

**BY ORDER OF THE COMMANDER
UNITED STATES AIR FORCES IN
EUROPE (USAFE)**

**UNITED STATES AIR FORCES IN EUROPE
INSTRUCTION 36-713**



1 DECEMBER 2011
Certified Current on 2 December 2015
Personnel

**STAFFING OF NON-US POSITIONS
(GERMANY)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-Publishing website at www.e-Publishing.af.mil.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: HQ USAFE/A1KC

Certified by: HQ USAFE/A1K
(Ms. Monique F. Botting)

Supersedes: USAFEI36-713, 25 July 1997

Pages: 6

This instruction implements AFPD 36-1, *General Civilian Personnel Provisions and Authorities*. It establishes policy and procedures for internal placement as well as external recruitment of Non-US employees in Germany. The provisions of this policy apply with respect to all Non-US civilian employees/positions of US Forces and Department of Defense (DoD) elements in Germany who are administered and serviced by a USAFE Civilian Personnel/Human Resources element under the terms of the Collective Tariff Agreement of 16 Dec 1966 for the Employees of the Sending States Forces in the Federal Republic of Germany (CTA II). It does not apply to Air Force Reserve Command (AFRC) or Air National Guard (ANG) units. Ensure that all records created as a result of processes prescribed in the publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records* and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in AFRIMS: https://www.my.af.mil/afirms/afirms/afirms/rds/rds_series.cfm.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. The revision reduces the geographical area of application to Germany, and deletes references to Greece, Italy, and Spain. It expands the procedural application and newly includes provisions and procedures for the filling of positions through external candidate sources. To reflect these changes, the title changes from *Merit Promotion and In-Service Placement Program (Non-US Citizen Employees)* to *Staffing of Non-US Positions*. References and administrative procedures are updated throughout the document.

1. Purpose:

1.1. To establish policy and procedures for the filling of Non-US positions through internal and external recruitment sources.

2. Responsibilities:**2.1. Commanders, supervisors, and selecting officials will:**

2.1.1. Forecast personnel needs and initiate timely recruitment action.

2.1.2. Ensure selections of applicants are based on qualification in terms of education, experience, skills, professional development, and demonstrated performance.

2.1.3. Ensure selections are free of discriminatory considerations in accordance with applicable laws and regulations, and without regard to such factors as ethnic origin, sex, religion, or world view, disability, age, or sexual identity.

2.1.4. Refrain from hiring, promoting, favoring or supporting the employment of their family members and relatives (nepotism). As family members/relatives in this respect are to be considered: Father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, as well as companions in life.

2.1.5. Accept surplus Non-US employees referred based on a mandatory placement right due to reduction in force (RIF).

2.1.6. Accept placement of employees incapacitated to perform in their current position due to medical reasons or disability if a suitable position is or becomes available within the same organization. Give priority consideration to employees referred for placement due to medical reasons or disability from outside the organization. Make efforts to return employees with pay protection to their original pay grade.

2.1.7. Provide the Civilian Personnel/Human Resources office a detailed justification if none of the referred candidates is considered or, as required, in support of the selection in individual cases.

2.1.8. Not restrain employees from applying for positions or expose them to any adverse actions because of their application for other positions.

2.1.9. Assure employees selected for promotion or reassignment, are released within 30 calendar days after completion of the selection process. The release date must be mutually agreed on by the losing and gaining supervisors and, whenever feasible, should coincide with the beginning of a calendar month.

2.2. Civilian Personnel/Human Resources offices will:

2.2.1. Provide advice and assistance to commanders, supervisors, selecting officials and applicants/employees on all aspects of the staffing process.

2.2.2. Ensure mandatory placement rights and other legal and/or regulatory requirements are observed.

2.2.3. Ensure through effective recruitment procedures that selecting officials are provided with quality candidates, and current employees are given opportunities for advancement.

3. Staffing Procedure.

3.1. Recruitment Sources:

3.1.1. Non-competitive/exempt from announcement):

3.1.1.1. Priority (mandatory) placement of available RIF candidates.

3.1.1.2. Priority placement/placement consideration of current employees for medical reasons, disability or under pay protection.

3.1.1.3. Name request. Request for assignment of an individual employee to a vacant position or assignment of higher level duties within the same organizational element when all other employees performing the same duties within that organizational element were given due consideration. A written justification to that effect will be submitted together with the request.

3.1.2. **Competitive recruitment.** The competitive recruitment process is initiated by the position announcement. There are two categories of announcements, which can be advertised simultaneously:

3.1.2.1. **Internal (US Forces) announcement.** Separate internal announcements are required for the following positions, except for positions to be filled without a material reason on a temporary basis: All positions in wage- and salary grades C, D, K, P, and ZB, and all positions starting at wage- and salary grades A-7, H-2, T-3, and ZP-4.

