

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

**DEPARTMENT OF THE AIR FORCE
POLICY DIRECTIVE 36-1**



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Personnel

**APPROPRIATED FUNDS CIVILIAN
MANAGEMENT AND
ADMINISTRATION**

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This publication implements Department of Defense Directive (DoDD) 1020.02E, *Diversity Management and Equal Opportunity in the DoD*; DoDD 1200.17, *Managing the Reserve Components as an Operational Force*; DoDD 1400.25, *DoD Civilian Personnel Management System*; DoDD 1400.35, *Defense Civilian Intelligence Personnel System (DCIPS)*; DoDD 1400.5, *DoD Policy for Civilian Personnel*; and DoDD 1440.1, *The DoD Civilian Equal Employment Opportunity (EEO) Program*. Additionally, this publication also implements Department of Defense Instruction (DoDI) 1010.04, *Problematic Substance Use by DoD Personnel*; DoDI 1020.04, *Harassment Prevention and Responses for DoD Civilian Employees*; DoDI 1035.01, *Telework Policy*; DoDI 1341.06, *Veterans Employment Assistance Program (VEAP)*; DoDI 1400.24, *Civilian Mobility Program*; DoDI 1400.25, *DoD Civilian Personnel Management System* (Implemented volumes are listed at [Attachment 2](#)); DoDI 1402.01, *Employment of Retired Members of the Armed Forces*; DoDI 1402.06, *Civilian Faculty Positions in Department of Defense (DoD) Post-Secondary Educational Institutions*, and DoDI 1430.02, *Civilian Career Management*. This publication applies to Department of the Air Force, to include United States Space Force, Appropriated Fund Title 5 employees and Title 10 civilian employees. It does not apply to Title 32 USC Air National Guard Technicians, Nonappropriated Fund employees, and Senior Executive Service (and equivalent personnel). In collaboration with the Chief of the Air Force Reserve (AF/RE), the Director of the Air National Guard (NGB/CF), and the Deputy Chief of Space Operations for Human Capital (SF/S1), the Deputy Chief of Staff for Manpower,

Personnel and Services (AF/A1) develops personnel policy for Civilian Personnel Management and Administration. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*. Route DAF Forms 847 from the field through the appropriate functional chain of command. This DAFPD may not be supplemented.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. Major changes include: (1) adds applicability to the United States Space Force; (2) redesignates this Air Force Policy Directive (AFPD) to a Department of the Air Force Policy Directive (DAFPD); and (3) updates all references.

1. Policy.

1.1. Based on the authority granted by Title 5 USC Section (§) 301, *Departmental Regulations*, 5 USC § 302, *Delegation of Authority*, and 10 USC § 9013, *Secretary of the Air Force*, the Secretary of the Air Force is granted the authority to take final action on matters pertaining to the employment, direction, and general administration of personnel within the agency. The authority to appoint, promote, reassign, discipline, demote, detail, compensate, and separate employees paid from appropriated funds is known as the appointing authority. This authority rests with the Secretary of the Air Force, who has delegated it through the Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR), Deputy Chief of Staff for Manpower, Personnel and Services (AF/A1) and then Major Command to the Installation commanders with the exception of:

1.1.1. The Chief, National Guard Bureau (CNGB), who has the authority to manage the manpower allocations-resources and appointing authority over non-technician (Title 5 USC) Air National Guard employees performing duty within the National Guard Bureau, to include those of the Air National Guard Directorate, the Air National Guard Readiness Center, and their field operating locations, as a joint activity of the Department of Defense as prescribed by DoD Directive 5105.77, *National Guard Bureau (NGB)*, Enclosure 2;

1.1.2. Headquarters (HQ) US Central Command; HQ US Special Operations Command; HQ Special Operations Command Central; HQ US Element, North American Aerospace Defense Command; HQ US Northern Command; HQ US Strategic Command; HQ US Cyber Command; HQ US Space Command; and HQ US Transportation Command; which is delegated to the Secretary of the Air Force in accordance with DoD Directive 5100.03, *Support of the Headquarters of Combatant and Subordinate Unified Commands*; and

1.1.3. The Deputy Chief of Space Operations for Human Capital (SF/S1) who has the authority to manage the manpower allocations-resources over United States Space Force Title 5 and Title 10 civilian personnel.

1.2. The Department of the Air Force depends upon a large civilian workforce to accomplish the Department of the Air Force missions. Hence, the efficient management and administration

of civilian personnel resources within the budget is critical for sustaining air, space, and cyberspace forces to support national security objectives. Therefore, the Department of the Air Force will continue to improve workforce efficiency, maintain high standards of employee performance, and enable an innovative and agile workforce.

