

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**AIR FORCE MANUAL 36-203**

**11 JANUARY 2017**

**Personnel**

**STAFFING CIVILIAN POSITIONS**



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This publication implements Air Force Policy Directive, AFPD 36-2, *Civilian Recruitment and Placement*. It provides guidance and prescribes operational procedures for certain types of civilian staffing and placement programs and actions. It applies to employees, supervisors, civilian personnel sections (CPS), the Air Force Personnel Center (AFPC), operating locations (OL) and management officials of the Air Force (AF). It does not apply to Scientific and Professional positions, or positions in the Senior Executive Service (SES), except for **Chapter 6**, which is incorporated by reference in AFI 36-901, *Civilian Senior Executive Management*. It applies to Title 5 USC employees of the Air Force, Air Force Reserve and Air National Guard; however, it does not apply to Title 32 Air National Guard Technicians. In collaboration with the Chief of Air Force Reserve (AF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel and Services (AF/A1) develops personnel policy for Staffing Civilian Positions. This publication may be supplemented at any level; all MAJCOM level supplements must be approved by the Human Resource Management Strategic Board (HSB) prior to certification and approval. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) listed above using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier Number (“T-0, T-1, T-2, T-3”) following the compliance statement. See Air Force Instruction (AFI) 33-360, *Publications and Forms Management*, Table 1.1, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. Ensure all records created as a result of processes prescribed in this publication are maintained in

accordance with AFMAN 33-363, *Management of Records*, and are disposed of in accordance with the Air Force Records Disposition Schedule (RDS) in the Air Force Records Information Management System (AFRIMS).

Vigilance should be taken to protect Privacy Act (PA) and Personally Identifiable Information (PII) when submitting or sending nominations, applications or other documents to Department of Defense (DoD) agencies whether by postal methods, faxing or through government internet systems. As a minimum, review the following references that contain sensitive or For Official Use Only (FOUO) information: AFI 33-332, *Air Force Privacy and Civil Liberties Program*, **Chapters 2** and 7, DoD 5400.11-R, Department of Defense Privacy Program; and AFI 33-115, *Air Force Information Technology (IT) Service Management*. This instruction directs collecting and maintaining information subject to the Privacy Act (PA) of 1974 authorized by 10 USC 8013. The following System of Records Numbers apply: OPM/GOVT-5, Recruiting, Examining and Placement Records and OPM/GOVT-7, Applicant Race, Sex, National Origin and Disability Status Records.

### ***SUMMARY OF CHANGES***

The Manual has been updated to include: the addition of a requisite Privacy Act statement and the identification of applicable Systems of Records Numbers; updates guidance for staffing centrally-managed positions; provides information on appointments and conversions for Schedule A Individuals with Disabilities and 30% Disabled veterans (1.5.2.1. and 1.5.2.2.); provides employees the option to contact the EO Office, if they believe discrimination has occurred (1.5.4.1.); provides guidance that position descriptions, announcements and job assessments will not mandate specific military or MAJCOM attributes that can only be gained through uniform service (1.7.2.1.); allows selecting officials to make tentative job offers when using Expedited Hiring Authority (EHA) and Direct Hiring Authority (DHA) (1.7.2.2.); modifies section on Filling Positions at the GS-15 level to include GS-14 and defines use of hiring panels (1.13.); changes the minimum area of consideration (2.2.2.); provides guidance on Veterans Opportunity to Work (VOW) to Hire Heroes Act (2.4.2.1.1 & 2.4.2.1.1.2.); provides additional guidance on notification requirements on PCS allowances in vacancy announcements and selecting officials' responsibilities (2.10.); identifies how candidates are considered through a rating and ranking process (2.11.3.); updates the certification for referral process (2.14.1.); provides guidance on Military Spouse interviews (4.9.5.); moves the paragraph for prescribed and adopted forms to Attachment 1; deletes references to obsolete forms DD Fm 1787 and SF 430 (para 5.7); and corrects cited publications DoD 5500.7 Joint Ethics Regulation to DoD 5500.7-R Joint Ethics Regulation and DoD 5500.7 Standards of Conduct to DoD Directive 5500.7, Standards of Conduct.

Additional administrative actions taken with the revision: re-described current merit promotion processes; briefly described the DoD Priority Placement Program (PPP); clarified CPS, OL and AFPC responsibilities in the merit promotion process; redefined the security reason for excluding candidates from consideration for merit promotion; expanded the description for developing interview questions; updated processes for using resumes and notifying employees under the USA Staffing Program; clarified procedures for the release of selected candidates, revalidated cited references and added new terms and definitions.

<b>Chapter 1— FILLING CIVILIAN POSITIONS CONSISTENT WITH EQUAL OPPORTUNITY AND AFFIRMATIVE EMPLOYMENT POLICIES</b>	<b>7</b>
1.1. Principles for Filling Positions.....	7
1.2. Equal Opportunity (EO).....	7
1.3. Availability. ....	7
1.4. Suitability of Candidates and Security Factors. ....	7
1.5. Qualification Requirements. ....	8
1.6. Referral and Selection Priorities. ....	9
1.7. Referral and Selection of Candidates.....	9
1.8. Prompt Release of Employees. ....	10
1.9. Assisting the New Employee. ....	10
1.10. Special Employment Programs.....	10
1.11. Spouses in Leave Without Pay (LWOP) Status.....	10
1.12. Employees on Retained Grade.....	11
1.13. Filling Positions at the GS-14/GS-15 and equivalent levels.....	11
1.14. Installation Affirmative Employment Program (AEP) Manager.....	13
1.15. The DoD Priority Placement Program (PPP).....	14
<b>Chapter 2— THE AIR FORCE MERIT PROMOTION PLAN (MPP)</b>	<b>15</b>
2.1. Policy Objectives .....	15
2.2. Key Principles.....	15
2.3. The Right to Select or Non-Select from a Group of Qualified Candidates. ....	16
2.4. General Coverage. ....	16
2.5. Formal Trainee and Apprentice-Type Positions. ....	19
2.6. Applicability to Positions Outside the Competitive Service.....	19
2.7. Applying Competitive Promotion Procedures. ....	19
2.8. Actions Not Subject to Competition. ....	19
2.9. Repromotion of Previously Downgraded Employees on Pay Retention. ....	21
2.10. Permanent Change of Station (PCS) Travel Allowances.....	21

2.11.	Identifying Candidates for Referral. ....	22
2.12.	Priority Referral. ....	22
2.13.	Job Analysis/Promotion Plan/Assessment. ....	22
2.14.	Certification for Referral.....	23
2.15.	Referral Registers/Certificates. ....	23
2.16.	The Selection Process. ....	24
2.17.	Notifying Applicants.....	25
2.18.	Releasing Employees. ....	25
2.19.	Temporary Promotions. ....	26
2.20.	Reassignments, Change to Lower Grade and Re-promotions absent an Announcement. ....	27
2.21.	Spouse Preference Candidates. ....	27
2.22.	Employees Entitled to Non-Competitive Priority Consideration as Corrective Action.....	28
2.23.	Promotion/Referral Records. ....	28
2.24.	Promotion Information to Employees.....	28
2.25.	Keeping Employees Informed. ....	29
2.26.	Employee Complaints.....	29
2.27.	Evaluation. ....	29
2.28.	Omissions.....	29
Table 2.1.	Application of the Competitive Process. ....	30
Table 2.2.	Merit Promotion Procedures ....	30
Table 2.3.	Referral and Selection Priorities ....	35
Table 2.4.	Upgrading a Position by Classification.....	38
Table 2.5.	Temporary Promotion.....	41
Table 2.6.	Terminating Temporary Promotion and Placement of Employees.....	44
<b>Chapter 3— DEVELOPMENTAL OPPORTUNITY PROGRAM (DOP)</b>		<b>46</b>
3.1.	Air Force Policy.....	46
3.2.	Background.....	46

3.3.	Objectives.....	46
3.4.	Relationship with Affirmative Employment (AE).....	46
3.5.	General.....	46
3.6.	Responsibilities of Commanders.....	46
3.7.	Responsibilities of Functional Managers and Supervisors.....	47
3.8.	Responsibilities of the Civilian Personnel Officer.....	47
3.9.	Eligibility.....	47
3.10.	Identification of Positions.....	47
3.11.	Implementation.....	48
3.12.	Training Agreements.....	48
3.13.	Formal Training Plan.....	48
3.14.	Counseling.....	49
<b>Chapter 4— MILITARY SPOUSE PREFERENCE PROGRAM</b>		<b>50</b>
4.1.	Authority.....	50
4.2.	Military Spouse Preference Eligible.....	50
4.3.	Applicability.....	50
4.4.	Scope of the Program.....	51
4.5.	Employment Information and Assistance.....	51
4.6.	Claim for Preference.....	51
4.7.	Preference Determinations.....	53
4.8.	Documenting Preference.....	53
4.9.	Applying Preference.....	54
4.10.	Spouse Preference Registration and Documentation Requirements (.....	54
<b>Chapter 5— EMPLOYMENT OF EXPERTS AND CONSULTANTS</b>		<b>56</b>
5.1.	Authority.....	56
5.2.	Mission Statement.....	56
5.3.	Authority to Employ by Appointment.....	56
5.4.	Conditions of Employment.....	56
5.5.	Concurrent Use by Other Air Force Activities.....	57

5.6.	Responsibilities .....	57
5.7.	Employment Procedures .....	57
5.8.	Recording Days of Work. ....	58
5.9.	Termination/Extension of Appointment .....	58
5.10.	Annual Communication Requirement. ....	58
<b>Chapter 6—</b>	<b>EMPLOYMENT OF RETIRED MEMBERS OF THE ARMED FORCES</b>	<b>59</b>
6.1.	Authorities. ....	59
6.2.	Requests for Approval. ....	59
6.3.	Where to Submit Requests.....	60
6.4.	Maintaining Data at the Installation Level.....	61
6.5.	Exceptions.....	61
<b>Attachment 1—</b>	<b>GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b>	<b>62</b>

## Chapter 1

### FILLING CIVILIAN POSITIONS CONSISTENT WITH EQUAL OPPORTUNITY AND AFFIRMATIVE EMPLOYMENT POLICIES

**1.1. Principles for Filling Positions.** The Affirmative Employment Program (AEP) should include analysis, over time, of the centrally managed positions within the career field to identify and eliminate barriers that hamper the advancement of any individual on the basis of race, sex, national origin, and disability. Positions may be filled from any of the following sources consistent with the priorities established herein and subject to the requirements of other pertinent programs of the Office of Personnel Management (OPM), DoD, and AF or special employment programs. **(T-0)** Positions must be filled in accordance with Federal Equal Employment Opportunity law and AFPD 36-27, *Equal Opportunity*, AFI 36-2706, *Equal Opportunity Program Military and Civilian*, Merit System Principles (5 USC 2301), and AFI 36-205, *Affirmative Employment Program (AEP), Special Emphasis Programs (SEPs) and Reasonable Accommodation* (which includes requirements of the Federal Equal Opportunity Recruitment Program (FEORP)). Covered positions include the following: **(T-0)**

- 1.1.1. In-service placement of current permanent AF employees.
- 1.1.2. Transfer or appointment of employees from other DoD and non-DoD federal agencies.
- 1.1.3. Reinstatement or reemployment of eligible former federal employees.
- 1.1.4. Other appointments, including those from OPM Delegated Examining Office (DEO).

