

## INTRODUCTION

### 1.1. Overview

1.2. This guide details how DAF civilian members can change their rank from the new CIV default back to the members authorized pay plan.

1.2.1. Access can be obtained by following this link directly.

<https://imp.afds.af.mil/Reports.aspx#personal>, pages will look similar to this one:

therein.  
The following data is available for your personal information stored with Air Force Identity Services.

Category: **USAF Civilian**

Remove Modifications Verify All Data

Demographic attributes specify who you are, including your name, age, and gender.

Rank: **GS-14** Persona Type: **CIV**

First Name: Middle Name: Last Name:  
Suffix: Gender: Date of Birth:  
Citizenship: SSAN: Employee ID:  
Federal Agency Smart Credential Number (FASC-N):  
Federal Assured Personal Identifier:  
Enterprise User Name:  
Persona Display Name:  
Persona Email:  
Principal Name:

Cancel Save ?

The information herein is For Official Use Only (FOUO) which must be protected under the Freedom of Information Act of 1966 and Privacy Act of 1974, as amended. Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in criminal and/or civil penalties.

Please contact your local Comm Focal Point for assistance.

**Mission Statement**  
AFID is the system used to effectively manage access control, identity management, and security threats while simplifying security management. It serves as the single authoritative source for identity data used by networks and applications, reducing redundancy of directory services currently deployed in the AF. AFID is the key enabler required for single sign-on, smart card login, PKI data exchange, AF white pages / GAL, account provisioning, medium assurance messaging, GCSS-AF/IF, and AF Portal initiatives.

**Weekly Maintenance Window**  
Every week, AFID performs system maintenance on Tuesday at 0700-1200 Central Time. During this period, our websites will have intermittent connectivity.

1.2.2. Select the Drop Down to the right of "Rank" (Circled in red) and select the CIV option or change to the members authorized pay plan.

1.2.3. Select Save at the bottom of the page. Display name changes will take effect in 12-24 hours.