1.3. The Department of the Air Force shall:

1.3.1. Implement civilian personnel management laws and Office of Personnel Management (OPM), Equal Employment Opportunity Commission, and the Department of Defense regulations, directives, and instructions to ensure compliance with 5 USC § 2301, *Merit System Principles*; 5 USC § 2302, *Prohibited Personnel Practices*; DoDD 1400.5 Enclosure 1, *Principals of DoD Policy for Civilian Personnel*; DoDI 1341.06, *Veterans Employment Assistance Program (VEAP)*; DoDI 1402.01, Paragraph 4, *Employment of Retired Members of the Armed Forces*; and Federal law and regulation regarding equal employment opportunity, including DoDD 1020.02E, *Diversity Management and Equal Opportunity in the DoD*.

1.3.2. Ensure all recruitment and placement programs are in full compliance of Merit System Principles and avoid prohibited personnel practices.

1.3.2.1. Support veterans' special rights and privileges for Federal civil service employment, opportunities to obtain job skills through training, job advancement opportunities and counseling of qualified veterans.

1.3.2.2. Issue strong policy statement requiring maximum consideration for placement opportunities and reasonable accommodations for qualified eligible veterans, especially those who are 30 percent or more disabled, who are actively seeking employment or currently employed.

1.3.2.3. Permit veterans eligible under any special veteran appointing authority to receive concurrent consideration with other applicants for competitive service positions open to applicants outside the component as deemed appropriate.

1.3.2.4. Conduct annual assessments of accomplishments and shortfalls in comparison to the previous year's program results and other relevant veteran employment data, with emphasis on those veterans who are 30 percent or more disabled. Conduct a problem analysis to identify and overcome deficiencies in the employment and advancement of disabled veterans and meet annual OPM reporting requirements.

1.3.3. Provide a workplace that affords equal opportunity in an environment free of unlawful discrimination based on race, color, religion, sex (including pregnancy, sexual orientation, and gender identity), national origin, age, disability, genetic information, reprisal for protected activity, marital status, political affiliation, and harassment (including bullying, hazing, and sexual harassment).

1.3.4. Include a diverse pool of eligible, high quality prospects consistent with policies in AFD 36-70, *Diversity & Inclusion*.

1.3.5. Establish and maintain civilian equal employment opportunity, diversity and inclusion management, and civil rights and harassment prevention and response programs.

1.3.5.1. Provide administrative, logistical, resource support and maintains facilities essential to the operation of the Defense Equal Opportunity Management Institute.

- 1.3.5.2. Provide funding, manpower, and monitors resources necessary in performing assigned Defense Equal Opportunity Management Institute responsibilities and functions. Ensure proper coordination with Department of Defense components for the responsibilities and activities assigned to provide continuous and sustainable support.
- 1.3.5.3. Establish, maintain, and preserve information as records that document the transaction of business and mission of the Department of the Air Force. Reports results of performance of Defense Equal Opportunity Management Institute responsibilities and functions, as may be required by law, Secretary of Defense decision, or other congressional requirements.
- 1.3.5.4. Establish and execute a formal agreement (e.g., a support agreement, memorandum of understanding), and other necessary agreements, as required, to fulfill Department of Defense Executive Agent for the Defense Equal Opportunity Management Institute responsibilities, functions, and authorities in accordance with DoDD 1020.02E.
- 1.3.6. Assign duties and responsibilities to individual civilian positions to accomplish Air Force and Space Force missions in an orderly, efficient, and economical manner.
- 1.3.6.1. Responsibilities of each position will be defined clearly and will not conflict with or duplicate the duties and responsibilities of any other position.
- 1.3.6.2. Duties and responsibilities of each position will be adequately documented, certified as accurate by the supervisor, certified as properly classified by the classifier on DAF Form 1003, *Department of the Air Force (DAF) Core Personnel Document (CPD)*, and maintained in the office exercising classification authority.
- 1.3.7. Delegate civilian personnel management and administration authorities to the lowest practical level, unless prohibited by statute or other governmental regulations and guidance applicable to the Department of the Air Force.
- 1.3.8. Decide whether a reduction-in-force is necessary, when it will take place, and what positions are to be abolished. Separation incentives, such as the Voluntary Separation Incentive Program and Voluntary Early Retirement Authority, shall be judiciously used with other reduction-in-force avoidance actions such as curtailing recruitment and the reassignment of employees to vacant positions.
- 1.3.9. Promote the stability of employment for civilian employees by using the DoD Priority Placement Program.
- 1.3.10. Establish civilian mobility programs with adequate provisions to fund planned relocations in accordance with the Joint Travel Regulations and DoDI 1400.24, *Civilian Mobility Program*.
- 1.3.11. Establish, develop, and maintain sustainable career field management plans and programs via a comprehensive program that forecasts, accesses, sustains, develops, and evaluates program effectiveness.
- 1.3.12. Align Civilian Force Management programs with the President's Management Agenda, National Defense Authorization Act, National Defense Strategy, Department of the Air Force Strategic Master Plan, and the Department of the Air Force Civilian Strategic Human Capital Plan to ensure efficiency, effectiveness, and unity of purpose. Actively

