



**DEPARTMENT OF AIR FORCE POLICY
DIRECTIVE 36-21**

25 AUGUST 2023

Personnel

**UTILIZATION AND CLASSIFICATION
OF MILITARY PERSONNEL**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This Department of the Air Force (DAF) Policy Directive implements Department of Defense Instruction (DoDI) 1315.18, *Procedures for Military Personnel Assignments*; DoDI 1235.13, *Administration and Management of the Individual Ready Reserve (IRR) and the Inactive National Guard (ING)*; DoDI 1205.18, *Full-Time Support (FTS) to the Reserve Components*; DoD Directive 1000.21E, *Department of Defense Passport and Passport Agent Services*; DoDI 1200.18, *The United States Property and Fiscal Officer (USPFO) Program*; DoDI 1235.09, *Management of the Standby Reserve*; DoDI 1300.19, *DoD Joint Officer Management (JOM) Program*; DoDI 1300.28, *In-Service Transition for Transgender Service Members*; DoDI 1312.01, *Department of Defense Occupational Information Collection and Reporting*; DoDI 1315.09, *Utilization of Enlisted Aides (EAs) on Personal Staffs of General and Flag Officers (G/FOs)*; DoDI 1322.06, *Fellowships, Internships, Scholarships, Training-With-Industry (TWI) and Grants Provided to DoD or DoD Personnel for Education and Training*; DoDI 1336.07, *Management of Personnel Tempo*; DoDI 6000.13, *Accession and Retention Policies, Programs, and Incentives for Military Health Professions Officers (HPOs)*; DoDI 1215.06, *Uniform Reserve, Training, and, Retirement Categories for the Reserve Components*; DoDI 1200.07, *Screening the Ready Reserve*; and DoDI 1215.13, *Ready Reserve Member Participation Policy*. This directive applies to all Regular Air Force, United States Space Force, Air Force Reserve and Air National Guard personnel. In collaboration with the Deputy Chief of Space Operations for Human Capital, the Chief of Air Force Reserve, and the Director of the Air National Guard, the Deputy Chief of Staff for Manpower, Personnel, and Services develops personnel policy for utilization and classification of

Department of the Air Force (DAF) military personnel. 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 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 publication may not be supplemented.

SUMMARY OF CHANGES

This document has been updated to convert to a Department of the Air Force publication and to specify applicability to the United States Space Force.

1. Department of the Air Force Policy. The DAF shall:

1.1. Ensure qualified Airmen and Guardians with the needed skills are in the right job at the right time to meet the DAF mission.

1.1.1. Classify and assign Airmen and Guardians, as equitably as possible, to ensure a high state of readiness.

1.1.2. Provide special assignment consideration for Airmen and Guardians who have family members with special medical or educational needs.

1.1.3. To the maximum extent possible, assign individuals on a voluntary basis and in the most equitable manner feasible, while meeting mission and commander needs.

1.1.4. Ensure involuntary assignments are equitably distributed among similarly qualified Airmen and Guardians, to minimize family separation and to avoid creating severe personal hardship.

1.1.5. Establish Active Duty Service Commitments or Reserve Service Commitments when Airmen and Guardians are reassigned on a fully funded permanent change of station, or public funds are used for education or training courses, to ensure a return on the investment.

1.1.6. Assess utilization and classification policy compliance by measuring two areas:

1.1.6.1. Vacant positions. The DAF mission is to fill all funded authorizations with assigned Airmen and Guardians.

1.1.6.2. Time on station requirements. These are established to stabilize the lives of Regular Air Force and Regular Space Force service members and their dependents and to reduce permanent change of station costs. The data applies to Regular Air Force and Space Force officer and enlisted time on station waivers.

1.2. Joint Officer Promotion Rates.

1.2.1. Officers who are serving, or have served, on the Joint Staff and on the staff of the Secretary of Defense are expected, as a group, to be promoted to the next higher grade at a rate not less than the rate for officers in the same grade and competitive category who are serving, or who have served, on the headquarters staff of their armed force.

