

**BY ORDER OF THE COMMANDER
EIELSON AIR FORCE BASE (PACAF)**

**EIELSON AIR FORCE BASE
INSTRUCTION 36-2101**



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Personnel

3S0X1 FUNCTIONAL MANAGEMENT

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This instruction implements Air Force Instruction (AFI) 36-2101, *Utilization and Classification of Air Force Military Personnel and Commanders' Support Staff (CSS) Execution, Organization, and Responsibilities' Personnel Services Delivery (PSD) Guide*. This instruction contains information on the Commanders' Support Staff (CSS) execution, organization, and responsibilities required of personnel assigned to Eielson Air Force Base (AFB), Alaska. The items contained in this document serve as the authoritative source for sustainment of CSS programs and procedures. This publication does not apply to Air National Guard and Air Force Reserve Command Units. Ownership includes manpower, resources, daily management, and inspection programs. 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 Forms 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System. This publication may not be supplemented or further implemented/extended. The use of the name or mark of any specific manufacture, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

This publication is only intended for use by CSSs serviced by the 354th Fighter Wing (FW), Eielson AFB.

1. General.

1.1. The wing 3S0X1 Functional Manager (FM) is the ranking military or civilian Personnel Manager (3S0X1) on base and assigned to the 354th Force Support Squadron (FSS), Military Personnel Section (MPS). 3S0X1 personnel may be assigned in every organization throughout the wing, its tenant and GSU organizations. The 3S0 career field is very diverse and, in some cases, 3S0X1s may be assigned duties and responsibilities outside of their functional organization. The wing 3S0X1 FM is the central control point pertaining to the assignment allocation, training oversight, career guidance, and professional development of 3S0X1 personnel assigned throughout the wing. To ensure mission effectiveness across the wing, the 3S0X1 FM needs the full support of each commander/supervisor, trainer/certifier, and base training expert.

2. Wing 3S0X1 Functional Manager (FM) Responsibilities. The wing 3S0X1 FM will:

2.1. Serve as focal point for all Personnel (3S0) related issues.

2.2. Sponsor and allocate all 3S0X1 inbound Permanent Change of Station personnel. Personnelists are allocated based on manpower authorizations and manning strength among the 354 FW's organizations; skill level, grade authorization, and experience level are considered.

2.3. Monitor overall 3S0X1 manpower authorizations and strength, ensuring personnel are distributed fairly and equitably. Quarterly, the wing 3S0X1 FM will provide a 3-month projection of 3S0X1 manning statistics to group points of contact when applicable. If any group falls 15% below the base average for 3S0X1 manning, the FM will complete a leveling assessment. The leveling will assess current manning among CSSs and re-distribute resources to meet mission requirements as necessary. Unit Program Coordinators and military/civilian CSS 3A1X1s (Secretaries and Administration) will be included in the assessment.

2.3.1. The FM will attempt to assign personnel to authorized positions consistent with unit manning document requirements, grade and skill/qualification level. The FM will initiate or review and evaluate job proficiency and skill qualifications of each Airman. Criteria outlined in AFI 36-2101 paragraph 2.11, will be utilized when using enlisted Airmen outside their control Air Force Specialty Codes (CAFSC). The FM will use the following source documents to award, upgrade, downgrade, and withdraw Air Force Specialty Codes (AFSCs), Special Duty Identifiers, Reporting Identifiers and Special Experience Identifiers:

2.3.1.1. AF Form 2096, *Classification/On-the-Job Training Action*.

2.3.1.2. Case Management System (CMS) or Air Force Personnel Center-generated action.

2.3.1.3. Military Personnel Data System (MilPDS) generated Report on Individual Person (RIP).

2.3.2. The MPS will ensure accurate and timely reporting of qualifications for serviced personnel; train individuals who are assigned 3S0X1/38P duties and ensure each is qualified to carry out the duties described in *Air Force Computer Systems Manual 36-699, Volume 1, Military Personnel Flight (MPF) Management and Military Personnel*

Data System (MilPDS) User Guidelines, and/or the Personnel Services Delivery Guide, as appropriate; and utilize the Air Force Training Record (AFTR) Job Qualification Standard (JQS) to appropriately track and document training and experience.