**1.2. Equal Opportunity (EO)** . In order to ensure that EO principles are followed in filling positions, EO Directors and Affirmative Employment Program Managers shall be included in the strategic/resource planning processes at the base level. This includes but is not limited to the forecasting of human resources needs and involvement with the development of relevant documents to support the forecasting process (e.g., statistics, data, etc.). This recommendation complies with the Equal Employment Opportunity Commission's Management Directive 715. **(T-0)**

- 1.2.1. All supervisors shall receive training on Equal Opportunity (EO) policy, Merit System Principles (5 USC 2301), and Prohibited Personnel Practices (5 USC 2302). **(T-0)**

**1.3. Availability.** The availability of eligible AF employees who could be considered through merit promotion or other in-service placement procedures does not prevent a decision to restructure a vacant position and fill it at a different grade level nor does the availability of merit promotion or other in-service candidates prevent a search outside AF for, and appointment of, qualified and available persons. **(T-1)**

**1.4. Suitability of Candidates and Security Factors.** Before finalizing a selection, the CPS/OL may make sufficient written and/or oral inquiries of former employers, fellow workers, and other knowledgeable sources to evaluate the candidate's qualifications and suitability. The CPS/OL also initiates required security checks on the selected candidate in accordance with governing security regulations. **(T-0)** The CPS/OL ensures required investigations are requested prior to entrance on duty to the maximum extent practicable. **(T-1)** The selecting supervisor appraises the candidate's general suitability before making a final selection.

## 1.5. Qualification Requirements.

1.5.1. Normally, OPM establishes or approves qualification requirements for positions in the competitive service. **(T-0)** Qualification standards prescribe the minimum experience, training, education, and physical requirements, or otherwise specify required knowledge, skills, and abilities (KSAs) necessary for successful performance in the position. Local determination of physical ability or accommodation is used for all positions that do not require a medical examination, i.e., positions not covered by specific medical standards, physical requirements, or a medical evaluation program. Qualification standards are uniformly applied for like positions and maintained as a record for OPM, DoD and AF evaluation and quality assessment. **(T-0)**

1.5.2. The CPS establishes qualification requirements for AF positions in the excepted service, subject to any applicable restrictions and conditions, as prescribed in OPM directives, AF supplements, and by DoD and AF Career Field Teams (CFTs). The OPM competitive service requirements for similar type positions are used as a guide for establishing standards for excepted service positions.

1.5.2.1. Schedule A hiring authority (5 CFR § 213.3102(u)) allows for the non-competitive appointment of qualified individuals with severe physical disabilities, psychiatric disabilities and intellectual disabilities, without posting and publicizing the position, without clearance of priority placement and without going through the certificate process. **(T-0)**

1.5.2.1.1. Management may noncompetitively convert to a permanent status in the competitive service an employee who has completed 2 years of satisfactory service under this Schedule A authority. Satisfactory service begins with a non-temporary appointment. **(T-0)**

1.5.2.2. Thirty percent or more compensable Disabled Veterans may be appointed to a Provisional (temporary) Appointment of at least 60 days without an announcement or competition. **(T-0)**

1.5.2.2.1. Management may convert the employee without a break in service to a career or career-conditional appointment after at least 60 days in the temporary appointment.

1.5.3. When an employee is affected by reduction-in-force (RIF), a waiver of qualifications or appropriate accommodation should be considered in accordance with prevailing rules and regulations and should be agreed to by all parties (CPS and gaining supervisor) before assignment to a vacancy. **(T-0)**

1.5.4. When an employee has a disability or becomes disabled while employed, the Air Force shall, when requested, provide a reasonable accommodation that permits the employee to perform the essential functions of the position, unless doing so will impose an undue hardship on the Air Force. The nature of the accommodation is determined through an interactive process among the parties (CPS and gaining supervisor). The reasonable accommodation rules are set out in AFI 36-205. **(T-0)**

1.5.4.1. Reassignment will be considered if no appropriate reasonable accommodation is available to enable the qualified individual with a disability to perform the essential



functions of his or her current job/position or if the only effective accommodation would cause undue hardship on the Air Force. Positions appropriate for consideration for reassignment of qualified individuals with a disability will include: (a) all vacant positions at the same grade, or at a lower grade, within the commuting area or any geographic area to which the employee indicates he or she is willing to move (at his/her own expense) and for which the employee is qualified; and (b) any planned jobs/positions which appropriate officials can reasonably assume will become available over a period of 60 business days, for which the individual with disability is qualified, at same pay, or lower rate of pay. (T-1)

**1.6. Referral and Selection Priorities.** Table 2.3., Referral and Selection Priorities establishes the order of priorities that are observed when filling competitive service vacancies at continuing activities. These priorities apply to excepted service position vacancies to the extent applicable. (T-0) For this purpose, a vacancy does not exist when an occupied position is:

1.6.1. Reclassified because of a change in classification standards or to correct a classification error, provided the incumbent is retained in the position.

1.6.2. Cancelled and a successor position is immediately established that is filled by the incumbent through an authorized personnel action.

**1.7. Referral and Selection of Candidates.**

1.7.1. Because of the requirement to observe priorities established by law, regulation and other higher authority outlined in this manual, the office issuing the referral certificate determines the eligibility of candidates for consideration and identifies those to be referred. (T-0)

1.7.2. When contacting applicants for consideration, recruiting officials and selecting supervisors should provide complete information regarding duties, working conditions, availability of local community services, and all other matters needed for the prospective employee(s) to make a decision.

1.7.2.1. Position descriptions are presented accurately and without misrepresentation. Positions may not be described in such a way as to discourage interest or solicit declinations. Unless absolutely required for the position, position descriptions, vacancy announcements and job assessments will not mandate specific military or MAJCOM attributes that can only be gained through uniformed service, but instead will emphasize the capabilities needed for the position. These documents should be reviewed prior to starting the recruitment process for a new fill or during development for a new position. (T-1)

1.7.2.2. Selecting officials and supervisors may not make a tentative job offer or implied commitment to any candidate without obtaining clearance from AFPC, except when the position is a "critical" need position (i.e., EHA/DHA). Selecting officials may extend tentative job offers for "critical" need positions, conditional on final verification from AFPC of eligibility, priority clearance, and all necessary hiring requirements are met. (T-1)

1.7.3. The authority for personnel management is usually delegated to the lowest practicable level of supervision. However, when training, employment, or promotion patterns in an

organization indicate the principle of equal employment opportunity may not have been fully observed, the commander may withdraw selection authority and assign it to the next higher level supervisor(s) pending the outcome of an inquiry. **(T-1)**

1.7.4. Selecting officials are to evaluate employees' records on merit: experience, education, functional and institutional competencies, and performance. Prior geographic mobility will not be a selection factor for hiring and promotions. This policy does not prohibit the requirement to sign a mobility agreement as a condition of selection for future employment, where necessary for specific positions (e.g., KCPs). **(T-1)**

1.7.5. Minimum Announcement Period. All civilian job announcements will be posted for a minimum of 5 business days on [www.usajobs.gov](http://www.usajobs.gov). Exceptions may be granted based upon previous recruitment actions that show an overwhelming applicant response. In addition, for all GS-13/14/15 and equivalents, the recommended announcement period is 10 business days. **(T-1)**

1.7.6. No External-Only Recruitment. Managers will initiate and consider internal recruitment and placement actions for all civilian positions. Management may initiate internal and external recruitment simultaneously or choose to consider external candidates after internal recruitment and consideration has been conducted. This does not apply to positions covered by the special expedited hiring authority granted to the acquisition community by statute. **(T-1)**

**1.8. Prompt Release of Employees.** An employee is not restricted from accepting a position offer from another AF activity or federal agency, or from accepting another position within an activity for which the employee is properly referred and selected. The supervisor releases an employee promptly to another position on the same installation, usually within 20 calendar days after receiving notice of the employee's selection. An extension of up to 10 days may be requested to train a replacement if the delay does not jeopardize the employee's transfer or movement to another position (see para 2.18.).

**1.9. Assisting the New Employee.** The supervisor and CPS/OL have a joint responsibility for providing information and assistance to the new employee. An employee who is moved to a different geographical area should be given pertinent information about the new location, such as information on transportation, local community services, etc.

**1.10. Special Employment Programs.** Air Force activities are expected to develop special employment programs designed to supplement the merit promotion and in-service placement programs. These programs purposefully seek to enhance employment opportunities in such areas as the employment of veterans, employment of persons with targeted disabilities, Pathways Student Intern Programs, and special programs for the disadvantaged. Many of these programs offer only temporary employment and may be used to the extent funds, facilities, and capability to provide supervision and training are available. Judgment is used to provide equitable and balanced consideration of candidates from all sources, depending on the circumstances that exist at the activity and in the employment area. **(T-2)** Centrally managed positions are governed by AFMAN 36-606, *Civilian Career Field Management and Development*.

**1.11. Spouses in Leave Without Pay (LWOP) Status.** A spouse accompanying a transferring military or civilian sponsor, and who is either in LWOP status, has competitive status, or is otherwise eligible for immediate appointment is entitled to compete for available positions in the

new geographic area. Consideration is given up to and including the highest grade for which qualified and eligible (reference PPP Handbook for EO 13473 eligibility). **(T-0)** The gaining installation will continue to counsel and to afford appropriate consideration for positions for which qualified. **(T-2)**

**1.12. Employees on Retained Grade.** Table 2.3., provides for the priority referral of employees affected by RIF, transfer of function (TOF), or reclassification of position, who are placed on retained grade. **(T-0)**

**1.13. Filling Positions at the GS-14/GS-15 and equivalent levels.** Except for positions covered by the CFT that have received specific authority to use an alternate method of identifying candidates, all GS-14/GS-15 and equivalent level position vacancies in the competitive service, including those overseas, require competition and the use of a hiring panel (see below), unless the position is filled through lateral reassignment or covered by one of the exceptions below in this section. **(T-1)**

1.13.1. The vacancy announcement will contain sufficient information to provide the potential applicant with the following: adequate knowledge of the position, responsibilities, important KSAs, training requirements, application instructions, Joint Travel Regulation (JTR) information, and other pertinent job information **(T-0)**

1.13.2. The servicing activity for the position first screens the qualifications of the applicants against the qualification standard and other basic eligibility criteria. Candidates may be tentatively ranked or grouped in broad qualification categories against the job analysis/promotion plan.