engage in civilian strategic human capital planning, with due consideration of manpower allocations, resources, and DoD policies, to recruit and retain a highly qualified cadre of Department of the Air Force civilian employees.

1.3.13. Support the principle of equal pay for substantially equal work through timely and accurate classification of positions in compliance with OPM Standards.

1.3.14. Designate the Defense Civilian Intelligence Personnel System as the only civilian personnel system for Department of the Air Force intelligence positions, employees, and organizations designated as having an intelligence function.

1.3.15. Ensure a sufficient number of qualified civilian employees are available to meet worldwide mission requirements during periods of national emergency, mobilization, war, military crisis, or any other contingencies and emergencies. If mission requirements are not met due to the lack of sufficient qualified civilian employees, DoD Directive 1200.17, *Managing the Reserve Components as an Operational Force*, becomes applicable when employing Ready Reserve personnel. The Ready Reserve maintains a pool of trained service members that may be recalled to active duty should the need arise.

1.3.16. Establish effective programs and procedures for use in planning, employing, retaining, monitoring, developing, evaluating, recognizing, and rewarding individual and organizational performance. Maintain a performance appraisal system based on objective measurements of performance against individual and organizational goals, establishment of accountability in meeting those goals, and evaluation of individual and organizational accomplishments.

1.3.17. For the Department of the Air Force, establish installation commanders (or civilian leader equivalents) as appointing officials, and civilian personnel officers as designees who administer appointing authority on their behalf.

1.3.18. Unless otherwise authorized and approved, establish only one civilian personnel office per Air Force Base or Space Force Base. Department of the Air Force civilian employees will be serviced by the civilian personnel office nearest the owning organization, and any personnel services provided to other agencies must be documented in an interagency personnel service agreement.

1.3.19. In foreign overseas areas, employ a civilian manpower mix of US citizens and local nationals that provides the best financial value to the Department of the Air Force, ensures conformance with host country international agreements or treaties, considers availability of qualified local national personnel, and maximizes career opportunities for US citizens. Additionally, the Department of the Air Force shall adhere to and enforce the DoD policy limiting the employment of US citizens in foreign overseas areas to five years.

1.3.20. Enhance the morale of civilian employees by identifying employment requirements and pursuing work/life flexibilities. The Department of the Air Force is committed to improving workforce efficiency while promoting quality of life for the civilian workforce. It is the Department of the Air Force policy to:

1.3.20.1. Promote the use of flexible work arrangements, to include compressed work schedules, flexible work schedules, and telework for eligible positions and employees.

- 1.3.20.2. Value the health and fitness of all personnel and empower individuals and organizations to actualize and achieve optimal health as a means to enhance mission readiness and unit performance.
- 1.3.20.3. Support civilian employees by appropriate use of compensation incentives, (e.g. performance bonus, foreign language proficiency pay, and various premium pays.)
- 1.3.20.4. Promote the safety and well-being of all employees and their families.
- 1.3.20.5. Ensure commanders provide for and make appropriate use of Employee Assistance Programs for employees with substance abuse problems (or referral to community-based assessment and treatment services if employee assistance programs are unavailable on the installation).
- 1.3.20.6. Provide retirement planning and financial literacy education information to the civilian workforce via electronic or other means to assist employees in planning their career-long investment and retirement strategies.
- 1.3.20.7. Ensure that employees are provided a safe and healthful work environment that complies with Department of Defense safety and health policies.
- 1.3.20.8. Ensure civilian benefits, entitlements, performance management, recognition programs and work/life programs are administered consistent with Equal Employment Opportunity policies, laws, regulations and Executive Orders that prohibit unlawful discrimination based on race, color, religion, sex (including pregnancy, sexual orientation and gender identity), national origin, age, disability, genetic information, reprisal for protected activity, marital status, political affiliation, and harassment (including bullying, hazing, and sexual harassment).
- 1.3.21. Provide administrative support to the combatant commands listed in [paragraph 1.1.2](#).
- 1.3.22. Notify appropriate unions concerning changes in terms and conditions of employment affecting bargaining unit employees, consult or negotiate in good faith, cooperate in impasse procedures, conduct agency head review of labor agreements as appropriate, and implement applicable Federal Labor Relations Authority decisions.
- 1.3.23. Respect employees' right to organize, bargain collectively and participate in decisions which affect them through labor organizations that have representational authority.
- 1.3.24. Train management officials and supervisors in labor-management and employee relations.
- 1.3.25. Ensure applicants and employees are suitable for initial and continued employment.
- 1.3.26. Inform employees of standards of conduct and responsibilities.
- 1.3.27. Maintain a constructive, disciplined work environment in which both management and employees recognize and carry out their responsibilities. The Department of the Air Force shall take disciplinary and adverse actions only for such cause as will promote the efficiency of the service.

