

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

**DEPARTMENT OF THE AIR FORCE  
POLICY DIRECTIVE 36-38**



**22 MAY 2023**

***Personnel***

***FORCE SUPPORT READINESS***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This Department of the Air Force Policy Directive (DAFPD) implements Department of Defense Directive (DoDD) 3025.14, *Evacuation of U.S. Citizens and Designated Aliens from Threatened Areas Abroad*; Department of Defense Instruction (DoDI) 1015.11, *DoD Lodging Policy*; DoDI 1336.07, *Management of Personnel Tempo*; DoDI 1352.01, *Management of Regular and Reserve Retired Military Members*; DoDI 3001.02, *Personnel Accountability In Conjunction With Natural or Manmade Disasters*; DoDD 5101.11E, *DoD Executive Agent for the Military Postal Service and Official Mail Program*, DoDI 4525.09, *Military Postal Service* and is consistent with Joint Publication 1-0, *Joint Personnel Support*; Joint Publication 4-0, *Joint Logistics, Appendix M. Mortuary Affairs*; DoDD 1300.22, *Mortuary Affairs Policy*; DoDI 1325.02, *Desertion and Unauthorized Absence or Absence without Leave*; and DoDI 6490.03, *Deployment Health*. It establishes policies for military postal services, for visibility and accountability of personnel, and to ensure the United States Air Force (USAF) and United States Space Force (USSF) maintain the ability to respond across the range of military operations. 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 force support personnel accountability and military postal services. This publication applies to Department of the Air Force civilian employees and uniformed members of the Regular Air Force, United States Space Force, the Air Force Reserve, and the Air National Guard. Ensure that 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 Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and conflicts between this publication and other publications that this publication directly governs to the Department of the Air Force, Force Support Readiness and Career Field Management Division (AF/A1XO), 1480 Air Force Pentagon, Washington, DC 20330-1480, using the Department of the Air Force (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 updated to reflect the alignment of military postal services responsibilities to AF/A1.

### **1. Overview.**

1.1. Personnel accountability is inherent to command/unit leadership and is a shared responsibility between a commander or director, supervisor, and the individual. Personnel accountability is used by commanders/directors to account for and maintain visibility of their personnel using established personnel accountability and reporting systems. The objective of the personnel accountability mission is to capture all changes in a member's duty status to ensure these changes, regardless of length are reported immediately. Personnel accountability is also a primary conduit for data impacting personnel tempo (PERSTEMPO).

1.2. Personnel reporting assists commanders/directors with assessing and evaluating the readiness of their organization and the ability to accomplish its operational mission. Commanders/directors use established personnel accountability and reporting systems to assist with making decisions that impact individual and organizational readiness.

1.3. People have always been the Department of the Air Force's greatest asset; across the span of our total force, they are essential to our ability to perform our missions. During times of war, natural disasters, or national emergencies the ability to quickly assess the status of our members and their families is critical to establishing stability to recovering and returning to normal operations as quickly as possible.

1.4. Personnel readiness describes a state of wartime preparedness and whether an individual is ready to deploy. Taking care of our people is essential if we are to provide trained and ready Airmen, Guardians, and civilian employees capable of performing assigned tasks to satisfy combatant commanders' requested capabilities.

1.5. The Department of the Air Force has significantly changed how it organizes, trains, equips, deploys, and sustains its mission. The Force Support community contributes by providing total force accountability, casualty reporting, personnel policies, fitness, recreation, lodging, laundry, food services, mortuary, resale capabilities, and assistance with hosting official functions. Understanding and accomplishing these roles and responsibilities is crucial for ensuring the primary goal of accurate real-time total force accountability.

### **2. Roles and Responsibilities.**

2.1. Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR) is responsible for policy oversight and advocacy of the USAF and USSF Force Support

Readiness programs and for interface with the Office of the Secretary of Defense staff concerning development of the Department of Defense (DoD) policy and legislative initiatives.

2.2. The Deputy Chief of Staff for Manpower, Personnel and Services (AF/A1) in collaboration with the US Space Force Deputy Chief of Space Operations for Human Capital (SF/S1) is responsible for developing, coordinating, and executing Force Support policies and essential procedural guidance for managing the Force Support Readiness Program.

### 3. Policy.

3.1. USAF Force Support personnel shall develop and maintain reporting systems, procedures, and processes to support managing service members' PERSTEMPO reporting requirements, and the accountability, tracking, and reporting of regular, reserve, DoD civilians, family members of regular, reserve, and affiliated contractors serving outside the Continental United States in accordance with established guidance. It encompasses all events causing a person to not be present for duty. This data can be used in making force management decisions. These systems, procedures, and processes will:

3.1.1. Include use of Personnel Accounting Symbol codes to account for and report by individual unit.

3.1.2. Enable accounting, reporting, and historical tracking of the daily location of Airmen, Guardians, and Department of the Air Force Civilians deployed in support of Combatant Commanders' operations.