1.13.3. A hiring panel must be used and consist of at least three individuals, equal to or senior in grade to the advertised position. The panel composition should be diverse under the AF definition of diversity in AFI 36-7001, Diversity, and will include at least one career civilian with no prior military service. If there are no career civilians in the unit, then a career civilian from outside the unit may be utilized. The use of hiring panels will increase transparency to the selection process and provide hiring officials various perspectives and insights on the candidates. **(T-1)**

1.13.4. The panel will screen the records of all candidates, interview the most qualified as appropriate, and make recommendations to the selecting official. **(T-1)** The criteria must have breadth of scope to permit evaluation of the overall qualifications of each candidate in relation to the total requirements of the position. The panel's evaluation is used to identify the top-ranking candidates who, in the panel's judgment, are highly qualified, considering such factors as education, training and experience; appraisals/evaluations and job-related awards, honors, and relevant outside activities. The panel will also consider those promotion eligible candidates previously referred who have further consideration entitlement and evaluate their qualifications against the ranking criteria in the promotion plan. When necessary, temporary duty travel (TDY) may be authorized to attend an interview for AF and other federal employees as provided in the JTR. **(T-0)** The use of hiring panels is not required for the placement of career broadeners or of individuals returning from a boarded civilian developmental education program.

1.13.5. Commanders of MAJCOMs and comparable organizations and other staff offices may make the selection personally, request higher authority to make the selection, or

authorize supervisors at any level over the position to make the selection (after the panel convenes). **(T-1)** In the Office of the Secretary of the AF, selections may be made by officials designated by the Secretary. **(T-1)** In HQ USAF, selections may be made by directors or heads of comparable or higher organizations, or they may request higher authority to make the selection. **(T-1)** AFDW/A1C issues procedures for the Office of the Secretary and HQ USAF.

1.13.6. The specified requirements for publication of the vacancy, consideration of candidates, and panel evaluation of candidates do not apply, or are modified when: **(T-1)**

1.13.6.1. Filling a temporary position for one year or less by an authorized noncompetitive personnel action. If the position is made permanent, the position must be re-advertised and panel interviews will have to be conducted. **(T-1)**

1.13.6.2. Filling a temporary position for one year or less through competitive promotion procedures or when the upgrading of a permanent, occupied position requires competition, provided the panel identifies and ranks all employees within the authorized special area of consideration.

1.13.6.3. A position is upgraded under circumstances permitting noncompetitive promotion of the incumbent (see [Chapter 2](#)).

1.13.6.4. Management selects a previously downgraded employee eligible for noncompetitive in-service consideration.

1.13.6.5. Filling positions using EHA or DHA.

1.13.6.6. Filling position using Schedule A hiring authority to staff certain positions for a cybersecurity workforce (authority related to the standup of USCYBERCOM).

1.13.6.7. Filling positions using Schedule A hiring authority for selection of individuals with targeted (severe) disabilities (authority under 5 CFR § 213.3102(u)).

1.13.6.8. Filling positions under a Term appointment. If the position is made permanent, the position must be re-advertised and panel interviews will be conducted. **(T-1)**

1.13.6.9. Positions filled using the special expedited hiring authority granted to the Science and Technology Reinvention Laboratories by statute.

1.13.6.10. Filling positions for temporary noncompetitive appointments (Provisional Appointments) of 30% or more Disabled Veterans without an announcement or competition.

1.13.6.11. Administratively Determined positions (Professors, Deans, Instructors, etc.,) at Air University and the Air Force Academy are not subject to the prohibition on “external only recruitment”. However, all other policies under this section apply, as appropriate.

1.13.6.12. Filling positions under Delegating Examining Authority or Special Examining.

1.13.6.13. Filling Criminal Investigators, GS-1811s, as long as they are selected through a competitive process.

1.13.6.14. Key Civilian Positions (KCPs) that were previously vectored through the competitive Development Team process. If not vectored, but CFT screened for attributes, hiring panels are required for placement.

1.13.6.15. Filling Air Reserve Technicians (ART). These positions are filled based on military qualification requirements.

1.13.7. External by-name requests are permitted by exception only. An exception may be granted by MAJCOM/CV/CA (or equivalent) or by SAF/AA for the HAF Staff. Exceptions may only be granted based upon mission criticality. **(T-1)** Records and documents regarding approved exceptions must be retained for reporting to/audit by HQ USAF/A1 upon request.

1.13.7.1. The CFT or Career Field Manager will coordinate and provide a recommendation for approval/disapproval of an external by-name request for centrally managed positions. Requests will be submitted to the appropriate CFT/CFM. **(T-1)**

#### **1.14. Installation Affirmative Employment Program (AEP) Manager.**

1.14.1. Works closely with the Equal Opportunity (EO) office and CPS in areas of mutual concern.

1.14.2. Establishes processing procedures for hiring individuals with targeted disabilities, in coordination with the Disability Program Manager. **(T-1)**

1.14.2.1. On some installations, AFPC has this responsibility.

1.14.2.2. Utilizes the Workforce Recruitment Program, whose website is located at: <https://wrp.gov>.

1.14.3. Together with the Disability Program Manager, encourages managers and supervisors to use the noncompetitive Schedule A, 5 Code of Federal Regulations (CFR) 213.3102(u) appointing authority to hire qualified individuals with targeted (severe) disabilities, and uses the Noncompetitive Appointment of Thirty Percent (30%) or More Disabled Veterans' appointing authority to hire qualified disabled veterans. **(T-1) NOTE:** There is no mandatory placement of persons with targeted disabilities using the Schedule A, 5 CFR 213.3102(u) appointing authority.

1.14.4. Supervises the Special Emphasis Program (SEP) managers' outreach efforts and recruitment activities (see AFI 36-205).

1.14.5. The AEP reports include:

1.14.5.1. Disabled Veterans Affirmative Action Program (DVAAP). The DVAAP report includes accomplishments, successes, and practices in efforts to recruit, hire, and train disabled veterans as well as certain veterans of the Vietnam era and of the post-Vietnam era who are qualified for such employment and advancement.

1.14.5.2. Federal Equal Opportunity Recruitment Program (FEORP). The FEORP report highlights specific accomplishments and efforts to recruit, develop, and retain a diverse workforce. The FEORP report should address practices and activities implemented to improve the recruitment, career development, and retention of Hispanics (Executive Order 13171 of October 12, 2000).

1.14.5.3. Management Directive 715 (MD-715) Report. The Directive provided by the Equal Employment Opportunity Commission (EEOC) provides policy guidance and standards for establishing and maintaining effective affirmative employment programs of equal employment opportunity under Section 717 of Title VII (Part A) and effective affirmative action programs under Section 501 of the Rehabilitation Act (Part B).

1.14.5.3.1. The requirements of MD-715 are set out in AFI 36-205. **(T-0)**

### **1.15. The DoD Priority Placement Program (PPP).**

1.15.1. The PPP is an automated mandatory placement program used to match eligible well-qualified registrants, most of whom are subject to displacement, with vacant DoD positions. It enables the DoD to maintain a relatively stable work force during base realignment and closure (BRAC), RIF, and other displacement actions, and minimizes the adverse effects of these actions on employees.

1.15.2. The PPP consists of several subprograms with the primary purpose of placing DoD employees who have been adversely affected through no fault of their own.

1.15.3. The DoD PPP Automated Stopper and Referral System (ASARS) is a centralized automated system used to match eligible, well-qualified registrants, with vacant DoD positions and can be used as a recruitment source when the automatic stopper is cleared.

1.15.4. Commanders or heads of activities organizationally responsible for the CPS function at each installation will issue to all subordinate supervisors, managers, and staff officials upon arrival and not later than every 3 years thereafter, a written statement of support for the DoD PPP and ensure all recipients comply with the spirit, letter and intent of this program. Human Resource Officers may obtain additional statements of support from the heads of other serviced organizations. Commander Support Statements are required to be maintained by the AFPC/PPP Oversight Office. **(T-0)**

1.15.5. Refer to the PPP Handbook for specific information and guidance at <http://www.cpms.osd.mil>.

## Chapter 2

### THE AIR FORCE MERIT PROMOTION PLAN (MPP)

**2.1. Policy Objectives** . Air Force promotion policy is based on strict conformance with merit system principles specified in 5 U.S.C. 2301, *Merit System Principles* and 5 CFR Part 335, *Promotion and Internal Placement*. The merit promotion and placement plan provides a uniform and equitable means of referral and selection for all placement actions according to merit principles under merit promotion procedures. A sound program, administered and fully supported by managers and employees at all levels, is essential to the staffing of an effective and highly motivated civilian work force. Identifying, qualifying, evaluating and selecting candidates is made without regard to lawful political affiliation race, color, religion, sex (including pregnancy, sexual orientation, and gender identity), national origin, age, disability, genetic information, marital status, prior EO activity, or any other non-merit factors prohibited by statute, regulation, or Executive Order. **(T-0)** Failure to adhere to equal opportunity or merit principles may compel a commander or designee to withdraw selecting authority from a supervisor and elevate the selection process to the next level of supervision. **(T-1)** The plan is directed toward: **(T-1)**

2.1.1. Accomplishing mission goals by staffing positions with high quality employees.

2.1.2. Providing career opportunities for employees and making sure all employees have access to information about these opportunities.

2.1.3. Ensuring management is aware of high quality employees who have the capacity to perform in more responsible assignments.

2.1.4. Encouraging employees to broaden their experience and enhance their qualifications.

2.1.5. Ensuring employees are placed in positions for which they are qualified.

2.1.6. Ensuring the skills, qualifications, achievements, and promotion potential of employees are recognized and fairly considered in the staffing process.