1.3.28. Provide a workplace free of drugs, harassment, and violence.

1.3.29. Process lawful expressions of dissatisfaction on matters of civilian employment fairly, impartially, and in a timely manner.

1.3.30. Voluntarily use alternative dispute resolution and other conflict management processes to the maximum extent practicable and appropriate to prevent or collaboratively resolve workplace disputes at the earliest stage feasible, by the fastest and least expensive method possible and at the lowest possible organizational level.

1.3.31. Promote eligible military spouses as a viable source of candidates for the Department of the Air Force civilian employment opportunities.

2. Roles and Responsibilities. This directive establishes the following responsibilities and authorities:

2.1. The Secretary of the Air Force shall:

2.1.1. Maintain oversight and manage civilian personnel policies, programs, and procedures through the Assistant Secretary of the Air Force for Manpower and Reserve Affairs.

2.1.2. Notify the Under Secretary of Defense for Intelligence when exercising the delegated authority of the Secretary of Defense under 10 USC § 1609, *Termination of defense intelligence employees*, relating to the termination of employment of an employee under the Special Termination Authority in a Defense Intelligence Position in the Department of the Air Force. Title 10 USC § 1609 authority may not be further delegated.

2.1.3. Serve as the Department of Defense Executive Agent of the Defense Equal Opportunity Management Institute.

2.2. The Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR) shall:

2.2.1. Serve as an agent of the Secretary within assigned policy and program domains, and provide guidance, direction, and oversight for all matters pertaining to the formulation, review, and execution of plans, policies, programs, and budgets within the civilian personnel management and administration.

2.2.2. Be accountable to the Secretary for results achieved within the policy and program areas assigned by Headquarters Air Force (HAF) Mission Directive (MD) 1-24 Addendum-A, *Re-Delegation of Authorities HAFMD 1-24 Assistant Secretary of the Air Force (Manpower and Reserve Affairs)*.

2.3. The Deputy Chief of Staff, Manpower, Personnel, and Services (AF/A1) in coordination with the Deputy Chief of Space Operations for Human Capital (SF/S1) shall:

2.3.1. Serve as an agent to carry out the responsibilities on behalf of the Secretary of the Air Force as described in HAFMD 1-32, *Deputy Chief of Staff of the Air Force, Manpower, Personnel, and Services* and execute all delegated authority from SAF/MR as prescribed by HAFMD 1-24 Addendum-A.

2.3.2. Execute civilian personnel policies, programs, and procedures.

- 2.3.2.1. Develop, coordinate, and implement policy for the management and administration of civilian personnel systems, programs (e.g., accessions, assignments, compensation, benefits, retention, separation, retirement, and wellness programs) and Position Management and Classification Program.
 - 2.3.2.2. Approve procedural guidance for management and administration of civilian personnel systems and programs.
 - 2.3.2.3. Designate the Department of the Air Force Priority Placement Program component Coordinator to ensure efficient and effective operation of the DoD Priority Placement Program.
 - 2.3.2.4. Designate the Department of the Air Force component Integrator for the development of Department of Defense Strategic Workforce Plans and who is responsible for the oversight of the civilian career field management program.
 - 2.3.2.5. Designate classification offices with delegated classification authority, in writing, to ensure the efficient and effective management of classifying civilian positions within the Department of the Air Force.
- 2.4. **The Deputy Chief of Space Operations for Human Capital (SF/S1) shall:** develop, coordinate, and execute civilian personnel policies, programs, and procedures unique to the management of United States Space Force civilian employees.
- 2.5. **The Assistant Secretary of the Air Force, Financial Management and Comptroller (SAF/FM) shall:** develop, defend, and coordinate civilian personnel funding and utilization related to civilian performance and recognition programs; allocate award funding resources; and forecast, execute, and adjust civilian personnel budgets in conjunction with AF/A1 and SF/S1, the Secretary of Defense, and the Office of Management and Budget.
- 2.6. **The Air Force General Counsel (SAF/GC) shall:** provide legal advice and opinions on policy for the Department of the Air Force on the matters covered by this policy directive.
- 2.7. **The Judge Advocate General (AF/JA) shall:** provide legal advice and opinions on policy for the Headquarters Air Force on the matters covered by this policy directive; undertake legal representation on labor negotiations, grievances, and litigation concerning matters covered by this policy directive; provide legal support for the labor relations program, through its staff judge advocates and the Civil Law and Litigation Directorate (AF/JAC).
- 2.8. **The Deputy Chief of Staff of the Air Force, Intelligence, Surveillance, Reconnaissance, and Cyber Effect Operations (AF/A2/6) in coordination with the Deputy Chief of Space Operations for Intelligence (SF/S2) and the Deputy Chief of Space Operations for Operations, Cyber and Nuclear (SF/COO) shall:**
- 2.8.1. Provide guidance and direction for functional issues related to Defense Civilian Intelligence Personnel System.
 - 2.8.2. Designate a senior executive member within AF/A2 to serve as the Department of the Air Force senior representative on the Defense Intelligence Human Resource Board to be responsible for addressing and providing recommendations to the Office of the Under Secretary of Defense for Intelligence on human capital issues related to the Defense Civilian Intelligence Personnel System.