1.2.2. Officers in the grade of major or above who have been designated as a joint qualified officer are expected, as a group, to be promoted to the next higher grade at a rate not less than the rate for all officers in the same grade and competitive category.

2. Roles and Responsibilities.

2.1. The Assistant Secretary of the Air Force for Manpower and Reserve Affairs is responsible for policy oversight of the DAF's utilization, classification and implementing Department of Defense policies governing the Department of Defense Joint Officer Management program. The Assistant Secretary of the Air Force for Manpower & Reserve Affairs discharges this responsibility for the Secretary of the Air Force.

2.2. The Deputy Chief of Staff for Manpower, Personnel and Services, develops, coordinates, and executes personnel policy and essential procedural guidance for utilization, classification, and joint officer management programs for Total Force Airmen. The Deputy Chief of Staff for Manpower, Personnel and Services performs these duties in collaboration with the Air Force Reserve and Air National Guard.

2.3. The Chief of the Air Force Reserve executes end strength management, assignments, utilization, classification procedures, and develops joint officer management programs for Air Force Reserve personnel.

2.4. The Director, Air National Guard executes end strength management, assignments, utilization, classification procedures, and develops joint officer management programs for Air National Guard personnel.

2.5. The Deputy Chief of Space Operations for Human Capital develops, coordinates, and executes personnel policy and essential procedural guidance for utilization, classification, and joint officer management programs for Space Force Guardians. The Deputy Chief of Space Operations for Human Capital performs these duties in collaboration with the DAF, Air Force Reserve and Air National Guard.

FRANK KENDALL
Secretary of the Air Force

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

DoDD 1000.21E, *DoD Passport and Passport Agent Services*, 20 October 2009

DoDI 1200.07, *Screening the Ready Reserve*, 18 November 1999

DoDI 1200.18, *The United States Property and Fiscal Officer (USPFO) Program*, 7 June 2012

DoDI 1205.18, *Full-Time Support (FTS) to the Reserve Components*, 5 June 2020

DoDI 1215.06, *Uniform Reserve, Training, and Retirement Categories for the Reserve Components*, 12 July 2022

DoDI 1215.13, *Ready Reserve Member Participation Policy*, 5 May 2015

DoDI 1235.09, *Management of the Standby Reserve*, 12 February 2014

DoDI 1235.13, *Administration and Management of the Individual Ready Reserve (IRR) and the Inactive National Guard (ING)*, 18 October 2013

DoDI 1300.19, *DoD Joint Officer Management (JOM) Program*, 3 April 2018

DoDI 1300.28, *In-Service Transition for Transgender Service Members*, 30 April 2021

DoDI 1312.01, *Department of Defense Occupational Information Collection and Reporting*, 28 January 2013

DoDI 1315.09, *Utilization of Enlisted Aides (EAS) on Personal Staffs of General and Flag Officers (G/FOs)*, 6 March 2015

DoDI 1315.18, *Procedures for Military Personnel Assignments*, 28 October 2015

DoDI 1322.06, *Fellowships, Scholarships, Training with Industry (TWI), and Grants for DoD Personnel*, 12 October 2016

DoDI 1336.07, *Management of Personnel Tempo*, 28 December 2020

DoDI 6000.13, *Accession and Retention Policies, Programs, and Incentives for Military Health Professions Officers (HPOs)*, 30 December 2015

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

DoD—Department of Defense

DoDD—Department of Defense Directive

DoDI—Department of Defense Instruction

EAS—Enlisted Aides

FTS—Full Time Support

G/FOs—General and Flag Officers

ING—Inactive Ready Reserve

IRR—Individual Ready Reserve

JOM—Joint Officer Management

OPR—Office of Primary Responsibility

USPFO—United States Property and Fiscal Officer

Office Symbols

AF/A1PPA—Air Force Assignment Policy

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