2.1.7. Encouraging employees to improve their performance and to develop their skills.

2.1.8. Utilizing an automated staffing tool in support of AF MPP. This process involves the use of one public announcement, a single staffing tool for evaluating candidate resumes for qualifications, and the production of one referral list with selecting officials receiving resumes for all referred candidates. Key to the program is the OPM website for USAJOBS: [www.usajobs.gov](http://www.usajobs.gov). The goal is to meet the OPM recommended standard for fill time. **(T-0)**

**2.2. Key Principles** . The following principles form the basis of the AF Merit Promotion Program:

2.2.1. All applicants within the designated area of consideration, who meet the qualification standards and any legal or regulatory requirements imposed by the Office of Personnel Management (OPM), or other authority, may be considered and must be within reach for referral. **(T-0)**

2.2.2. The minimum Area of Consideration (AOC) will include the AF, DoD and transfer and reinstatement eligibles. This will also include Individuals with Targeted Disabilities

(eligible for selection under Schedule A). This minimum area of consideration may be broadened as necessary to provide management with a sufficient number of high quality candidates from which to choose and to provide employees with adequate opportunities to advance. This applies to all locally and centrally managed positions.

2.2.2.1. Exceptions to the minimum AOC may include the following: **(T-1)**

2.2.2.1.1. Positions subject to the Developmental Team process.

2.2.2.1.2. Career broadener/intern outplacements.

2.2.2.1.3. Placements to minimize adverse action (displaced employees).

2.2.3. Appropriate job-related criteria are applied with fairness in evaluating candidates to differentiate among their qualifications and to identify those qualified for consideration. **(T-0)**

2.2.4. Selections are made without discrimination for any non-merit reason and without favoritism based on personal relationships or patronage. **(T-0)**

2.2.5. Consideration is given to input from employees, employee groups, and recognized labor organizations in developing and establishing merit promotion procedures, consistent with statutory and regulatory requirements. **(T-2)** Promotions and placements into positions with known promotion potential are usually competitive. Promotions without competition IAW Table 2.1 are authorized with due consideration to recognized merit principles. Employees are kept informed about the promotion plan, the provisions and procedures for promotion plans affecting them, and eligibility requirements. They are given full access to information about advancement opportunities and how to take advantage of them. **(T-0)**

**2.3. The Right to Select or Non-Select from a Group of Qualified Candidates.** Provided there are no higher mandatory placement priorities available, managers have the right and the responsibility to select from other appropriate sources, determining which candidates are most likely to meet mission objectives, and contribute new ideas and viewpoints. **(T-1)** These sources include, but are not limited to promotion eligible candidates.

#### **2.4. General Coverage.**

2.4.1. The MPP applies to the following categories of employees, who must apply to be considered for a job listed under a vacancy announcement: **(T-1)**

2.4.1.1. Any appropriated fund employee occupying a permanent or indefinite position in the competitive service;

2.4.1.1.1. **EXCEPTION:** When a candidate is available, who is otherwise qualified, currently holds or has previously held a grade on a permanent basis in the competitive service which is no greater than the potential of a position being filled, the candidate may be considered for the position without competition.

2.4.1.2. Any employee on an Overseas Limited Appointment (OLA) of indefinite duration or not to exceed five years duration because of the DoD mandatory requirement to rotate from the overseas area;

2.4.1.3. Any employee serving under an excepted service appointment with competitive status;



2.4.1.4. Any employee currently serving under a Veterans' Recruitment Appointment (VRA);

2.4.1.5. Any employee who is a family member and is serving under a Schedule A 213.3106(b)(6) appointment whose position is temporarily converted to the excepted service;

2.4.1.6. Any employee under a competitive or excepted service appointment absent in military service; or, serving with an international organization; or, in leave without pay (LWOP) status while in receipt of injury compensation.

2.4.2. This plan applies to all status applicants applying from external sources, including: DoD and non-DoD transfer eligibles; reinstatement eligibles; those eligible for appointment under any non-competitive appointing authority and candidates eligible under the Veterans Employment Opportunities Act (VEOA) of 1998. **NOTE:** When filling positions through competitive examining, the requirement to allow VEOA candidates to apply when applications are received from outside an agency's own workforce does not apply since the competitive examining process is open to the public and anyone can apply.

2.4.2.1. When candidates are considered from outside the AF for competitive service vacancies lasting more than 120 days, the AFPC and OL's must post these vacancies on USAJOBS as required by 5 CFR 330.102 (b) and 5 CFR 330.707(a). **(T-0)**

2.4.2.1.1. DoDI 1327.06, *Leave and Liberty Policy and Procedures*, provides that service members may be in a terminal leave status prior to retirement, separation or release from active duty. The Veterans Opportunity to Work (VOW) to Hire Heroes Act (codified at 5 USC § 2108a) requires federal agencies to treat service members as veterans, disabled veterans, and preference eligibles when they submit, at the time they apply for a Federal job, a certification stating they are expected to be honorably discharged or released from active duty within 120 days after the date of submission of the certificate.

2.4.2.1.1.1. Within 120 days from the date of submission of the certification, service members must retire or separate from military service in order to comply with the VOW and associated laws. If a military member starts terminal leave but is not retired or separated within 120 days from the date of submission of the certification, they are not eligible under VOW. The first day of terminal leave status is not to be confused with the separation date. The service member's last day of leave coincides with the last day of active duty. **(T-0)**

2.4.3. The MPP applies to internal placement for all positions in the competitive service, all career field centrally managed positions, including and specifically designated positions in the excepted service, with the following exclusions:

2.4.3.1. All positions above GS-15, Scientific and Professional (ST) positions, Senior Executive Service (SES) positions, and other equivalent positions at the senior level.

2.4.3.2. Positions covered by OPM-approved personnel demonstration projects.

2.4.4. Applicants will be excluded from consideration when: **(T-3)**

2.4.4.1. They have not applied by the closing date of the vacancy announcement.

2.4.4.2. They have not completed 90 days of Federal service after appointment from an OPM or DEO competitive certificate (applies to consideration for: reassignment or change to lower grade to a different line of work, reassignment or change to lower grade to a different geographical area, or promotion).

2.4.4.3. They are on LWOP and are not expected to return to duty or are on sick leave pending disability retirement.

2.4.4.4. They occupy a formal developmental position with a target grade equivalent to or higher than the target grade of the position being filled. (See paragraph 2.5.)

2.4.4.5. They have a current unacceptable appraisal.

2.4.4.6. The position requires access to sensitive information and they have an open security incident, an open Security Information File, their security clearance has been revoked or denied, or they are in an action pending status in the security clearance system of record.

2.4.4.7. They do not meet time-in-grade requirements when such requirements apply.

2.4.5. This guidance applies to career field centrally managed positions established by HQ USAF for specific occupation groupings and grade levels developed in consonance with governing merit promotion principles.

2.4.6. Candidates Referred on an OPM or DEO Certificate. A current AF employee referred on either of these certificates, who is referred concurrently from an in-service referral certificate, may be selected from the certificate that offers the candidate the best opportunity.

2.4.7. Details. A detail to a position that is identical to the employee's current position or is of the same grade, series, and basic duties as the employee's current position does not require documentation.

2.4.7.1. Details of more than 30 but less than 120 days to a different higher graded position or with promotion potential must be documented with an SF 52 showing the organization and position to which detailed, the effective date of the detail and its not to exceed date. Details may be made non-competitively; however, successive details to a higher grade beyond 120 days must be made using competitive procedures (Table 2.1.). **(T-0)** Refer to The Guide To Processing Personnel Actions, **Chapter 14**.

2.4.7.2. Details of more than 30 days but less than 120 days to a different position at the same or lower grade which do not have promotion potential do not require documentation.

2.4.7.3. Employees are responsible for updating their resumes to document any Detail not covered by an official personnel action.

2.4.7.4. The AF CFTs do not approve requests to process competitive Details for Centrally Managed Positions except for when the Detail is part of a formal developmental program. Refer to AFMAN 36-606.

2.4.7.5. Time spent on temporary promotion or detail to higher graded position(s) during preceding 12 month period is counted toward the 120 day-limitation.

**2.5. Formal Trainee and Apprentice-Type Positions.** An employee in a formal trainee or apprentice-type training program, to include, Developmental Opportunity Program, PALACE Acquire or Copper CAP interns, must be informed in writing at the time of their enrollment in their training program they are not eligible to be considered for other positions at a grade up to and including the target grade of their current training position. **(T-2)** The primary reason is they could already be in the same line of work of the targeted grade, which equals the target grade of their current position. The associated training program must be successfully completed. **(T-2)** However, when the grade of the position being filled exceeds the grade of the current training position of the employee, if otherwise qualified, the employee may be considered for the higher graded position.

**2.6. Applicability to Positions Outside the Competitive Service.**

2.6.1. When all or a majority of the positions at an activity are in the excepted service and are under the same appointment authority, a MPP must be created to provide a systematic and equitable method of identifying employees for consideration. The policies and procedures of this manual should be followed to the extent practicable. **(T-1)**

2.6.2. An AF employee, in the excepted service, who has competitive status by virtue of having held a previous competitive appointment is eligible to be considered for a competitive service position according to this program. Likewise, an AF employee who is serving on an excepted appointment which conveys competitive status is also eligible to be considered for a competitive service position. These employees are afforded the same consideration provided to competitive service employees in terms of career progression and merit principles.

**2.7. Applying Competitive Promotion Procedures.**

2.7.1. Use of competition in filling certain positions is based on the requirements of 5 CFR Part 335 and AFPD 36-2, *Civilian Recruitment and Placement*. Determination of the use of competitive procedures will be made by AFPC in accordance with merit systems principles and in coordination with local management's desire to consider specific resources. **(T-0)**

2.7.2. Table 2.1 lists personnel actions which are subject to competition and those which are not subject to competition. Merit promotion processing procedures are outlined in Table 2.2. The Civilian Personnel Officer (CPO) or designee is responsible for determining whether an action will be subject to competition and the extent of that competition. When a proposed action is not specifically covered by the table, basic merit principles should be applied in deciding whether to require competition. Even when the table exempts an action from the requirement for competition, the CPO may choose to apply the competitive process when use of competitive procedures would be consistent with merit principles and would be in the best interest of management. **(T-3)**

**2.8. Actions Not Subject to Competition.**

2.8.1. When a position is excepted from the competitive process, annotate the rule and paragraph of the MPP that supports the exception in the Remarks section (i.e., Part D) of the SF 52, *Request for Personnel Action (RPA)* used to process the action. Actions involving centrally managed positions must be approved by the appropriate CFT functional manager prior to effecting the action and the SF-52 (RPA) must be so annotated to reflect the approval of the respective CFT. **(T-1)**

2.8.2. After all mandatory placement priorities are satisfied, an employee may be promoted up to and including a grade previously held on a permanent basis in the competitive service or other merit system from which separated or changed to lower grade for other than performance or conduct reasons.