2.8.3. Designate a senior executive member within Department of the Air Force Chief Information Officer (SAF/CN) to serve as the Department of the Air Force senior representative on Cyber Excepted Service (CES) and be responsible for addressing and providing recommendations to AF/A1 on human capital issues related to the CES.

2.8.4. In coordination and collaboration with SAF/CN, provide guidance and direction for functional issues related to the CES.

FRANK KENDALL
Secretary of the Air Force

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

Title 5 United States Code

Title 10 United States Code

Title 32 United States Code

5 USC § 301, *Departmental Regulations*

5 USC § 302, *Delegation of Authority*

5 USC § 2301, *Merit System Principles*

5 USC § 2302, *Prohibited Personnel Practices*

10 USC § 9013, *Secretary of the Air Force*

10 USC § 1609, *Termination of defense intelligence employees*

DoDD 1020.02E, *Diversity Management and Equal Opportunity in the DoD*, 8 June 2015

DoDD 1200.17, *Managing the Reserve Components as an Operational Force*, 29 October 2008

DoDD 1400.25, *DoD Civilian Personnel Management System*, 25 November 1996

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DoDD 1400.5, *DoD Policy for Civilian Personnel*, 12 January 2005

DoDD 1440.1, *The DoD Civilian Equal Employment Opportunity (EEO) Program*, 21 May 1987

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DoDD 5105.77, *National Guard Bureau (NGB)*, Enclosure 2, 30 October 2015

DoDI 1010.04, *Problematic Substance Use by DoD Personnel*, 20 February 2014

DoDI 1020.04, *Harassment Prevention and Responses for DoD Civilian Employees*, 30 June 2020

DoDI 1035.01, *Telework Policy*, 4 April 2012

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DoDI 1400.25, Volume 100, *DoD Civilian Personnel Management System: General Provisions*, 3 December 1996

DoDI 1400.25, Volume 250, *Civilian Strategic Human Capital Planning (SHCP)*, 7 June 2016

DoDI 1400.25, Volume 251, *Relationships with Non-Labor Organizations Representing Federal Employees and Other Organizations*, 23 October 2014

DoDI 1400.25, Volume 300, *DoD Civilian Personnel Management System: Employment of Federal Civilian Annuitants in the DoD*, 10 December 2008

DoDI 1400.25, Volume 315, *DoD Civilian Personnel Management System: Employment of Spouses of Active Duty Military*, 19 March 2012

DoDI 1400.25, Volume 340, *Other Than Full-Time Employment*, 26 June 2006

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DoDI 1400.25, Volume 451, *Awards*, 4 November 2013

DoDI 1400.25, Volume 511, *Classification Program*, 28 May 2015

DoDI 1400.25, Volume 531, *DoD Civilian Personnel Management System: Pay Under the General Schedule*, 31 January 2020

DoDI 1400.25, Volume 536, *Grade and Pay Retention*, 25 March 2020

DoDI 1400.25, Volume 537, *Student Loan Repayment*, 7 May 2020

DoDI 1400.25, Volume 550, *DoD Civilian Personnel Management System: Pay Administration (General)*, 20 March 2015

DoDI 1400.25, Volume 575, *Recruitment, Relocation, and Retention Incentives and Supervisory Differentials*, 2 February 2018

DoDI 1400.25, Volume 591 *Uniform Allowance Rates for DoD Civilian Employees*, 12 March 2009

