily enter a period of non-pay status during the period of service obligation (e.g., Leave Without Pay for Personal or Compassionate Reasons to accompany a spouse moving to a new duty location), the period of obligated service may be extended by length of time in a non-pay status.

A8.2. If I voluntarily leave the Air Force before completing the period of service shown in item 7 below, I AGREE to reimburse the Air Force for the tuition, travel, per diem, books, materials, fees, administrative overhead costs, and other related expenses (EXCLUDING SALARY) paid in connection with my training as shown in item 8 below. However, the amount of the reimbursement will be reduced on a pro-rated basis for the percentage of completion of the obligated service. (For example, if the cost of training is \$3,000 and I complete two-thirds of the obligated service, I will reimburse the Air Force \$1,000 instead of the original \$3,000.)

A8.3. I FURTHER AGREE that if I voluntarily leave the Air Force to enter the service of another Federal agency or other organization in any branch of the government before completing the period of service agreed to in item 7 below, I will give my servicing CPS written notice of at least 10 workdays, during which time a determination concerning reimbursement will be made. If I fail to give this advance notice, I AGREE to pay the amount of additional expenses (Title 5 U.S.C. 4109(a) (2), Expenses of Training) incurred by the government in this training.

A8.4. I understand that any amounts which may be due the Air Force as a result of any failure on my part to meet the terms of this agreement may be withheld from any monies owed me by the government or may be recovered by such other methods as are approved by law.

A8.5. I FURTHER AGREE to obtain approval from the employee development manager responsible for authorizing training requests of any proposed change in my approved training program involving course and schedule changes, withdrawals or in-completions, and increased costs. If I fail to complete Air Force sponsored training, I AGREE to reimburse the Air Force training and related costs as in item A5.8 below.

A8.6. I acknowledge that this agreement does not in any way commit the government to continue my employment. I understand that if there is a transfer of my service obligation to another Federal agency or other organization in any branch of the government, the agreements in items A5.1 A5.2., and A5.3 of this section will remain in effect until I have completed my obligated service with that other agency or organization.

A8.7. Period of obligation service is from _____ to _____ beginning on or about _____.

A8.8. Projected costs are.

A8.8.1. Tuition:

A8.8.2. Books and materials:

A8.8.3. Fees:

A8.8.4. Other related costs and administrative overhead:

A8.8.5. Travel:

A8.8.6. Per Diem:

A8.8.7. Total:

A8.9. Course title:

A8.10. Training facility:

A8.11. Projected dates of attendance:

A8.12. Employee's signature:

A8.13. Date:

A8.14. Training Office representative signature:

A8.15. Date:

A8.16. DISTRIBUTION. Original--Employee's Organization Personnel Folder, Training File, Employee, Employee's Supervisor, HQ AFSLMO/DPD (if appropriate), HQ AFPC/DPK (if appropriate).