

**BY ORDER OF THE COMMANDER  
CANNON AIR FORCE BASE (AFSOC)**

**AIR FORCE INSTRUCTION 36-129**

**CANNON AIR FORCE BASE  
Supplement**

**21 AUGUST 2020**

**Personnel**

**CIVILIAN PERSONNEL  
MANAGEMENT AND  
ADMINISTRATION**



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This supplement implements and extends the guidance of Air Force Instruction (AFI) 36-129, *Civilian Personnel Management and Administration*, 17 May 2019. It establishes responsibilities and procedures for managing all 27 SOW civilian overhire positions. This supplement applies to all 27 SOW units. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Instruction (AFI) 33-322 *Records Management and Information Governance Program*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s through functional chain of command.

**SUMMARY OF CHANGES**

This revision has minor updates as a result of the recent publication of AFI 36-129 dated 17 May 2019. Minor changes include paragraph references to the core AFI, office titles and other administrative updates.

The objective of this supplement is to outline the process for requesting and validating civilian overhire requirements.

**5.8. Civilian Human Resource Management Board (CHRMB).** Serves as the corporate board responsible for ensuring 27 SOW appropriated fund civilian resources are used efficiently and effectively. Mandatory attendees include Group Commanders, the Director of Staff, and the Civil Engineer Squadron Commander or their designated representatives who serve as voting members and functional advisors to include the Chief, Manpower and Organization Flight, Chief, Civilian Personnel Flight and Comptroller Squadron Commander. Advisors serve as non-voting members. The CHRMB will normally meet quarterly or as needed.

5.8.1. 27 SOW/DS chairs the CHRMB. Retains veto authority to approve or reject any proposed overhire.

5.8.1.1. Trade-off. A civilian position which is retained as a vacancy, so civilian pay dollars may be utilized for more urgent manning requirements.

5.8.1.2. Valid Overhire Requirement. Workload justified by an existing MAJCOM or higher directed manpower determinant that is not being accomplished due to personnel shortages, unfunded Unit Manpower Document (UMD) requirements, or seasonal, cyclical surges.

5.8.1.3. Overhires intended to compensate for unfunded manpower requirements on the UMD for long periods of time in excess of five (5) years are not valid requirements.

5.8.1.4. Financial Analysis Flight reviews overhire requests and advises if funding is available and how long position can be funded.

5.8.1.5. Financial Analysis Flight forwards overhire requests to Civilian Personnel within three workdays of receipt.

5.8.1.6. **(Added)** Review overhire requests and advise on work year availability and duration of availability.

5.8.1.7. **(Added)** Provide 27 SOW/DS with overhire recommendations.

5.8.1.8. **(Added)** Review and validate civilian overhire requests to ensure they meet mission needs.

5.8.1.9. **(Added)** Analyze overhire requests and advise units of validation or non-validation of requirements, including rationale.

5.8.1.10. **(Added)** Forward overhire requests (valid and non-valid requirements) to the Comptroller Squadron within three workdays of receipt.

## **5.9. (Added) Civilian Overhire Process.**

5.9.1. **(Added)** All requests will be submitted to the Manpower and Organization Flight (27 SOFSS/FSM) with in-turn review by Comptroller (27 SOCPTS/CC) and Civilian Personnel Flight (27 SOFSS/FSC) using an electronic CAFB Form 38, *Request for Civilian Overhire*.

5.9.2. **(Added)** After review by the advisory members, the request will be presented to the next CHRMB for discussion and approval/disapproval. In the event of an urgent request that cannot wait until the next scheduled CHRMB meeting, the owning Group Commander will arrange a meeting with the CHRMB chairperson and the other voting members to consider the request or review an out-of-cycle request via electronic means.

**6.4. Requesting Organization.**

6.4.1. **(Added)** Submit overhire requests using CAFB Form 38 with Group Commander's concurrence to Manpower and Organization Flight.

6.4.2. **(Added)** Provide the following data:

6.4.2.1. **(Added)** Workload data justifying overhire requirement: Define the workload, providing documented backlog (if any). Provide documentation and/or references (if any) which identify the workload as mission essential. Explain mission failure if overhire is not approved.

6.4.2.2. **(Added)** Potential funding trade-off, assigned civilian strength for entire unit and the total number of vacant civilian positions in the unit. Assigned civilian strength and number of vacancies should reflect the entire group or staff function rather than assigned strength and vacancies of only the squadron, flight, division or branch requesting the overhire.

6.4.2.3. **(Added)** Proposed duration of the overhire requirement.

6.4.2.4. **(Added)** Submit Standard Form 52, *Request for Personnel Action*, and position description with the overhire request.

ROBERT MASAITIS, Colonel, USAF  
Commander

**ATTACHMENT 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****Prescribed Forms***

**(Added)** CANNONAFB Form 38, *Request for Civilian Overhire*

***Adopted Forms***

**(Added)** Standard Form 52, *Request for Personnel Action*