2.4. The main objective of job rotation is twofold. First, to provide career broadening based on sound career path recommendations to the 3S0X1 FM, their supervisor, and commander. Second, to allow those impacted by Permanent Changes of Assignment (PCA) to collectively make decisions in the best interest of the member and the wing.

2.4.1. 3S0X1 personnel should have 18 months in their present job in order to be eligible for job rotation. The individual must first contact the FM for a current listing of job vacancies.

2.4.1.1. 3S0X1 personnel who desire to PCA at 18 months must submit a written memorandum (sample provided at Attachment 2). Commanders will recommend approval or disapproval of the request. If recommending approval, forward the request to the 3S0X1 FM (354 FSS/FSMF). If the recommendation is disapproval, commanders will annotate reason for disapproval and forward a copy to the requestor and wing 3S0X1 FM.

2.5. Training Policy and Procedures. The MPS Chief or Superintendent will serve as the focal point for mandatory CSS training.

2.5.1. Squadron commanders must understand the need for appropriate and on-going CSS training provided by the MPS and should maximize attendance for their CSS personnel at such trainings (i.e. all 3S0X1s and any other CSS personnel managing programs for which the FSS is responsible, such as tracking and routing evaluations). Training and rotational plans will be created by each MPS functional administrator.

2.5.2. Establish orientation training for upgrade trainees in functional areas (see Attachment 3). The purpose of this training is to help trainees get a better understanding of all areas within the 3S0 career field.

2.5.3. Maintain 5- and 7-level Career Development Course (CDC) volume assessments to provide trainees and trainers with objective CDC performance feedback. The FSS unit training manager or unit training manager at the 3S0X1 member's assigned unit will administer these assessments and provide training feedback as necessary to wing 3S0X1 FM, supervisor and commander as required.

2.5.4. Act as a liaison to units without a qualified 3S0X1 trainer/certifier.

2.5.5. Provide knowledge and coordinated hands-on training for new Human Resource Systems technologies to include computer applications such as MilPDS, Personnel Records Display Application (PRDA), and Base Level Service Delivery Model.

2.5.6. Obtain upgrade training feedback from technical school graduates and forward information to the PACAF 3S0X1 FM as appropriate.

2.5.7. Review all 3S0 training material and provide feedback to the PACAF 3S0X1 FM as appropriate.

2.5.8. Ensure all 3S0X1 personnel have a current copy of the Career Field Education and Training Plan (CFETP) and AFTR JQS.

2.6. 3S0X1 Information Forums. The 3S0X1 FM will conduct quarterly forums to inform all 3S0X1 personnel about career field changes, local policies, training opportunities, advances in technology affecting the career field, and other related information. **NOTE: Attendance is mandatory.**

2.7. Dissemination of Information. The 3S0X1 FM will establish a 3S0X1 electronic mail distribution list and/or read file to disseminate career field updates, current training opportunities, and other related information.

2.8. Mobility Operations. All contingency taskings are sourced through the Air and Space Expeditionary Force (AEF) Center based on individual unit Aerospace Reporting Tool (ART) reports. ART is the AEF reporting tool.

2.8.1. MPS Chief or Superintendent serves as the functional manager for 3S0X1 personnel. They will work with FSS leadership to ensure equitable distribution of Personnel Support for Contingency Operations (PERSCO) training allocations and deployment taskings.

2.8.2. All wing 3S0 position numbers will be identified in each assigned unit's ART database with an assigned unit type code (UTC) tasking.

2.8.3. 3S0X1 personnel who are not in an embedded UTC are assigned to a core personnel functional UTC.

2.9. Maintain an active and visible quarterly and annual A1 awards program.

2.10. Staff Assistance Visits (SAV). The MPS will conduct annual Staff Assistance Visits to any CSS serviced by the MPS in order to evaluate status of training and compliance of CSS programs with established guidance and policy. Additionally, the MPS is available to conduct SAVs at the request of the unit. The 3S0X1 FM is responsible for the SAV schedule.