2.8.3. An employee initially selected under competitive procedures for a position with known promotion potential, may be non-competitively promoted to an intervening targeted grade at management's request. However, the employee must meet eligibility requirements for promotion to the intervening grades, as well as any additional qualifying criteria, such as satisfactory completion of all training required at the current grade level (OJT or formal). **(T-0)**

2.8.4. A position change at the same grade from a position with known promotion potential to a position with no known higher potential may be accomplished without further competition.

2.8.5. Upon exercise of restoration rights following military duty or service with an international organization, a former employee may be placed in any position for which qualified which is no higher in grade than the position to which they were promoted in absentia or because their former position was re-graded during their absence.

2.8.6. An employee must be non-competitively promoted following reclassification of their position to a higher grade due to application of new classification standards or following correction of classification error, provided they meet all qualification and legal requirements for advancement to the position. (See Tables 2.1 and 2.4 for appropriate action to place incumbent.) **(T-0)**

2.8.7. If a position is upgraded due to the accretion/assignment of additional higher grade duties and responsibilities, the incumbent may be non-competitively promoted provided there is clear evidence the employee continues to perform the same basic functions as in the former position, there are no other employees serving in similar or identical positions to whom the duties could be assigned, and they meet all qualification and legal requirements for advancement to the higher grade of the position. In this case, there must be clear evidence the newly classified position is a clear successor to the former position and the higher-graded position has absorbed the major duties of the former position. **(T-0)** Included in this provision are employees returning from overseas, exercising return rights to obligated positions which have been upgraded during their absence. (See Tables 2.1 and 2.4 for appropriate action to place incumbent.)

2.8.8. Employees on grade retention will be referred for positions at grades up to and including their retained grade within the same pay system from which demoted according to the priorities and policies specified in Table 2.3 and in accordance with procedures in the DoD PPP Handbook, **Chapter 15**, *DoD Retained Grade Placement Program (Program R)*. **(T-0)**

2.8.9. Interns and Recent Graduates under the Pathways Program may be non-competitively converted to a competitive service appointment upon successful completion of all experience and education requirements. For more information, refer to Department of the Air Force Pathways Program Guide.

**2.9. Repromotion of Previously Downgraded Employees on Pay Retention.** Employees entitled to pay retention, except those in formal development programs, developmental opportunity positions, or those who accepted change to lower grade with pay retention in response to solicitation for a hard-to-fill position, may be re-promoted non-competitively up to and including the grade in the same pay system from which downgraded. Repromotion may occur as a planned management action or when determined to be within reach on a referral certificate.

**2.10. Permanent Change of Station (PCS) Travel Allowances.**

2.10.1. Centrally Managed Positions. Travel and relocation expenses (PCS costs) may be paid when filling a centrally managed position IAW AFMAN 36-606. However, only certain centrally-funded positions are eligible to use the DoD National Relocation Program (DNRP) to sell their home. For more information on the category of centrally-funded positions, refer to AFMAN 36-606.

2.10.2. Job Announcements. The appropriate official (funds approving official) should determine, prior to advertising the vacancy, whether or not it is in the Government's interest to pay PCS allowances. Therefore, the job announcement must include one of the following:

2.10.2.1. "TRAVEL AND RELOCATION EXPENSES WILL BE PAID IAW JTR AND AFMAN 36-606." (T-0)

2.10.2.2. "TRAVEL AND RELOCATION EXPENSES WILL NOT BE PAID". Refer to AFMAN 36-606 for guidance regarding centrally managed positions to determine PCS allowances. (T-1)

2.10.3. Factors in determining PCS allowances as being in the government's interest are generally based on recruitment sources that would cause movement of a Federal employee from one Permanent Duty Station (PDS) to another or when "first duty station" moves are authorized. Other factors such as cost effectiveness, labor market conditions and difficulty in filling the vacancy must be considered. (T-0) The JTR, 5502-B2c(2) is clear that budget constraints do not justify denial of PCS allowances when other factors indicate the allowances would be in the Government's interest. When an employee pursues, solicits or requests (not in response to a vacancy announcement) a position change resulting in a geographic move from one Permanent Duty Station (PDS) to another, the transfer is considered to be for the employee's convenience and benefit and not in the Government's interest.

2.10.3.1. When management decides to NOT pay PCS allowances, the reason(s) and name of the selecting official must be documented in Part D of the RPA and clearly show the paid move is not in the government's interest. (T-0) The selecting official must notify all applicants selected for an interview of the decision to pay or not to pay for PCS in the official selection/non-selection notification as required by JTR 5502-B2c(3). (T-0)

2.10.3.2. When management decides to pay PCS allowances and the statement "Travel and Relocation Expenses will be Paid IAW JTR and AFMAN 36-606" is included in the vacancy announcement, the final determination regarding payment/nonpayment of PCS allowances may be made after applicants have been referred to the selecting official. (T-0) The final determination is usually based on the candidate(s) selected. For example, if a candidate from the local commuting area of the vacancy is selected, there would be no

need to authorize PCS allowances; however, if someone outside the commuting area was selected, PCS allowances should be authorized.

**2.11. Identifying Candidates for Referral.** The evaluation of applicants for eligibility, qualifications and ranking will be accomplished through an automated system to identify those eligible for promotion, reassignment, and voluntary change to lower grade. **(T-0)**

2.11.1. Applicants may obtain job announcements from OPM's USAJOBS website. This is the same website to which they may subscribe to receive automatic notification of vacancies.

2.11.2. Applicants must apply for consideration for positions, including centrally managed positions. **(T-0)** Application must be made by the closing date of the announcement. **(T-0)**

2.11.3. Applicants who apply are considered through a resume review process that identifies competing applicants. Each competitive applicant will be rated and ranked and placed into one of three quality groups based on a rating assessment: "Best Qualified - rating assessment score of 90 or above; Fully Qualified - rating assessment score of 80-89; and Basically Qualified - rating assessment score of 70-79" as validated by the respective Job Analysis.

2.11.4. The Air Force Reserve Command (AFRC) may refer ART officers for ART vacancies whether or not they apply for ART vacancies.

**2.12. Priority Referral.** The order of special placement consideration and referral in filling vacant positions will be in accordance with Table 2.3. **(T-0)**

2.12.1. Exception to the Requirement to Clear Local Priorities. Centrally Funded PALACE Acquire/COPPER CAP positions are not considered local positions for the purpose of clearing local priorities. Local priorities will be cleared at the time the intern completes their training program and is placed on a locally funded permanent position. **(T-0) NOTE:** Centrally Funded Air Force Wounded Warrior (AFW2) positions are not local positions for the purpose of clearing local priorities. Like intern positions, local priorities will be cleared at the time the AFW2 is placed onto a locally funded permanent position. **(T-1)**

**2.13. Job Analysis/Promotion Plan/Assessment.** A job analysis identifies specific job-related criteria, knowledge, skills and abilities (KSAs), and other characteristics necessary to determine which candidates are eligible for referral to a position being filled. A core personnel document (CPD) or position description is used as the basis for the job analysis.

2.13.1. The job analysis is accomplished by the personnel staffing specialist and functional subject matter expert (SME) for the occupational series of the position being filled. The job analysis identifies major job requirements (MJRs) and essential KSAs required to successfully performing the duties of the position.

2.13.2. The promotion plan is developed based on the job analysis. The analysis shows, at minimum, the position(s) covered by the plan; the minimum qualification requirements; appropriate qualifying factors; selective placement factors (if used) and applicable ranking factors. Validated job-related evaluation criteria that extend beyond the minimum requirements specified by the qualification standard may be used to permit meaningful ranking of eligible candidates. Candidates are evaluated utilizing the ranking criteria. The end result is a documented promotion plan.

2.13.3. Career field development teams (DT) or equivalent, composed of functional representatives assisted by AFPC civilian personnel, are responsible for developing standard

AF-wide promotion plan assessments. An assessment, which is developed from the job analysis, measures characteristics or competencies that are important for job performance. The Job Analysis Panel Chair or equivalent, and the personnel specialist ensure plans are validated and approved according to OPM requirements and AF guidelines. **(T-0)** Approval of a promotion plan may be accomplished by the Career Field Functional Manager, Job Analysis Panel Chair, or CFT Chief.

2.13.3.1. Acquisition related career field team functional councils will determine the extent to which their assessments/promotion plans will include Acquisition Corps membership and certification level requirements. **(T-1)**

## **2.14. Certification for Referral.**

2.14.1. Referral will contain the names of all eligible candidates in the best qualified group as identified in the job analysis/assessment. If an insufficient number of candidates (less than 5) are available in the Best Qualified group, candidates from the next lower quality group(s) can be referred. **(T-1)**

2.14.1.1. The following directives address occupational unique criteria applicable to individual career fields: AFD 36-6, *Civilian Career Field Management*, AFI 36-601, *Air Force Civilian Career Program Management*, and AFMAN 36-606, *Civilian Career Field Management and Development*

2.14.2. Employee Reassignments/Change to Lower Grade. Candidates who voluntarily seek reassignment or change to lower grade must apply for the appropriate vacancy announcement and may be considered at the request of the selecting official. Candidates are evaluated/referred IAW established AF procedures. **(T-3)**

2.14.3. Competitive Details. Detailed employees are not required to meet OPM qualification requirements for experience, but must meet any positive education, certification or licensing requirements of the position. **(T-0)** Job analysis will be used to determine which candidates will be referred for selection for competitive details. **(T-3)** Paragraph 2.4.7. describes when a detail may be made non-competitively and when a detail requires competition. AF CFTs do not process competitive details.

2.14.4. Alternate Certification. An employee may be selected, absent full certification, if after the full competitive process has been accomplished, the employee has been determined to be among the group of best qualified candidates who would have been referred on a certificate. This provision applies only to in-service placements. Candidates for centrally managed positions will not be referred by the alternate certification process. **(T-1)**

2.14.5. AF requires candidates be listed alphabetically on a referral certificate; however, local bargaining agreements may specify other methods of presenting candidates on a referral certificate.

