

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

**DEPARTMENT OF THE AIR FORCE
POLICY DIRECTIVE 36-31**



19 DECEMBER 2022

Personnel

PERSONAL AFFAIRS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Todd L. Remington, Senior Coordinator)

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This Department of the Air Force Policy Directive (DAFPD) implements 5 CFR Part 950, *Solicitation of Federal Civilian and Uniformed Service Personnel for Contributions to Private Voluntary Organizations*; Department of Defense Instruction (DoDI) 1000.04, *Federal Voting Assistance Program (FVAP)*; DoDI 5035.01, *Combined Federal Campaign Fundraising Within the DoD*; and DoDI 5500.14, *Naturalization of Aliens Serving in the Armed Forces of the United States and of Alien Spouses and/or Alien Adopted Children of Military and Civilian Personnel Ordered Overseas*. It establishes policies to assist Department of the Air Force (DAF) personnel manage their personal affairs. The policies approved in this DAFPD have been developed in collaboration with the Chief of Air Force Reserve (AF/RE), the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1), and the Deputy Chief of Space Operations for Human Capital (SF/S1). This publication applies to Department of the Air Force civilian employees and uniformed members of the Regular Air Force, United States Space Force (USSF), Air Force Reserve, and Air National Guard. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 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 AF/A1SR 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 has been revised and should be completely reviewed. This revision updates organizational titles and references for accuracy. It removes identification (i.e., dog) tag information, which is realigned under DAFPD 36-38, *Force Support Readiness*. It also removes private organization information, which is realigned under Air Force Policy Directive (AFPD) 34-1, *Air Force Services*. Lastly, it removes Air Force Memorialization Program information, which is realigned under DAFPD 36-28, *Awards Program* upon its revision.

1. Overview. The DAF offers Personal Affairs programs to assist Airmen, Guardians, their families, and retirees with personal challenges associated with military service. A range of programs address voting assistance, overseas marriages, fundraising for charitable organizations, and retiree activities. These programs promote personal and family resiliency, improve quality of life, and readiness.

2. Policy. DAF personnel shall be informed of the personal affairs programs available to them and their dependents. The appropriate support agencies will provide individual counseling on the personal affairs programs offered.

2.1. Each member of the DAF has a right and a responsibility, as a citizen, to vote. The DAF will provide voting information and the means to vote using absentee ballots to members of the DAF and their dependents, civilian Federal employees, and other qualified voters that have access to installation offices. Installation Military and Family Readiness Centers will provide necessary information and assistance to Airmen and Guardians at Regular Component DAF Installations. Air Reserve Components may use the Air Force Personnel Center Total Force Service Center as the primary source of voting information when required to provide voting assistance to activated members.

2.2. The DAF will counsel members stationed overseas on the restrictions of the United States immigration laws when marrying citizens of other countries. Also, the DAF will advise its members of the United States immigration requirements for alien spouses, fiancés, children, stepchildren, or adopted children.

2.3. DAF personnel will be given the opportunity and are encouraged to support federally-recognized charities and humanitarian organizations through the Combined Federal Campaign.

2.4. DAF personnel will be given the opportunity and are encouraged to support their fellow Airmen and Guardians through the Air Force Assistance Fund. The four affiliate charities are the Air Force Aid Society, Air Force Charitable Foundation, The LeMay Foundation, and The Air Force Enlisted Village. These charities help DAF members and their families in an emergency situation or with an educational need and aid surviving spouses of Airmen, Guardians, and retirees with financial and housing assistance. Commanders may endorse and provide logistical support to fundraising events that exclusively benefit the Air Force Assistance Fund and the four charities it represents.

2.5. All DAF members and organizations, which includes both unit-affiliated unofficial activities/social funds and installation-recognized private organizations, must comply with proper guidelines when organizing and participating in fundraising activities. Installation Commanders and his/her delegates, under legal advisement, are the approval authority for all fundraising on DAF installations.

2.6. The DAF will ensure retirees have the opportunity to maintain contact with, and assist, their fellow retirees, retirees' families, and members of the Air Force and Space Force and will keep members of the retiree community informed on their entitlements and key issues affecting them.

3. Roles and Responsibilities.

3.1. The Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR) provides policy oversight and program advocacy.

3.2. Deputy Chief of Staff of the Air Force Manpower, Personnel, and Services (AF/A1) and the Deputy Chief of Space Operations for Human Capital (SF/S1). In accordance with authority in Headquarters Air Force (HAF) Mission Directive 1-32, *Deputy Chief of Staff of the Air Force Manpower, Personnel, and Services*, the AF/A1 and SF/S1 will ensure implementation of the policy in [paragraph 2](#).

FRANK KENDALL
Secretary of the Air Force

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

5 CFR Part 950, *Solicitation of Federal Civilian and Uniformed Service Personnel for Contributions to Private Voluntary Organizations*

DoDI 1000.04, *Federal Voting Assistance Program (FVAP)*, 12 November 2019

DoDI 5035.01, *Combined Federal Campaign Fundraising Within the DoD*, 6 June 2017

DoDI 5500.14, *Naturalization of Aliens Serving in the Armed Forces of the United States and of Alien Spouses and/or Alien Adopted Children of Military and Civilian Personnel Ordered Overseas*, 4 January 2006

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

AFPD 34-1, *Air Force Services*, 11 October 2018

DAFPD 36-28, *Awards Program*, 24 May 2021

DAFPD 36-38, *Force Support Readiness*, 8 June 2021

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

Prescribed Forms

None

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFPD—Air Force Policy Directive

DAF—Department of the Air Force

DAFPD—Department of the Air Force Policy Directive

DoDI—Department of Defense Instruction

HAF—Headquarters Air Force

HAF MD—Headquarters Air Force Management Directive

USAF—United States Air Force

USSF—United States Space Force

Office Symbols

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

AF/A1S—Air Force Services

AF/A1SR—Services Resourcing and Requirements Division

AF/RE—Chief of Air Force Reserve

NGB/CF—Director of the Air National Guard

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

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