2.11. Personnel Assigned Outside of CAFSC. Performing non-traditional "personnel" work is not only commonplace, but also an expectation for all personnel and AFSCs serving in a CSS. Local emergencies or shortages may also be the basis for an Airman's prolonged assignment outside of the normal career progression path. However, to negate any career regression, assignments should be rotated between all Airmen in the same CAFSC, if the source CAFSC represents the appropriate resource pool. If pulling personnel from any AFSC, commanders should rotate among all available Airmen.

2.11.1. MPSs. May authorize using AB through SMSgt outside their CAFSC up to 130 days in any 12 month period. **Note: AFPC Assignment Managers may approve using these Airmen outside their CAFSC in excess of 130 days in any 12 month period.** Do not use Airmen out of their CAFSC if they have an assignment limitation code "O" and received an enlistment bonus, a selective reenlistment bonus, or who have a break in service without first requesting a waiver. Requests will be forwarded to AFPC/DPAA5 for consideration via email.

3. Group Liaisons.

3.1. Commanders may appoint the Chief Enlisted Manager (CEM) or other SNCO to assist in the fair and equitable use of 3S0s within their group. This individual will work closely with the wing 3S0X1 FM in areas of personnel allocations, PCA actions, contingency taskings, award nominations, and other general 3S0-related issues.

4. Squadron Commander Responsibilities.

4.1. Elevate all 3S0 issues through the group CEM to the wing 3S0X1 FM. If the issue(s) cannot be resolved between the group or wing 3S0X1 FM, a meeting between the affected unit and FSS commander will be arranged for resolution.

4.2. Ensure the proper utilization of and participation in 3S0X1 training and align duties as outlined in the CFETP and the *Commander's Support Staff (CSS) Execution, Organization, and Responsibilities* Personnel Services Delivery Guide, available on MyPers.

4.3. Ensure appropriate CSS personnel attend MPS in-house training sessions to enhance their knowledge and skills in the personnel career field.

5. Individual Responsibilities.

5.1. Gain and maintain specialty qualifications for awarded AFSC(s). Because individual effort is directly related to career progression, it is incumbent on the 3S0X1 member to develop professionally and keep abreast of specialty knowledge and proficiency standards. Several programs blend specialty training with academic pursuits to enable or enhance career progression. These include career development courses, advanced specialty training, supplemental training, on-the-job training, and accredited education.

6. Human Resource Systems (HRS).

6.1. The MPS Chief and unit leaders should limit access to Personnel Data Systems to competently trained personnel with a "need-to-know" and not grant access based purely on convenience or expedience. Limiting access reduces data integrity issues and compatibility problems related to both personnel and pay systems.

6.2. HRS Approved Updates.

6.2.1. CSSs with qualified 3S0X1 personnel will have access to MilPDS with limited update responsibilities. The functional areas that CSSs will update in MilPDS will be limited to those functional areas identified in Attachment 4.

6.3. Personnel Systems Compliance.

6.3.1. The following actions will be taken when members do not comply with Personnel Systems (MilPDS, PRDA, and CMS) policies and regulations:

6.3.1.1. Member will be reminded and/or counseled by MPS Personnel (HRS Manager, MPS Chief/Superintendent) as appropriate.

6.3.1.2. Member's squadron leadership (Superintendent, First Sergeant, Commander) will be notified of repeated non-compliance or violations.

6.3.1.3. Member's access will be taken away until remedial training with the HRS Manager has been accomplished.

6.3.1.4. If access is removed twice, member will be decertified on the specific task(s) and will no longer have access to applicable systems.