DoDI 1400.25, Volume 610, *Hours of Duty*, 28 November 2014

DoDI 1400.25, Volume 630, *Leave*, 19 March 2015

DoDI 1400.25, Volume 631, *Credit for Prior Non-Federal Work Experience and Certain Military Service for Determining Leave Accrual Rate*, 31 August 2009

DoDI 1400.25, Volume 711, *Labor-Management Relations*, 26 February 2020

DoDI 1400.25, Volume 731, *Suitability and Fitness Adjudication for Civilian Employees*, 24 August 2012

DoDI 1400.25, Volume 771, *Administrative Grievance System*, 24 August 2012

DoDI 1400.25, Volume 810, *Injury Compensation*, 16 April 2009

DoDI 1400.25, Volume 830, *Civil Service Retirement System (CSRS)*, 22 August 2014

DoDI 1400.25, Volume 833, *Phased Retirement*, 13 March 2020

DoDI 1400.25, Volume 840, *Federal Employees Retirement System (FERS)*, 22 August 2014

DoDI 1400.25, Volume 850, *Unemployment Compensation (UC)*, 7 July 2017

DoDI 1400.25, Volume 870, *Federal Employees Group Life Insurance (FEGLI)*, 22 August 2014

DoDI 1400.25, Volume 885, *Professional Liability Insurance*, 9 April 2021

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DoDI 1400.25, Volume 1230, *Employment in Foreign Areas and Employee Return Rights*, 26 July 2012

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DoDI 1400.25, Volume 2006, *Defense Civilian Intelligence Personnel System (DCIPS) Compensation Administration*, 3 March 2012

DoDI 1400.25, Volume 2007, *Defense Civilian Intelligence Personnel System (DCIPS) Occupational Structure*, 17 April 2012

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DoDI 1400.25, Volume 3005, *DoD Civilian Personnel Management System: Cyber DoD Civilian Personnel Management System: Cyber Excepted Service (CES) Compensation Administration*, 15 August 2017

DoDI 1400.25, Volume 3007, *DoD Civilian Personnel Management System: Cyber Excepted Service (CES) Occupational Structure*, 15 August 2017

DoDI 1402.01, *Employment of Retired Members of the Armed Forces*, 9 September 2007

DoDI 1402.06, *Civilian Faculty Positions in Department of Defense (DoD) Post-Secondary Educational Institutions*, 23 January 2020

DoDI 1430.02, *Civilian Career Management*, 6 April 2006

AFPD 36-70, *Diversity and Inclusion*, 16 October 2018

HAF Mission Directive 1-24_Addendum-A, *Re-Delegation of Authorities HAFMD 1-24 Assistant Secretary of the Air Force (Manpower and Reserve Affairs)*, 27 June 2018

HAF Mission Directive 1-32, *Deputy Chief of Staff of the Air Force, Manpower, Personnel, and Services*, 13 September 2019

AFI 33-322, *Records Management and Information Governance Program*, 28 July 2021

Prescribed Forms

None

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

DAF Form 1003, *Department of the (DAF) Air Force Core Personnel Document (CPD)*

Abbreviations and Acronyms

AF—Air Force

AFI—Air Force Instruction

AFPD—Air Force Policy Directive

AIF—Adjustment in Force

ATC—Air Traffic Controllers

CES—Cyber Excepted Service

CNGB—Chief of the National Guard Bureau

CPD—Core Personnel Document

DAF—Department of the Air Force

DAFPD—Department of the Air Force Policy Directive

DEOMI—Defense Equal Opportunity Management Institute

DCIPS—Defense Civilian Intelligence Personnel System

DEOMI—Defense Equal Opportunity Management Institute

DoD—Department of Defense

DoDD—Department of Defense Directive

DoDI—Department of Defense Instruction

EEO—Equal Employment Opportunity

HAF—Headquarters Air Force

HQ—Headquarters

MD—Mission Directive

NGB—National Guard Bureau

OPM—Office of Personnel Management

OPR—Office of Primary Responsibility

PPP—Priority Placement Program

SHCP—Civilian Strategic Human Capital Planning

UC—Unemployment Compensation

US—United States

USC—United States Code

USSF—United States Space Force

VEAP—Veterans Employment Assistance Program

Office Symbols

AF/A1—Deputy Chief of Staff for Manpower, Personnel and Services

AF/A2/6—Deputy Chief of Staff of the Air Force, Intelligence, Surveillance, Reconnaissance, and Cyber Effect Operations

AF/JAC—Civil Law and Litigation Directorate

AF/RE—Chief of Air Force Reserve

NGB/CF—Director of the Air National Guard

SAF/CN—Department of the Air Force Chief Information Officer

SAF/FM—Assistant Secretary of the Air Force, Financial Management and Comptroller

SAF/GC—Air Force General Counsel

SAF/MR—Assistant Secretary of the Air Force for Manpower and Reserve Affairs

SF/COO—Deputy Chief of Space Operations for Operations, Cyber and Nuclear

SF/S1—Deputy Chief of Space Operations for Human Capital

SF/S2—Deputy Chief of Space Operations for Intelligence

Terms

Appointing Authority—The authority to appoint, employ, promote, reassign, discipline, demote, detail, compensate, and separate employees paid from appropriated funds.