3.2. USAF Force Support personnel will issue identification tags (also known as "dog tags") to USAF and USSF military personnel. Civilian personnel may also be issued identification tags upon notification of deployment.

3.3. USAF Services personnel shall provide expeditionary capabilities to support the core functions for the warfighters and Combatant Commanders in accordance with AFD 34-1, *Air Force Services*.

3.4. USAF personnel serving in the 3F5XX Administration career field will perform Military Postal Service duties and operate a Military Postal Activity as an extension of the United States Postal Service consistent with the requirements of DoDD 5101.11E, *DoD Executive Agent for the Military Postal Service and Official Mail Program*, and DoDI 4525.09, *Military Postal Service*.

3.4.1. The Department of the Air Force will program, budget, and obligate adequate funding for its respective overseas military mail transportation costs.

3.4.2. The Department of the Air Force will staff its military postal operations in the grades and specialties required to ensure sufficiently trained personnel for worldwide postal operations.

FRANK KENDALL  
Secretary of the Air Force

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

DoDD 1300.22, *Mortuary Affairs Policy*, 30 October 2015

DoDD 3025.14, *Evacuation of US Citizens and Designated Aliens from Threatened Areas Abroad*, 26 February 2013

DoDD 5101.11E, *DoD Executive Agent for the Military Postal Service and Official Mail Program*, 18 March 2021

DoDI 1015.11, *DoD Lodging Policy*, 23 January 2023

DoDI 1325.02, *Desertion and Unauthorized Absence or Absence Without Leave*, 26 October 2021

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

DoDI 1352.01, *Management of Regular and Reserve Retired Military Members*, 8 December 2016

DoDI 3001.02, *Personnel Accountability in Conjunction With Natural or Manmade Disasters*, 3 May 2010

DoDI 4525.09, *Military Postal Service*, 24 May 2022

DoDI 6490.03, *Deployment Health*, 19 June 2019

Joint Publication 1-0, *Joint Personnel Support*, 1 December 2020

Joint Publication 4-0, *Joint Logistics, Appendix M. Mortuary Affairs*, 4 February 2019

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

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***

**AF**—Air Force

**AFI**—Air Force Instruction

**AFPD**—Air Force Policy Directive

**DAFPD**—Department of the Air Force Policy Directive

**DoD**—Department of Defense

**DoDD**—Department of Defense Directive

**DoDI**—Department of Defense Instruction

**OPR**—Office of Primary Responsibility

**PERSTEMPO**—Personnel Tempo

**USAF**—United States Air Force

**USSF**—United States Space Force

### *Office Symbols*

**AF/A1**—Department of the Air Force, Directorate of Manpower, Personnel, and Services

**AF/A1XO**—Department of the Air Force, Force Support Readiness and Career Field Management Division

**AF/RE**—Chief of the Air Force Reserve

**NGB/CF**—Director of the Air National Guard

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

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

### *Terms*

**PERSTEMPO**—The term “personnel tempo” means the amount of time members of the armed forces are engaged in their official duties at a location or under circumstances that make it infeasible for a member to spend off-duty time in the housing in which the member resides. Reference Section 991(f)(3) of Title 10, United States Code. If a member of a Reserve Component who is performing active service pursuant to orders that do not establish a permanent change of station, said housing is any housing, including the member’s residence, that the member usually occupies during off-duty time when on garrison duty at the member’s Permanent Duty Station or Home Port. PERSTEMPO events include PERSTEMPO deployment and PERSTEMPO non-deployment events.

**PERSTEMPO Deployment Event**—Events that fall under operations, exercises, unit training, mission support temporary duty, home station training, or hospitalization not at or near the service member’s permanent duty station or home port. Reference Sections 101(d)(1) and 101(d)(5) of Title 10, United States Code.

A member of the Military Services is in a PERSTEMPO deployment event on any day on which, pursuant to orders, the member is performing one of the identified deployment events at a location or under circumstances that make it impossible or infeasible for the member to spend off-duty time in the housing in which they reside when on garrison duty at their permanent duty station or home port.

Reserve Component members are in a PERSTEMPO deployment event on any day on which, pursuant to orders that do not establish a permanent change of station, they are performing active duty or full-time National Guard duty, as defined in Sections 101(d)(1) and 101(d)(5) of Title 10, U.S.C., at a location or under circumstances that make it infeasible for a member to spend off-duty time in the housing, which may include the member’s residence, that the member usually occupies during off-duty time when on garrison duty at the member’s permanent duty station or home port.

**PERSTEMPO Non-deployment Event**—PERSTEMPO non-deployment events fall under individual training, duty in garrison near the service member's permanent duty station or home port, hospitalization near the service member's permanent duty station or home port, disciplinary events, Reserve Component inactive duty training, muster duty, or funeral honors duty.

**A service member is in a PERSTEMPO non**—deployment event when they are at a location or under circumstances that make it impractical for them to spend off-duty time in the housing in which they normally reside and the member is performing one of the identified non-deployment events.