

**BY ORDER OF THE COMMANDER  
AIR FORCE RESEARCH LABORATORY  
(AFRL)**

**AIR FORCE RESEARCH LABORATORY  
INSTRUCTION 36-211**

**5 DECEMBER 2012**



**Personnel**

**APPOINTING RETIRED/SEPARATED  
MILITARY MEMBERS OR REEMPLOYED  
ANNUITANTS TO DOD CIVIL SERVICE  
POSITIONS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFI 36-102, *Basic Authority and Responsibility for Civilian Personnel Management and Administration*, and AFI 36-2110, *Assignments*. This instruction establishes policy, responsibilities, and procedures to implement the Air Force Research Laboratory (AFRL) policy on appointing retired/separated military members and reemployed annuitants. This instruction applies to all AFRL organizations. This publication may be supplemented at any level, but all direct supplements must be routed to the OPR of this publication for coordination prior to certification and approval. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW AFMAN 33-363, *Management of Records*, and disposed of IAW Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 through the appropriate functional chain of command.

**1. Overview.** All retired/separated military members hired at the DR-IV/GS-15 and equivalent level require HQ AFMC Executive Director (AFMC/CA) approval. AFRL Executive Director (AFRL/CA) is the approval authority for all DR-III/GS-14 and equivalent level or below positions if the military member's retirement/separation effective date is within one year of the proposed hiring date *and* the individual is being hired into the same technology directorate (TD)/711th Human Performance Wing (711 HPW) from where the member retired/separated. All reemployed annuitants at the DR-IV/GS-15 and equivalent level require AFMC/CA

approval. Reemployed annuitants at the DR-III/GS-14 and equivalent level or below require AFRL/CA approval.

## 2. Approval Process and Notification

2.1. All packages for appointing reemployed annuitants and retired/separated military members when required (see paragraph 3) to DoD civil service positions must be submitted to the appropriate point of contact (POC) to the Personnel Director (AFRL/DP). Requests for reemployed annuitants and retired/separated military members must be submitted to the AFRL/DP program POC. Sending packages directly to AFMC is unauthorized. The AFRL/DP POC will route the request packages to the appropriate approval authority AFRL/CA or AFMC/CA.

2.2. If AFMC/CA approval is required, the AFRL/DP POC will submit the required documentation to the appropriate office in AFMC who will staff and submit the package to AFMC/CA for approval. AFRL/DP will maintain a log of all requests on reemployed annuitants and retired/separated military hired civilian positions.

2.3. To expedite processing, ensure all the documentation required is submitted electronically via Livelink, as separate attachments (individual files), to the appropriate AFRL/DP POC.

2.4. Packages *must* be approved by the appropriate approval authority prior to making any commitments or offers of employment to the applicant. Upon approval by the appropriate authority (AFRL/CA or AFMC/CA) and notification by the appropriate staffing office (if applicable), the responsible POC in AFRL/DP will notify the affected TD/711 HPW of the approval.

2.5. Civilian personnel flight has sole authority to extend an official offer of employment to the applicant. The selecting official does not have the authority to present any official offer to the applicant to fill any civilian position.

2.6. This guidance does not negate the AFMC Commander's (AFMC/CC) policy on DR-IV/GS-15 and equivalent selections/reassignments or AFRL's guidance on announcing civilian leadership positions IAW AFRLI 36-105, *AFRL Civilian Leadership Positions Assignment Procedures*.

## 3. Hiring Retired/Separated Military Members.

3.1. Retired/Separated Military Members at the DR-IV/GS-15 and equivalent level.

3.1.1. Retired/separated military members hired at the DR-IV/GS-15 and equivalent level require AFMC/CA approval. Submit packages to AFRL/DP POC to be staffed through AFRL/CA to AFMC/CA.

3.1.2. Items Required in Packages. **Note:** Upon AFRL/CA concurrence, AFRL/DP will submit the DR-IV/GS-15 and equivalent package to AFMC/A1L for staffing to HQ AFMC/CA for approval.

3.1.2.1. AF Form 1768, *Staff Summary Sheet*, signed by the two-letter director that consists of the following:

3.1.2.1.1. A paragraph that includes the individual's name, proposed pay plan-series-grade, position duty title (not position classified title),

section/directorate/branch/division of position; duty location; date and rank individual retired/separated from the military, organization/office symbol which the individual retired/separated from the military; advanced degree (degree type, discipline, and date); Professional Military Education (PME) completion (courses and dates); and proposed salary.

3.1.2.1.2. A paragraph that explains how the position was announced; recruiting effort involved; number of individuals on the certificate provided by the local civilian personnel flight; and selection process (resume review, interview, panel membership, etc.) accomplished to determine the best qualified candidate for the position. Include selecting official's name and phone number.

3.1.2.1.3. A paragraph describing why the individual is the best qualified for the position.

3.1.2.1.4. A paragraph including Acquisition Professional Development Program (APDP) information for the position, the individual's certification information and if the individual is an acquisition corps member. If the individual does not have the required certification, include the requirements that need to be completed. Attach any Critical Acquisition Position (CAP) or tenure waivers, if required.

3.1.2.2. Resume (not-to-exceed three pages; refer to AFH 33-337, *The Tongue and Quill*).

3.1.2.3. Statement of Duties and Experience (SDE) or Position Description (PD).

3.1.2.4. AFMC Announcement Form.

3.1.2.5. Organizational chart.

### 3.2. Retired/Separated Military Members at the DR-III/GS-14 and equivalent level or below.

3.2.1. AFRL/CA is the approval authority for all DR-III/GS-14 and equivalent level or below positions if the military member's retirement/separation effective date is within one year of the proposed hiring date and the individual is being hired into the same TD/711 HPW from where the member retired/separated.