2.14.6. Candidates selected for ART positions must meet the military and civilian requirements of the new position. Military qualifications will be determined by the servicing Military Personnel Section (MPS). **(T-1)**

## **2.15. Referral Registers/Certificates.**

2.15.1. One-Time Referral Registers. These registers may be established and used on a one-time basis only to certify candidates to a selecting official when a position has unique

requirements or there are multiple identical vacancies with the same grade and series to be filled at the same time. Otherwise, a 90 day register must be established. **(T-0)**

2.15.1.1. All candidates must meet the eligibility requirements for the position prior to being placed in the position. **(T-1)** A candidate may be referred within 30 days of qualifying for hard to fill positions. For locally managed positions these will be identified by the servicing CPS/OL or by the appropriate CFT for centrally managed positions based on prior experience of filling the same or similar positions. **(T-2)**

2.15.1.2. All referral certificates will be issued to the selecting official for 25 calendar days. Managers are encouraged to make selections and return the certificate to the issuing office within 15 calendar days. Any request for extension beyond the original 25 days is discouraged. However in those instances where an extension is necessary, it must be requested prior to the expiration date of the certificate with the servicing staffing specialist and will be limited to 25 calendar days. **(T-2)**

2.15.2. 90-Day Registers. These registers may be established when it is anticipated that several positions with the same title, series, grade, job specialty, and location will be vacant in a 90-day period.

2.15.2.1. Candidates within 90 days of attaining full eligibility for placement in the position will be entered on the register. **(T-2)** However, these candidates may not be certified for placement consideration until they are fully qualified and meet all eligibility requirements. However, a candidate may be referred within 30 days of qualifying for hard to fill positions.

2.15.3. AFRC may establish ART referral registers for one-time referral or for indefinite use because of the difficulty of locating and attracting eligible candidates. If used for a prolonged period, the register must be open at least every 90 days to consider new candidates and employees who have become eligible since the register was previously open. **(T-1)**

## **2.16. The Selection Process.**

2.16.1. When a referral certificate is issued, the selecting official must review the application package of all candidates referred. **(T-0)**

2.16.2. Interviews. If the selecting official chooses to interview, they may interview one or more of the candidates on the certificate, with the exception of military spouse preference candidates. **(T-0)** All candidates do not have to be interviewed but for those who are, the same interview questions must be used for each candidate. **(T-0)** Refer to **1.13.** for information on GS-14/GS-15 and equivalent levels.

2.16.2.1. It is recommended that 3 to 5 questions be developed for use in the interview process. The questions should be reviewed for appropriate job relatedness by the personnel office or the respective CFT. Each question used must be job related and tied to the KSAs identified on the core personnel document or to the job analysis for the position being filled. **(T-0)** Each question should be structured with three to four descriptive anchors with points allocated to each anchor. This will assist the interviewer in categorizing the responses of the person being interviewed and indicate the degree to which the response meets the essence of the question. In the end, the strengths and



weaknesses of each candidate will be documented to assist the supervisor in making the selection. **(T-2)**

2.16.2.2. When a candidate is not interviewed, the selecting official must document the reasons for not interviewing and the method used to evaluate the remaining candidates (i.e., supervisor inquiries, past working knowledge of the employee). **(T-1)** The documentation and interview questions/responses are maintained by the selecting official, as described in 2.23.4.

2.16.2.3. AFPC personnel will make tentative/firm job offers after audit of selections from referral certificates. **(T-2)** Selecting official must not make tentative or firm job offers to selectees, except when the position is a “critical” need position (i.e., Expedited Hiring Authority, Direct Hire Authority). **(T-1)** For the purpose of negotiating salary, selecting officials may extend tentative job offers for “critical” need positions, conditional on final verification from the CPS of eligibility, priority clearance, and all necessary hiring requirements have been met.

## **2.17. Notifying Applicants.**

2.17.1. Applicants will receive an e-mail acknowledging when their application package is received by AFPC. **(T-0)** This is automated through USA Staffing and does not require any manual intervention from the HR Specialist.

2.17.2. Once an applicant’s initial eligibility and/or qualification determination has been made, the HR Specialist posting the vacancy announcement must request the Notice of Results (NOR) be sent from USA Staffing to the applicant no later than two days after the closing date of the vacancy announcement. **(T-0)** The NOR identifies the status of the applicant’s record to the effect that they are qualified and referred; qualified but not within reach for referral; or not qualified based upon specific reasons, e.g. lack of specialized experience.

2.17.2.1. If the closing date of the vacancy announcement is extended for any reason, the HR Specialist must request the NOR be sent from USA Staffing to the applicants no later than two days after the new closing date. **(T-0)**

2.17.3. Upon issuance of a referral certificate the HR Specialist must immediately initiate a NOR notifying the applicant of their status; i.e. referred, not referred, or ineligible for referral.

2.17.4. Immediately upon receipt of a returned, unused referral certificate or upon the selection and acceptance of a job offer by a referred candidate, the HR Specialist issuing the referral certificate must also send a NOR to each non-selected candidate advising them they were considered but not selected. **(T-0)**

## **2.18. Releasing Employees.**

2.18.1. AFPC will establish a tentative entrance-on-duty date based on the following criteria:

2.18.2. When the selection is made of a candidate from the same installation as the vacant position the losing/gaining supervisors will coordinate the release date with the CPS and AFPC. **(T-3)**

2.18.3. When the selection is made of a candidate from a different location than the vacancy, the gaining and losing CPS will coordinate the effective date with the losing and gaining supervisors and the office issuing the referral certificate. **(T-3)** When possible, the reporting date will be within 45 days of selection if a permanent change of station (PCS) is involved. Reporting to overseas locations may take longer than 45 days. **(T-3)**

2.18.4. Promotion. Employees selected for promotion at the same installation as the vacancy will be released by the losing organization so the promotion action may be processed at the beginning of a pay period within 20 calendar days after selection. The action may be delayed for administrative reasons related to the placement (i.e., physical examination, security clearance, pending within grade increase (WGI) within two pay periods, etc.) or at the employee's request if approved by both the gaining and losing supervisors. **(T-2)**

2.18.5. Reassignment and Employee-Requested Change to Lower Grade. The effective date for these actions, not requiring a PCS, will normally be the beginning of a pay period within 20 calendar days of selection. **(T-2)** No employee may be retained in their current position for more than 20 calendar days if such retention would adversely impact their selection.

**2.19. Temporary Promotions.** The area of consideration for temporary promotions is normally limited to an organization but may be further expanded to include the installation where the vacancy exists, as necessary. If the area of consideration is expanded outside the installation, an employee selected may be temporarily promoted upon agreement between the gaining and losing organizations. Table 2.5. lists the instances in which temporary promotions are authorized and specifies the conditions and limitations that apply to each condition.

2.19.1. Temporary promotions for 120 days or less may be processed non-competitively. Competitive procedures apply when the promotion is expected to exceed 120 days, be extended beyond 120 days, or made permanent without further competition. Supervisors are responsible for timely submission of extension/termination requests of the temporary promotion. The total period of the temporary promotion may not exceed five years. Time spent on temporary promotion or detail to higher graded position(s) during preceding 12 month period is counted toward the 120 day-limitation.

2.19.1.1. For centrally managed positions, the CPS must notify the appropriate CFT of temporary promotions for up to 120 days. Actions beyond 120 days, including extensions, require prior coordination and approval by the respective CFT. PCS will not be funded for temporary positions. **(T-1)**

2.19.1.2. Refer to AFMAN 36-606 for filling career broadening positions by temporary promotion.

2.19.1.3. Temporary promotions of a civilian deputy to a military chief position may be made non-competitively for up to one year. Beyond that period the position must be filled using the competitive process. (Table 2.5., Rule 3). **(T-0)**

2.19.1.4. Prior to the effective date of the action, an employee selected for a temporary promotion must be informed in writing of the temporary nature of the promotion, the reason for time limit, the requirement for competition beyond 120 days where applicable, the temporary promotion may be terminated at any time and that the employee may be returned to the position from which temporarily promoted or to a different position of equivalent grade and pay and the return is not subject to the procedures in 5 CFR parts

351, 432, 752 or 771. If the employee is receiving a retained rate of pay at the time of the temporary promotion, they will also be informed of the effect of the temporary promotion on their retained pay at the time of promotion and upon return to their former grade. **(T-0)**

2.19.2. Terminating Temporary Promotion. Table 2.6. lists the placement actions that may be taken when terminating a temporary promotion and the conditions under which they may be made. Refer to AFMAN 36-606 for filling career broadening and CSLP positions

**2.20. Reassignments, Change to Lower Grade and Re-promotions absent an Announcement.** Refer to AFMAN36-606 for Centrally Managed positions.

2.20.1. Reassignments may be processed non-competitively within the Air Force, to a position with no known promotion potential beyond that of the employee's current position or the grade of a position which the employee has previously held on a permanent basis. A review will be made of the employee's resume against the core document for the position being filled. An employee eligible for reassignment must meet basic and statutory qualification requirements for the position to which they are being reassigned or meet the requirements of an approved modification of qualifications. **(T-0)**

2.20.1.1. Management-Initiated Reassignments. A selecting official may request the reassignment of an employee not under their supervision with the concurrence of the losing organization and supervisor, in coordination with the personnel office, provided the employee meets basic eligibility requirements or the requirements of an approved modification of qualifications and the position has no known promotion potential beyond the employee's current grade or highest grade previously held on a permanent basis.

2.20.1.2. Management-Directed Reassignments. Management officials may direct the reassignment of an employee to a position within their organization or their line of command without referral of other candidates provided the employee meets basic eligibility requirements or the requirements of an approved modification of qualifications and the position has no known promotion potential beyond the employee's current grade or highest grade previously held on a permanent basis.

2.20.2. A voluntary change-to-lower-grade (CLG) at the employee's request and with management coordination may be non-competitively processed provided the employee meets basic eligibility requirements or the requirements of an approved modification of qualifications and the position has no known promotion potential beyond the employee's current grade or highest grade previously held on a permanent basis. The employee must acknowledge in writing that the CLG is at the employee's request. **(T-3)**

2.20.3. Re-promotion to a grade previously held on a permanent basis in the competitive service (or in another merit system with which OPM has an interchange agreement) from which an employee was separated or demoted for other than performance or conduct reasons is permitted absent a vacancy announcement. PPP may need to be cleared. Refer to PPP Handbook for approved exceptions.

**2.21. Spouse Preference Candidates.** Spouse preference eligible candidates will be referred for consideration in accordance with DoD PPP procedures and [Chapter 4](#) of this Manual. **(T-0)**

**2.22. Employees Entitled to Non-Competitive Priority Consideration as Corrective Action.** Refer to Table 2.3. When a procedural violation, regulatory violation, or program violation is identified corrective action must be taken. **(T-0)** If the corrective action does not include a requirement to vacate the position, an employee who was not given proper consideration because of the violation will be given priority consideration for any position similar to that for which proper consideration was omitted (i.e., same grade and/or target grade) and provided the employee is otherwise qualified. The employee will be given one priority consideration for each instance of omission. The employee will be referred to the selecting supervisor before referral of candidates from other sources who are not entitled to a higher priority consideration. Management retains the right to select or non-select the employee. Since selection of these employees is optional, supervisors may request additional candidates before making a final selection. **(T-2)**

**2.23. Promotion/Referral Records.**

2.23.1. Promotion Plan. All AF organizations must maintain a copy of the MPP (AFMAN 36-203, **Chapter 2**) and any applicable local supplements and make them available to their employees and management officials. **(T-0)**

2.23.2. Safeguarding Promotion/Referral Materials. Information contained in automated data products, and referral certificates may not be disclosed to unauthorized personnel. Referral certificates are electronically transmitted to selecting officials and returned to the issuing office in the same manner. Caution must be taken when transmitting and receiving promotion materials to ensure unauthorized personnel do not inadvertently gain access. **(T-0)** Employees may not be informed of another employee's rank order on a certificate or assessment of qualifications against eligibility or ranking criteria.

