

## Chapter 4

### PERSONNEL

*Air Force  
Command posts*

**4.1. Manpower Standard.** Air Force Manpower Standard (AFMS 135A) determines unit-level manpower authorizations. The unit manpower document is the result. HQ AFSPC/XOO is the AFSPC office of primary responsibility (OPR) for enlisted command post manning issues.

**4.2. Assignments.** CP positions are not selectively manned. AFMAN 36-2105, *Officer Classification* and AFMAN 36-2108, *Enlisted Classification*, establish general qualification requirements for personnel in both the officer and 1C3X1 career fields. The only restrictions AFSPC has placed on the assignment of personnel who have the required rank, AFSC and skill-level are identified in the Personnel Processing Codes (PPC) included in the assignment notifications.

**4.2.1. Security Clearances.** All personnel assigned C2 duties within the CP must possess a Top Secret (TS) security clearance based on a Single Scope Background Investigation (SSBI). Permanent SIOP-ESI and SCI accesses are also based on an SSBI.

4.2.1.1. Where mission requirements allow, units may employ personnel with a Secret clearance. A final TS, however, is required for all 1C3X1 personnel to retain the AFSC.

4.2.1.2. Commanders may grant interim TS clearances IAW the requirements stated in AFI 31-101.

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**4.2.2. SIOP-ESI Access.** Personnel assigned to 20 AF units require access to SIOP-ESI categories "01," "08" and "10," as applicable.

4.2.2.1. The management and training elements will have access categories "01" and "10."

4.2.2.2. All certified controllers will be granted, as a minimum, access to category "10." If controllers will store materials for crewmembers, access to category "08" may also be required.

4.2.2.3. The SIOP approval authority may waive requirements IAW the procedures outlined in AFI 10-1102, *Safeguarding the SIOP*.

4.2.2.4. Information Management Specialists will have access to category "08."

### 4.3. Manning Report (MANREP).

**4.3.1. Purpose.** The MANREP provides information necessary for the MAJCOM functional manager (FAM) to effectively manage AFSPC 1C3X1 resources.

**4.3.2. When Submitted.** Each CP Chief or Superintendent will submit a MANREP to the FAM no later than the first duty day of each month. The report "as of date" will be the first day of the month.

**4.3.3. How Submitted.** Submit via e-mail directly to the FAM. Secondary method is via fax to DSN: 692-0210 and tertiary is via DMS to the HQ AFSPC Operations Center.

**4.3.4. Format.** A sample MANREP is provided at **Attachment 5**. Reports that indicate an individual is moving PCS or TDY to an overseas location must be marked *FOUO*.

4.3.4.1. NAME/RANK/TITLE. Self explanatory unless the position is vacant or not being used, in which case, the terms "VACANT" or "NOT USED" will be entered.