

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

**AIR FORCE MISSION DIRECTIVE 37**

**12 AUGUST 2021**



**AIR FORCE PERSONNEL CENTER  
(AFPC)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This mission directive defines the mission, command and responsibilities of the Air Force Personnel Center (AFPC). Refer recommended changes and questions related to this publication to the Office of Primary Responsibility using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 from field units through the appropriate chain of command. 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. This publication may not be supplemented. No waivers may be granted for any part of the publication.

***SUMMARY OF CHANGES***

This document has been revised and must be completely reviewed. Changes include the inclusion of United States Space Force (USSF) and the addition of injury compensation and employment compensation. This publication has been updated to comply with Air Force Policy Directive 38-1, *Manpower and Organization* and AFI 38-101, *Manpower and Organization*.

**1. Mission.** Headquarters Air Force Personnel Center (HQ AFPC) executes and integrates Department of the Air Force personnel programs and processes for Airmen and Guardians. HQ AFPC will continue to support the USSF, as needed, until such time as an affirmative decision is made to the contrary. HQ AFPC is a field operating agency of the Air Staff, Headquarters Air Force.

**2. Command.** The AFPC Commander (AFPC/CC) is responsible to the Deputy Chief of Staff for Manpower, Personnel, and Services, (AF/A1), Air Staff. AFPC/CC executes personnel policy by developing, coordinating, and implementing standards, systems, programs and procedures for military and civilian personnel operations.

**3. Responsibilities.** The Commander, AFPC:

3.1. Executes policies which specify the scope of military personnel functions at installation, intermediate and command levels.

3.2. Manages and operates military personnel data and information systems.

3.3. Executes policies that govern active duty accessions, testing, classification, assignments, personnel records systems, performance evaluations, promotions, reenlistments, retention, awards and decorations, appearance, pay, entitlements, fundraising, personnel assessment, retiree affairs, family matters, retirements, separations, personnel readiness, casualty reporting, and Agile Combat Support deployments.

3.4. Interfaces with USSF (as necessary), Regular Air Force, Air National Guard and Air Force Reserve personnel programs impacting the Total Department of the Air Force.

3.5. Manages and operates civilian personnel data and information systems, career management, recruitment, development and placement programs. Implements and manages centralized civilian personnel processes that include external staffing (noncompetitive appointment authorities and competitive case examining) and internal merit promotion program, civilian education and development, intern recruiting/development, career programs, injury compensation and unemployment compensation, official personnel folders and associated processes, civilian benefits and entitlements, classification, personnel assessment programs, experience and education coding, the standard core personnel document library and permanent change of station orders.

JOHN A. FEDRIGO, SES  
Acting Assistance Secretary (Manpower and  
Reserve Affairs)

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

AFPD 38-1, *Manpower and Organization*, 2 July 2019

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

AFI38-101, *Manpower and Organization*, 29 August 2019

***Prescribed Forms***

None

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

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

**AFMD**—Air Force Mission Directive

**AFPC/CC**—Commander, Air Force Personnel Center

**HQ AFPC**—Headquarters Air Force Personnel Center

**USSF**—United States Space Force