2.23.3. Individual Actions. Records of referral actions taken under this plan will be maintained and disposed of according to AFI 33-364, *Records Disposition –Procedures and Responsibilities*. **(T-1)**

2.23.4. Records Maintained by Selecting Officials. Selecting officials will maintain all substantive documentation related to the consideration of competing candidates. This may include, but is not limited to, interview questions, notes on interview responses, record of contacts with previous supervisors of candidates, non-selection memos, notes on review of resumes, and any ratings or informal rankings made on referred applicants or employees. Maintain this documentation for five years from the date of notification of selection/non-selection or until audit completion by OPM, whichever is sooner. **(T-0)**

**2.24. Promotion Information to Employees.** All employees covered by this plan will have access to a copy of the plan and any local supplements by requesting it from their organization.

2.24.1. The employee or applicant, or designated representative, is entitled to be informed of their qualifications for a specific vacancy, and whether they were within the group referred. **(T-0)** However, the employee or applicant, or their designated representative, may not be informed of the assessment of another employee's qualifications without that employee's written permission.

2.24.2. Employees considered under this MPP are also entitled, upon request, to full disclosure of the specific criteria in the job analysis/promotion plan.

2.24.3. Upon request, the selecting supervisor must inform the non-selected candidates of the reasons for non-selection. **(T-0)** The supervisor must adhere to the provisions of the Privacy Act and may not discuss the rank order or assessment of qualifications against eligibility or criteria of the candidate selected or any other candidate referred. **(T-0)**

**2.25. Keeping Employees Informed.** Employees will be informed annually by their local installation, through published articles, of the principles and procedures outlined in this plan and of OPM and AF directives dealing with the subject of promotion. **(T-0)**

**2.26. Employee Complaints.** An employee, who believes their application package was incorrectly evaluated, incorrectly ranked, or the terms of the promotion plan were not otherwise followed, thereby depriving them of referral consideration, is encouraged to discuss their concern informally with the servicing personnel office. If the issue concerns the ranking and referral process, the personnel office may contact AFPC or OL servicing team. If the concern deals with the selection process, the matter should be resolved locally. If these efforts are unsuccessful, the employee may submit a formal grievance in accordance with the installation's negotiated or agency grievance procedures. The other option is for an employee to contact the EO Office, if they believe discrimination has occurred. The aggrieved person must initiate contact with the EO Office within 45 days of the date of the alleged discriminatory act or, in the case of a personnel action, within 45 days of the effective date of the action.

2.26.1. **Evaluation.** Personnel offices must keep the appropriate CFT informed of complaints concerning centrally managed positions. Any corrective action involving centrally managed positions must receive the coordination and approval of the respective Developmental Team Chair prior to final action. **(T-1)** The MPP and merit system operations under the plan will be evaluated annually as part of the AF/A1C internal program review. In addition, employee selection procedures will be continually evaluated in accordance with 5 CFR Part 335 and appropriate action taken when necessary. **(T-0)** The guidance contained in the OPM and AF directives or policies will be employed in all situations not specifically covered by this plan. **(T-0)**

**2.27. Evaluation.** The MPP and merit system operations under the plan will be evaluated annually as part of the AF/A1C internal program review. In addition, employee selection procedures will be continually evaluated in accordance with 5 CFR Part 335 and appropriate action taken when necessary. **(T-0)**

**2.28. Omissions.** The guidance contained in the OPM and AF directives or policies will be employed in all situations not specifically covered by this plan. **(T-0)**

**Table 2.1. Application of the Competitive Process.** Refer to AFMAN 36-606 for Centrally Managed positions.

<b>RULE</b>	<b>When the proposed action is</b>	<b>to a position</b>	<b>and</b>	<b>then competition is required (Note 1)</b>
1	Promotion without time limitation	of higher grade under the same pay schedule	the action is not covered by rules 12 thru 21	YES
2	Reassignment	at the same grade under the same pay schedule	the position is one with known promotion potential and employee will gain eligibility for non-competitive career promotion	YES
3			position is not one with known promotion potential	NO
4	Change to lower grade	of lower grade under the same pay schedule	the position is one with known promotion potential and employees will gain eligibility for non-competitive career promotion to grade higher than previously held	YES
5			position is not one with known promotion potential	NO
6	Assignment from one pay schedule	with a higher representative rate under a different pay schedule		YES
7		of the same or lower representative rate under a different pay schedule	the position is one with known promotion potential	YES
8			the position is not one with known promotion potential	NO
<b>RULE</b>	<b>When the proposed action is</b>	<b>to a position</b>	<b>and</b>	<b>then competition is required (Note 1)</b>

9	Reinstatement or transfer	at a higher grade than previously held on a permanent basis or for more than one year		YES
10		at the same or lower grade than previously held on a permanent basis or for more than one year	the position is one with known promotion potential to a grade higher than previously held	YES
11			position is not one with known promotion potential	NO
12	A detail	at the same or lower grade with no known growth or promotion potential	the detail is for any length	NO
13		at a higher grade or to position of same grade with known promotion potential	the detail is for 120 days or less ( <b>Note 2</b> )	NO
14			the detail is for more than 120 days ( <b>Note 2</b> )	YES ( <b>Notes 3 and 4</b> )
15	A temporary promotion or extension of temporary promotion	a. at higher grade under same pay schedule or,  b. under different pay schedule when action is processed as a promotion or represents a promotion		See Table 2.4
16	A conversion of temporary promotion to permanent promotion (removal of temporary restriction)			See Table 2.6
<b>RULE</b>	<b>When the proposed action is</b>	<b>To a position</b>	<b>and</b>	<b>then competition is required (Note 1)</b>

17	A placement following temporary promotion by reassignment or change to lower grade without time limitation	a. under same pay schedule at a grade higher than the position from which temporarily promoted <i>or,</i> b. under different pay schedule at higher grade (or level) than position from which temporarily promoted		See Table 2.6
18	Selection for training	N/A	training or development would enhance employee's qualifications	CPO or CFT chief (for centrally managed positions) determination
19	Promotion	upgraded by classification	reason for upgrading of incumbent's position without significant change in duties and responsibilities (classification error or new or revised standards)	NO (Note 5) Classification must identify the applicable rule (19, 20, 21) and document this in Part D of the RPA
20			reason for upgrading is reconstitution of incumbent's position into successor position with clearly and solely identifiable duties of former position and there are no other employees serving in similar or identical positions to whom the duties could be assigned	NO (Note 5) Classification must identify the applicable rule (19, 20, 21) and document this in Part D of the RPA
<b>RULE</b>	<b>When the proposed action is</b>	<b>To a position</b>	<b>and</b>	<b>then competition is required (Note 1)</b>



21			reason for upgrading is reconstitution of incumbent's position into successor position and position is not a clear successor or there are other employees serving in similar or identical positions to whom these duties could have been assigned	YES (Notes 4 and 5) Classification must identify the applicable rule (19, 20, 21) and document this in Part D of the RPA
22	Promotion from position of known promotion potential	a. originally identified as the target position to which employee would advance without competition <i>or</i> , b. which represents the full performance level of a career ladder	competitive procedures were fully applied at the time of placement into position of known promotion potential and all competitors were informed selection for the entry position could lead to promotion without further competition	NO

**NOTES:**

1. "Yes" entries do not apply when:
  - a. Candidate is eligible for non-competitive promotion because full competition was applied earlier, or,
  - b. Candidate is eligible for non-competitive appointment based on 30% DAV eligibility, or,
  - c. Candidate may have non-competitive promotion eligibility as a previously downgraded employee, or,
  - d. Candidate is entitled by RIF regulations to the position under the representative rate rules, or,
  - e. Candidate is administratively assigned in place of a RIF action, to a position of higher representative rate without an increase in the rate of pay; or candidate is reassigned as a reasonable accommodation for a disability to a position of comparable (or lesser) pay.
2. Time spent on temporary promotion or detail to higher graded position(s) during preceding 12 month period is counted toward the 120 day-limitation.
3. Competition is not required when detail is for purpose of qualifying employee whose position has been upgraded under situations described in rules 19 and 20.
4. Area of consideration may be limited to employees serving in identical or similar positions or organizations to which the duties could have been assigned.
5. Assure qualification and legal requirements are met.

**Table 2.2. Merit Promotion Procedures**

STEP	Required Actions	Consideration, Determinations, and Actions
1.	Determine the applicability of competitive procedures.	Assuming there are no mandatory placements, review nature of action proposed and length of assignment. Apply Table 2.1. to determine if exempt from competition. Screen local priorities for non-competitive referral (See Note). If competition is required, proceed to Step 2.
2.	Conduct job analysis and develop the promotion plan.	Based on job analysis, determine qualifications requirements, selective placement factors, if any, screening factors, and ranking factors. Review established promotion plans to determine whether appropriate or if new plan is justified because of new or unique factors associated with the position. Consider nature of action, type of position, probable availability of candidates, etc.
3.	Refer employees entitled to priority consideration under competitive procedures.	Refer to Table 2.3. If no candidates are identified for priority placement or referral, or if all requirements for non-selection have been met, proceed to Step 4.
4.	Identify competing candidates.	Certify from an existing register otherwise, issue an announcement. Under merit promotion procedures and in applying the competitive process, consider employees entitled to priority consideration serviced by the same personnel office.
5.	Rank competing candidates.	All employees in the prescribed area of consideration are screened against initial and basic eligibility criteria. Those meeting basic eligibility are then ranked and sorted by best qualified criteria as documented on the job analysis/promotion plan and paragraph 2.14.
6.	Certify eligible candidates.	Determine number to be certified. Refer allowable number of qualified candidates from the applicant pool including non-temporary employees from other federal agencies and all other candidates eligible for noncompetitive appointment. Candidates on OPM certificates are forwarded for consideration on a separate certificate.

