

PROCEDURES GUIDE FOR AIR FORCE PERSONNEL CENTER AND CIVILIAN PERSONNEL FLIGHTS

I. INTRODUCTION

21 JAN 03

1. The mission of the Directorate of Civilian Personnel Operations, Air Force Personnel Center (AFPC) is *to provide quality service in worldwide personnel operations, with integrity, responsiveness and sensitivity to commanders, civilian personnel flights (CPF), managers, supervisors, Air Force civilian employees and other customers.*

2. This Procedures Guide for AFPC and CPFs is designed to clarify the roles and responsibilities of AFPC, CPFs and Managers/Supervisors when working with the various functional areas. The information and charts, which mirror the PC Mart “Must-be” Process Models as revised under Option 1, are placed within the guide to allow a logical flow of the work being processed. This guide is not intended to replace legal, regulatory or policy directives.

3. The guide is considered a living document and will be updated as required. Questions relating to affirmative employment, benefits and entitlements, classification, or systems should be referred to the representatives in the specific division. Affirmative Employment assistance can be found within the Operations Divisions that service your specific base.

DIVISION	PHONE (DSN)	FAX (DSN)	FAX SERVER (DSN)
Central Operations Division (DPCC) (AETC) DPCC1 DPCC2 DPCC3	665-3086	665-2934	665-3173 665-3020 665-3174 665-3098 665-2840
Eastern Operations Division (DPCE) (AFRC/AMC) DPCE1 DPCE2 DPCE3	665-3061	665-2967	665-3024 665-3170 665-3169
Southern Operations Division (DPCS) (AFA/AFDC/AFMC/ANG) DPCS1 DPCS2	665-3050	665-2891	665-3177 665-3178

DIVISION	PHONE (DSN)	FAX (DSN)	FAX SERVER (DSN)
Southern Operations Division (continued) DPCS3 Special Projects Acquisition Demo	665-3050		665-3179 665-3022 665-3184
Western Operations Division (DPCW) (ACC/AFSPC)	665-3044	665-2980	665-2841 665-3099 665-3019 665-3175 665-3176
Integration Branch (DPCTI) RIF Unit	665-3045 665-3045	665-2932	665-3181
Benefits and Entitlements Branch (DPCMB)	1-800-997-2378 (Employee Line) *1-800-540-4047 (CPF Line)	665-2936	
Classification Branch (DPCMC)	665-3053	665-2937	
Personnel Support Branch (DPCMP) OPF Management PCS Orders	665-2916 665-2435		665-2839 665-3097
Plans and Programs Division (DPCX) Systems Operations (DPCXO) Technical Support & Training (DPCXT)	665-2898 665-2151 665-2899	665-2811 665-2811 665-2981	
DEO/ Recruitment (DPCTD) PACAF Staffing Team (DPCTDP)	665-3069	665-3997	665-3183 665-1225

* This number is not to be provided to active federal employees serviced by BEST.

4. All divisions and branches can be reached commercially with the prefix 210-565, followed by the specific four-digit number.