Appointing Official—A person having the authority, by law or by duly delegated authority, to appoint, employ, promote, reassign, discipline, demote, detail, compensate, or separate individuals to positions within the Department of the Air Force.

Civilian Leader—A permanent full-time civilian employee leading an organization designated as a unit.

Commander—A commissioned officer who, by virtue of rank and assignment, exercises command authority over a military organization or prescribed territorial area, which under pertinent official directives is recognized as a “command.” This designation is used in all AF units authorized to be led by a commander except the USAF Academy, which is commanded by a superintendent, and school or academic units, which may be commanded by commandants. This individual must be on an extended military service appointment.

Delegated Classification Authority—The written authority entrusted to classify civilian positions and the responsibility for position management and the classification program. This includes the authority to classify civilian positions in accordance with controlling statutory and regulatory guidelines.

Department of Defense Priority Placement Program—An automated mandatory placement program used to match eligible well-qualified civilian employees, most of whom are subject to displacement, with vacant positions throughout Department of Defense.

Functional Issues—The problem/gap in which the mission/functional areas are affected. Senior leaders (to include Assistant Secretaries, Deputy Chiefs of Staff, and other appointed HAF two-letter General Officer or Senior Executive Service leader) that provide corporate perspective of institutional requirements and force management.

Serve as an Agent—Senior leaders (to include Assistant Secretaries, Deputy Chiefs of Staff, and other appointed Headquarters DAF two-letter General Officer or Senior Executive Service leader) that provide corporate perspective of institutional requirements and force management. The Functional Authority to serve as a final authority to ensure all policies are implemented within their respective functional community in accordance with this document. The ability to act on behalf of and/or act within the scope of authority.

Attachment 2

IMPLEMENTED DODI 1400.25 VOLUMES

DoDI 1400.25, Volume 100, *DoD Civilian Personnel Management System: General Provisions*, 3 December 1996

DoDI 1400.25, Volume 250, *Civilian Strategic Human Capital Planning (SHCP)*, 7 June 2016

DoDI 1400.25, Volume 251, *Relationships with Non-Labor Organizations Representing Federal Employees and Other Organizations*, 23 October 2014

DoDI 1400.25, Volume 300, *DoD Civilian Personnel Management System: Employment of Federal Civilian Annuitants in the DoD*, 10 December 2008

DoDI 1400.25, Volume 315, *DoD Civilian Personnel Management System: Employment of Spouses of Active Duty Military*, 19 March 2012

DoDI 1400.25, Volume 340, *Other Than Full-Time Employment*, 26 June 2006

DoDI 1400.25, Volume 351, *DoD Civilian Personnel Management System: Coordination and Clearance Requirements for Personnel Reductions, Closures of Installations and Reductions of Contract Operations in the United States*, 24 June 2021

DoDI 1400.25, Volume 430, *DoD Civilian Personnel Management System: Performance Management*, 5 August 2014

DoDI 1400.25, Volume 431, *Performance Management and Appraisal Program*, 4 February 2016

DoDI 1400.25, Volume 451, *Awards*, 4 November 2013

DoDI 1400.25, Volume 511, *Classification Program*, 28 May 2015

DoDI 1400.25, Volume 531, *DoD Civilian Personnel Management System: Pay Under the General Schedule*, 31 January 2020

DoDI 1400.25, Volume 536, *Grade and Pay Retention*, 25 March 2020

DoDI 1400.25, Volume 537, *Student Loan Repayment*, 7 May 2020

DoDI 1400.25, Volume 550, *DoD Civilian Personnel Management System: Pay Administration (General)*, 20 March 2015

DoDI 1400.25, Volume 575, *Recruitment, Relocation, and Retention Incentives and Supervisory Differentials*, 2 February 2018

DoDI 1400.25, Volume 591 *Uniform Allowance Rates for DoD Civilian Employees*, 12 March 2009