3.2.2. If the package requires AFRL/CA approval, submit the package to AFRL/DP POC for review and staffing to AFRL/CA.

3.2.3. Items required for packages:

3.2.3.1. AF Form 1768 signed by the two-letter director that consists of the following:

3.2.3.1.1. A paragraph that includes the individual's name, proposed pay plan-series-grade, position duty title (not position classified title), section/branch/division/directorate of position, duty location, date and rank individual separated/retired from the military, organization/office symbol which the individual retired from the military, advanced degree (degree type, discipline, and date), .PME completed (courses and dates), and proposed salary.

3.2.3.1.2. A paragraph that explains how the position was announced; recruiting

effort involved, number of individuals on the certificate provided by the local civilian personnel flight; and selection process (resume review, interview, panel membership, etc.) accomplished to determine the best qualified candidate for the position. Include selecting official's name and phone number.

3.2.3.1.3. A paragraph describing why the individual is the best qualified for the position.

3.2.3.1.4. A paragraph including APDP information for the position, the individual's certification information and if the individual is an acquisition corps member. If the individual does not have the required certification, include the requirements that need to be completed. Attach any CAP or tenure waivers, if required.

3.2.3.2. Resume (not-to-exceed three pages; refer to AFH 33-337).

3.2.3.3. SDE or PD.

#### **4. Hiring Reemployed Annuitants.**

4.1. Reemployed annuitants will not be hired for an indeterminate period of time in AFRL. Please note that reemployed annuitants are to support critical mission requirements, i.e., complete a special project, fill gaps in workforce until training/experience gained, or address short-term workforce needs. Appointments to the same position held before retirement to mentor less experienced employees or provide continuity will not exceed 2,087 hours. Reemployed annuitant actions are not solely for the benefit of the annuitant and should not exceed a maximum of three years.

4.2. This authority should not preclude an opportunity for other members of the workforce or for developing the junior workforce.

4.3. Reemployed annuitants at the DR-IV/GS-15 and equivalent level.

4.3.1. Reemployed annuitants at the DR-IV/GS-15 and equivalent level require AFMC/CA approval. Submit packages to the AFRL/DP POC for review and staffing to the appropriate approval authority.

4.3.2. Items required for packages:

4.3.2.1. AF Form 1768, signed by the two-letter director that consists of the following:

4.3.2.1.1. A paragraph that includes the individual's name, retirement date, information on the position from which the individual retired to include pay plan-series-grade, position duty title (not position classified title), section/branch/division/directorate of position, duty location; the position for which the individual is being considered to include pay plan-series-grade, section/branch/division/directorate of position and duty location, duration of proposed assignment, proposed salary, and a statement that the individual is only mentoring/training an individual and will not exceed 2,087 hours; or; if to complete a project or critical skills, identify the duration of the appointment.

4.3.2.1.2. A paragraph that explains the reason for the request; how the position was announced; number of individuals on the certificate provided by the local

civilian personnel flight, if applicable; and selection process (resume review, interview, panel membership, etc.) accomplished to determine the best qualified candidate for the position. Include selecting official's name and phone number.

4.3.2.1.3. A paragraph that describes how this individual is the best qualified for the position.

4.3.2.1.4. A paragraph including APDP information for the position, the individual's certification information and if the individual is an acquisition corps member. If the individual does not have the required certification, include the requirements that need to be completed. Attach any CAP or tenure waivers, if required.

4.3.3. Resume (not-to-exceed three pages; refer to AFH 33-337).

4.3.4. SDE or PD.

4.3.5. AFMC Announcement Form.

4.3.6. Organizational chart.

4.4. Reemployed annuitants at the DR-III/GS-14 and equivalent or below.

4.4.1. Reemployed annuitants at the DR-III/GS-14 and equivalent or below will be approved by AFRL/CA. Submit packages to AFRL/DP POC for review and staffing to AFRL/CA.

4.4.2. Items required for packages:

4.4.2.1. AF Form 1768 signed by the two-letter director that consists of the following:

4.4.2.1.1. A paragraph that includes the individual's name, retirement date, information on the position from which the individual retired to include pay plan-series-grade, position duty title (not position classified title), section/branch/division/directorate of position, and duty location; position for which the individual is being considered, duration of proposed assignment and proposed salary and a statement that the individual is only mentoring/training an individual and will not exceed 2,087 hours; or; if to complete a project or critical skills, identify the duration of the appointment.

4.4.2.1.2. A paragraph that explains the reason for the request; how the position was announced; number of individuals on the certificate provided by the local civilian personnel flight, if applicable; and selection process (resume review, interview, panel membership, etc.) accomplished to determine the best qualified candidate for the position. Include selecting official's name and phone number.

4.4.2.1.3. A paragraph that describes how this individual is the best qualified for the position.

4.4.2.1.4. A paragraph including APDP information for the position, the individual's certification information, and if the individual is an acquisition corps

member. If the individual does not have the required certification, include the requirements that need to be completed. Attach any CAP or tenure waivers, if required.

4.4.2.2. Resume (not-to-exceed three pages; refer to AFH 33-337).

4.4.2.3. SDE or PD.

WILLIAM N. McCASLAND,  
Major General, USAF  
Commander

**Attachment 1**

**GLOSSARY OF REFERENCES, FORMS, AND SUPPORTING INFORMATION**

***References***

AFI 36-102, *Basic Authority and Responsibility for Civilian Personnel Management and Administration*, 18 February 1994

AFI 36-2110, *Assignments*, 22 September 2009

AFH 33-337, *The Tongue and Quill*, 1 Aug 2004

AFRLI 36-105, *AFRL Civilian Leadership Positions Assignment Procedures*, 8 July 2011

***Adopted Forms***

AF Form 1768, *Staff Summary Sheet*, 1 September 1984

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009