3.1.2.1.1. Areas of consideration:

Area I: The respective organization where the vacancy exists (e.g. when budgetary or manning restrictions preclude filling of vacancies from outside the organization)

Area II: Comprises all organizations serviced by the respective Civilian Personnel/Human Resources office (e.g. Ramstein, Spangdahlem).

Area III: Comprises all US Forces organizations in country. Announcement in this area will be made for all position vacancies at pay grade C-8 or equivalent, and above.

3.1.2.1.2. The minimum announcement period is 10 workdays.

3.1.2.2. **General announcement.** Civilian Personnel/Human Resources offices will:

3.1.2.2.1. Publish lower graded positions and positions for which the internal announcement is not likely to produce candidates or a sufficient number of candidates in weekly vacancy lists.

3.1.2.2.2. Publish positions with a traditionally high turnover rate by open continuous announcements for a minimum period of three months.

3.1.2.2.3. Publish announcements to host nation authorities in accordance with legal requirements.

3.2. **Application.** Applicants will submit USAFE Form 201, *Application for Employment with the US Air Force in Germany (Non-US)*, together with supporting testimonials and certificates of qualification to the announcing Civilian Personnel/Human Resources office. Internal applicants will, in addition, submit USAFE Form 10, *Request for Placement Consideration (Non-US)*. Employees who have not yet completed their probationary period are to be considered like external applicants.

3.3. **Screening and Referral.** The responsible staffing specialist will:

3.3.1. Screen application documents and/or the employee's official personnel records to determine the qualifications according to USAFEI 36-703 *Qualification Standards for Non-US Positions in Germany*, position announcement using USAFE Form 260, *Record of Qualification* as a rating device and documentary proof of meeting requirements.

3.3.2. Refer qualified candidates for mandatory placement.

3.3.3. Refer qualified applicants identified on USAFE Form 355, *Referral and Selection Register*.

3.4. Selection and appointment process.

3.4.1. Selecting officials have the option and are highly encouraged to interview candidates referred for selection. Provided the selecting official decides to conduct interviews, the following minimum requirements are established:

3.4.1.1. Internal recruitment: If an internal position announcement produces up to five applicants, who meet the basic qualification requirements, they must all be interviewed. If more than five applicants are referred for selection, the supervisor/selecting official must interview at least five applicants.

3.4.1.2. General recruitment: If the general position announcement produces up to three applicants meeting basic qualification requirements, they must all be interviewed. If more than three applicants are referred for selection, at least three must be interviewed.

3.4.2. Upon receipt of supervisor's selection, the Civilian Personnel/Human Resources office will:

3.4.2.1. Initiate appropriate works council coordination (USAFE Form 179, *Notification of Proposed Personnel Action (Benachrichtigung Über Eine Beabsichtigte Personalmassnahme)*).

3.4.2.2. Notify the candidate selected only upon receipt of the works council's concurrence and start the placement/in-hiring process (to include the Local National Screening (LNS) procedure).

3.4.2.3. Notify non-selected applicants by appropriate letter and return application documents (except USAFE Form 201 and USAFE Form 10 expeditiously, if possible within 4 weeks).

4. Safeguarding Application Documents. To ensure information or referral registers and qualification records are not disclosed to unauthorized personnel, the following procedures apply:

4.1. Hand carry or send referral registers and any attachments to selecting officials in sealed envelopes and return to the CPF in the same manner. Supervisors and personnel specialists must not discuss the contents of these documents with unauthorized personnel.

4.2. Limit applicant's/employee's access to information available to all competitors.

5. Records Maintenance. Civilian Personnel/Human Resources offices will establish and maintain a folder for each position fill action. Include a copy of the announcement, the completed referral register, and all documents issued for each candidate referred for consideration including copies of non-selection letter.

JOSEPH M. MASTRIANNA, Colonel, USAF
Director, Manpower, Personnel, and Services

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

AFMAN 33-363, *Management of Records*, 1 March 2008

Forms Prescribed:

USAFE Form 10, *Request for Placement Consideration (Non-US)*, 1 July 2001

USAFE Form 355, *Referral and Selection Register (Non-US)*, 21 January 2004

Forms Adopted:

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

USAFE Form 179, *Notification of Proposed Personnel Action (Benachrichtigung Über Eine Beabsichtigte Personalmassnahme)*, 10 July 2006

USAFE Form 201, *Application for Employment with the U.S. Air Forces in Germany (Non-US)*, 1 November 2007

USAFE Form 260, *Record of Qualification (Non-US)*, 15 November 2008