DAVID A. MINEAU, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*, 25 June 2013

AFI 36-2618, *The Enlisted Force Structure*, 27 February 2009

AFCSM 36-699, Volume 1, *Military Personnel Flight (MPF) Management and Military Personnel Data System (MilPDS) User Guidelines*, 3 August 2005

Personnel Services Delivery Guide, *Commander's Support Staff (CSS) Execution, Organization, and Responsibilities*, 5 Apr 17

Prescribed Form

AF Form 2096, *Classification/On-the-Job Training Action*

Adopted Form

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AEF—Air and Space Expeditionary Force

AFTR—Air Force Training Record

AFSC—Air Force Specialty Codes

ART—Aerospace Reporting Tool

CAFSC—Air Force Specialty Codes

CDC—Career Development Course

CEM—Chief Enlisted Manager

CFETP—Career Field Education and Training Plan

CMS—Case Management System

CSS—Commander's Support Staff

FM—Functional Manager

FSS—Force Support Squadron

HRS—Human Resource Systems

JQS—Job Qualification Standard

MilPDS—Military Personnel Data System

MPS—Military Personnel Section

OPR—Office of Primary Responsibility

PCA—Permanent Change of Assignment

PERSCO—Personnel Support for Contingency Operations

PRDA—Personnel Records Display Application

SAV—Staff Assistance Visit

UTC—Unit Type Code

Attachment 2

REQUEST FOR PCA MEMORANDUM

Figure A2.1. Request PCA Memorandum (Sample).

	DD MMM YY
MEMORANDUM FOR (Your Supervisor's Unit/Office Symbol) (354 UNIT/CC) IN TURN	
FROM: (Your Unit/Office Symbol)	
SUBJECT: Request for Permanent Change of Assignment (PCA)	
1. In accordance with EAFBI 36-2101, (3S0X1) <i>Functional Management</i> , I, (include your Rank and Full Name), request a PCA. I meet the 18-month mandatory requirement and have contacted the wing 3S0X1 FM for an updated list of job vacancies. I also understand if approved to PCA, wing requirements will determine the new unit of assignment.	
2. Briefly explain your reason(s) for requesting a PCA.	
	Your Signature Block, Rank, USAF Duty Title
1st Ind, (354 Unit/CC)	
MEMORANDUM FOR 354 FSS/FSMP (ATTN: Wing 3S0X1 FM)	
Recommend approval/disapproval.	
	Unit Commander Signature Block

Attachment 3**INITIAL TRAINING SCHEDULE FOR 3S0X1 PERSONNEL**

A3.1. Initial Training Schedule: The 3S0X1 FM will review the AFTR/JQS records and schedule training for all inbound TSgts and below as needed. Cross-functional training is conducted on the third Wednesday of every month in the Military Personnel Section or on an individual basis as mission dictates. Training topics will include at a minimum:

A3.1.1. PERSONNEL CAREER FIELD

A3.1.2. AFPC

A3.1.3. OPERATE PERSONAL COMPUTER SOFTWARE

A3.1.4. PERSONNEL COMMUNICATION MANAGEMENT

A3.1.5. MILITARY PERSONNEL DATA SYSTEM (MILPDS)

A3.1.6. FUNDAMENTALS

A3.1.7. CONTINGENCY SUPPORT

A3.1.8. OPERATIONS

Attachment 4

AUTHORIZED CSS MILPDS UPDATES

Figure A4.1. Authorized CSS MilPDS Updates.

Item	Authorized Functional MilPDS Update
1	Sponsorship
2	Confirmation of Arrival
3	Overdue Arrival Information
4	Current and Projected Duty Information Update
5	Position Number Information
6	CAFSC/CAFSC Effective Date Update
7	Special Experience Identifier
8	Permanent Change of Assignment
9	Cancel Intra Command PCA Update
*10	Projected Departure Date
*11	Air and Space Expeditionary Force (AEF) Indicator
12	Strength Accounting Duty Status Program (SADSP)/TDY Application
13	Evaluation Rater/Supervisor Updates
14	Enlisted Performance Report (e.g. Directed by Commander, and when directed, Directed by Headquarters Air Force [HAF]; Officer Performance Report (e.g. Initial, annual, change of reporting officials [CRO] directed by HQ Air Force [HAF], and directed by commander) and Training Reports (e.g. initial, annual, directed by HQ Air Force [HAF], and directed by commander). NOTE: Enlisted SCODs are updated systematically and are not updated at CSS or base level.
*15	UIF Codes 1, 2, and 3
*16	Air Force Good Conduct Medal service dates
*17	PRP Codes
NOTE: * indicates functions requiring a high degree of proficiency. Authorization to perform these functions are subject to the MPS Chief's approval.	