DoDI 1400.25, Volume 610, *Hours of Duty*, 28 November 2014

DoDI 1400.25, Volume 630, *Leave*, 19 March 2015

DoDI 1400.25, Volume 631, *Credit for Prior Non-Federal Work Experience and Certain Military Service for Determining Leave Accrual Rate*, 31 August 2009

DoDI 1400.25, Volume 711, *Labor-Management Relations*, 26 February 2020

DoDI 1400.25, Volume 731, *Suitability and Fitness Adjudication for Civilian Employees*, 24 August 2012

DoDI 1400.25, Volume 771, *Administrative Grievance System*, 24 August 2012

DoDI 1400.25, Volume 810, *Injury Compensation*, 16 April 2009

DoDI 1400.25, Volume 830, *Civil Service Retirement System (CSRS)*, 22 August 2014

DoDI 1400.25, Volume 833, *Phased Retirement*, 13 March 2020

DoDI 1400.25, Volume 840, *Federal Employees Retirement System (FERS)*, 22 August 2014

DoDI 1400.25, Volume 850, *Unemployment Compensation (UC)*, 7 July 2017

DoDI 1400.25, Volume 870, *Federal Employees Group Life Insurance (FEGLI)*, 22 August

2014

DoDI 1400.25, Volume 885, *Professional Liability Insurance*, 9 April 2021

DoDI 1400.25, Volume 922, *Employment of Highly Qualified Experts (HQEs)*, 3 April 2013

DoDI 1400.25, Volume 1230, *Employment in Foreign Areas and Employee Return Rights*, 26 July 2012

DoDI 1400.25, Volume 1232, *DoD Civilian Personnel Management System: Employment of Family Members in Foreign Areas*, 5 January 2012

DoDI 1400.25, Volume 1250, *Overseas Allowances and Differentials*, 23 February 2012

DoDI 1400.25, Volume 1251, *Compensation of Foreign Nationals*, 13 January 2014

DoDI 1400.25, Volume 1260, *Home Leave*, 19 March 2015

DoDI 1400.25, Volume 1261, *DoD Civilian Personnel Management System: Observance of Holidays in Foreign Areas*, 25 March 2015

DoDI 1400.25, Volume 1702, *Voluntary Separation Programs*, 1 April 2009

DoDI 1400.25, Volume 1800, *DoD Priority Placement Program (PPP)*, 1 December 1996

DoDI 1400.25, Volume 2001, *Defense Civilian Intelligence Personnel System: (DCIPS) – Introduction*, 29 December 2008

DoDI 1400.25, Volume 2004, *Defense Civilian Intelligence Personnel System (DCIPS) Adjustment in Force (AIF)*, 16 September 2011

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DoDI 1400.25, Volume 2007, *Defense Civilian Intelligence Personnel System (DCIPS) Occupational Structure*, 17 April 2012

DoDI 1400.25, Volume 2008, *Defense Civilian Intelligence Personnel System (DCIPS) Awards and Recognition*, 12 September 2012

DoDI 1400.25, Volume 2009, *Defense Civilian Intelligence Personnel System (DCIPS) Disciplinary, Performance Based, and Adverse Action Procedures*, 20 May 2012

DoDI 1400.25, Volume 2010, *Defense Civilian Intelligence Personnel System (DCIPS) Professional Development*, 9 December 2012

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DoDI 1400.25, Volume 2012, *Defense Civilian Intelligence Personnel System (DCIPS) Performance-Based Compensation*, 28 April 2012

DoDI 1400.25, Volume 2013, *Defense Civilian Intelligence Personnel System (DCIPS) Program Evaluation*, 17 April 2012

DoDI 1400.25, Volume 2014, *Defense Civilian Intelligence Personnel System (DCIPS) Employee Grievance Procedures*, 20 March 2012

DoDI 1400.25, Volume 2015, *Defense Civilian Intelligence Personnel System (DCIPS) Special Categories of Personnel*, 17 November 2011

DoDI 1400.25, Volume 2016, *Administration of Foreign Language Pay for Defense Civilian Intelligence Personnel System (DCIPS) Employees*, 28 April 2015

DoDI 1400.25, Volume 3001, *DoD Civilian Personnel Management System: Cyber Excepted Service (CES) Introduction*, 15 August 2017

DoDI 1400.25, Volume 3005, *DoD Civilian Personnel Management System: Cyber Excepted Service (CES) Employment and Placement*, 15 August 2017

DoDI 1400.25, Volume 3006, *DoD Civilian Personnel Management System: Cyber Excepted Service (CES) Compensation Administration*, 15 August 2017

DoDI 1400.25, Volume 3007, *DoD Civilian Personnel Management System: Cyber Excepted Service (CES) Occupational Structure*, 15 August 2017