**NOTE:** CPS determines eligible local priority candidates who will be referred non-competitively prior to applying the full competitive process.

**Table 2.3. Referral and Selection Priorities**

<b>Priority Order</b>	<b>Category of Candidate</b>	<b>Must be Selected</b>	<b>Must be Considered &amp; May be Selected</b>	<b>Conditions to be Observed</b>	<b>Remarks</b>	<b>DCPDS Code</b>
A	Assignment Rights (Applicant or employee with enforceable assignment rights or to be mandatorily placed as a corrective or remedial action)	YES	N/A	N/A	None	A1
	Mandatory placement of an applicant or employee discriminated against or under terms of an informal settlement made under the criteria of 29 CFR 1614.501 (a) and (b)	YES	N/A	N/A		
	Manager or supervisor who fails to satisfactorily complete required probationary period.	YES	YES	N/A	Includes subsequent placement of any employee to relieve coverage caused by earlier return to non-manager or non-supervisory position created for such return	
<b>Priority Order</b>	<b>Category of Candidate</b>	<b>Must be Selected</b>	<b>Must be Considered &amp; May be Selected</b>	<b>Conditions to be Observed</b>	<b>Remarks</b>	<b>DCPDS Code</b>
A (Cont)	Mandatory restoration after military service	YES	N/A	N/A	Establish on local table until DoD establishes	

					program code in ASARS	
	Mandatory placement of fully recovered employees from workers compensation within one year from the date compensation began (5CFR 353-301)	YES	N/A	N/A	Employees fully recovered after more than one year from the date compensation was payable will be eligible for Registration in the RPL (5 CFR 330.204)	
	Exercise of return rights after overseas service	YES	N/A	N/A	Accorded under the priorities outlined in AFMAN 36-204	R1
B	Applicant or employee found to have been discriminated against & entitled to priority consideration for employment or promotion under the criteria of 29 CFR 1614.501	NO	YES	If not selected, document reasons for non-selection	Entitlement restricted to only the next suitable vacancy	B1
C	AF installation employee affected by RIF action. Includes administrative reassignments to vacancy, within or outside competitive level of employee whose position is abolished, and who is within reach for release from competitive level: and reassignments under general authority to reassign	YES, for same or lower grade, when necessary to satisfy RIF assignment rights	N/A	N/A	Includes employees identified with incoming transfer of function as result of preliminary offer to transfer	C1
D	Air Force employee or former employee who has partially recovered from a compensable injury and will be restored to duty	YES, at current or lower grade.	N/A	N/A	Activity commander or designee may approve exception to mandatory selection. Reasons must be	G4

					documented. (Availability of a better qualified candidate is not an acceptable reason.)	
E	AF installation employee serving a lower grade with grade retention entitlements	Yes, at retained grade or intermediate grade in the same pay system from which downgraded	N/A	N/A	Activity commander or designee may approve exception to mandatory selection. Reason must be documented. Employee declination at intermediate grade results in termination of consideration at grade level declined and below	
<b>Priority Order</b>	<b>Category of Candidate</b>	<b>Must be Selected</b>	<b>Must be Considered &amp; May be Selected</b>	<b>Conditions to be Observed</b>	<b>Remarks</b>	<b>DCPDS Code</b>
F	Employee with permanent mental or physical disability no longer able to perform full range of duties of current position. (Do not confuse with recovered employees being restored from compensation roles. Reasonable accommodation must be considered)	YES (Employee must be counseled that voluntary acceptance of a position at a lower grade or pay level terminates consideration for disability retirement)	N/A	Reassignment may be directed; employee failure to report will result in separation for failure to accept reassignment	Activity commander or designee may approve exception to mandatory selection and document reasons. (Availability of better qualified candidate is not an acceptable reason.)	E1
G	Reserved.					

H	Air Force installation employee receiving retained pay and entitled to priority repromotion consideration.	NO	Yes, up to and including grade from which down-graded in the same pay system from which downgraded.	N/A	Employees may be considered sequentially or concurrently.	N1
	Other activity employees to be given priority repromotion consideration.		Consider at CPS option			

**Table 2.4. Upgrading a Position by Classification**

<b>RULE</b>	<b>If an occupied position is upgraded under situation described (Note 1)</b>	<b>and the incumbent</b>	<b>then action is usually taken</b>	<b>alternative actions permitted are</b>	<b>Remarks</b>
1.	Promotion (Table 2.1. Rules 19 and 20)	is qualified and eligible	promote the incumbent without competition	None	The employee may be taken out of the position only under adverse action procedures for reasons related to the upgrading decision. (Note 2) RIF procedures may not be used to place employee

2.		does not meet minimum OPM qualification standards or legal requirement for promotion	a. consider use of flexibilities and/or waivers OR, b. detail incumbent without competition, if appropriate	a. delete or redistribute duties to keep position at present grade level OR b. administratively reassign incumbent to vacant position without loss of grade and salary	The incumbent may be demoted or separated only if cause exists and charges justify the proposed action. RIF procedures may be used to place employee
3.		meets minimum OPM qualifications, but does not meet time-in-grade restrictions for promotion	consider waiver if appropriate or retain the incumbent in position in status quo as on detail until eligible for promotion		

<b>RULE</b>	<b>If an occupied position is upgraded under situation described (Note 1)</b>	<b>and the incumbent</b>	<b>then action is usually taken</b>	<b>alternative actions permitted are</b>	<b>Remarks</b>
4.	Promotion (Table 2.1. Rules 21)	is qualified and eligible for promotion and is within reach for selection under competitive procedures	promote incumbent under competitive procedures	delete or redistribute duties to keep position at present grade	The employee may be demoted or separated only if cause exists and charges justify the proposed action

5.		does not meet minimum OPM requirements for promotion or is not within reach for selection under competitive procedures (Note 2)	administratively assign incumbent to a vacant position without loss of grade or salary		RIF procedures may not be used to place employee
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**NOTES:**

1. If the position is obligated to an employee absent in military service, they must be considered for and may be promoted in absentia if selected. **(T-0)**
2. Employee may not be detailed and promotion process delayed until employee qualifies or is within reach for promotion to permit selection.



**Table 2.5. Temporary Promotion**

RULE	If the reason for temporary promotion is	and the period authorized is	competitive selection required (Note 1)	promotion may be extended (Note2)	the temporary limitation may be removed (Note 3)
1.	To provide temporary services:  a. During employee's absence on approved leave	up to 120 days	NO	NTE overall period of 120 days (Note 4)	NO
2.	b. During employee's absence at management's request, <b>For Example:</b> TDY, detail, training, etc.  c. When required by special project or emergency workload  d. If position vacated by temporary promotion	more than 120 days	YES	YES	Yes, when the area of consideration established locally under paragraph 2.2.2. has been observed
3.	To assign civilian deputy chief to a military chief's position, classifiable to higher grade pending replacement of military chief	Up to one year	NO	YES	NO
RULE	If the reason for temporary promotion is	and the period authorized is	competitive selection required (Note 1)	promotion may be extended (Note 2)	the temporary limitation may be removed (Note 3)

4.	To promote:  a. Employee whose position is scheduled to be abolished within 18 months because of base closure, major reduction or Transfer of Function (TOF)  b. Employee at continuing activity in function involved in transfer or merger	Up to 120 days	NO	NTE overall period of 120 days (Note 4)	NO
5.	To promote: (Table 2.5 4a. and 4b)	more than 120 days	YES	YES	YES, after the major reduction or transfer has been completed, provided the area of consideration established locally under paragraph 2.2.2. has been observed
6.	To fill continuing positions held in reserve ("stock-piled") for placement of employees affected by base closure or TOF	Up to 120 days	NO	NTE overall of 120 days (Note 4)	NO
7.		More than 120 days	YES	YES	Yes, when the area of consideration established under paragraph 2.2.2. has been observed
<b>RULE</b>	<b>If the reason for temporary promotion is</b>	<b>and the period authorized is</b>	<b>competitive selection required (Note 1)</b>	<b>promotion may be extended (Note2)</b>	<b>the temporary limitation may be removed (Note 3)</b>

8.	To promote to a continuing position an overseas employee registered for placement assistance in Overseas PPP or overseas employee within 6 months of established rotation date	Up to 120 days	NO	NTE overall period of 120 days (Note 4)	No
9.		More than 120 days	YES	YES	YES, when the area of consideration paragraph 2.2.2. has been observed
10.	To promote to continuing position obligated to an overseas employees who will be exercising return rights within 6 months	Up to 120 days	NO	NTE overall period of 120 days (note 4)	NO
11.		More than 120 days	YES	YES	YES, when the area of consideration established under paragraph 2.2.2. has been observed

**NOTES:**

1. Explanation of “YES” and “NO” entries:

a. “YES” entries do not apply when candidates are eligible for noncompetitive promotion for any of the reasons shown in Note 1, Table 2.1.

b. “NO” entries in this column do not prevent the use of competitive procedures when it is expected the promotion will extend beyond 120 days.

c. “NO” entries are changed to “YES” when, at the completion of the temporary promotion, the employee will have spent more than 120 days in the preceding 12 months, on temporary promotions or details to higher grades positions during the preceding year (not applicable to Rule 3).

2. The total period of temporary promotion may not exceed 5 years.

3. “NO” entries in this column do not prevent removal of temporary limitation when conditions in Table 2.6. are met.

4. Extension is subject to competition when the employee will have spent more than 120 days on temporary promotion and or detail to higher graded position during the preceding 12 months (not applicable to Rule 3).

**Table 2.6. Terminating Temporary Promotion and Placement of Employees**

<b>RULE</b>	<b>If the proposed placement is</b>	<b>Temporary promotion was initially for 1 year or pending permanent promotion and full competitive procedures were used (Note 1)</b>	<b>Employee is currently within reach under competitive procedures for permanent promotion</b>	<b>Notification and documentation were properly followed at the time of temporary promotion (Note 2)</b>	<b>Employee consent to the placement</b>	<b>These actions may be taken</b>
1.	a. Permanent retention in position (Note 2) b. Reassignment (without time limitation) to position of same grade	YES	Not required	N/A	Not required	YES
2.		NO	YES	N/A	N/A	NO
3.			NO	N/A	N/A	
4.	Return to former position	N/A	N/A	YES	Not required	YES
5.	Change to lower graded position at same grade as former position	N/A	N/A	YES	Not required	YES
<b>RULE</b>	<b>If the proposed placement is</b>	<b>Temporary promotion was initially for 1 year or pending permanent promotion and full competitive procedures were used (Note 1)</b>	<b>Employee is currently within reach under competitive procedures for permanent promotion</b>	<b>Notification and documentation were properly followed at the time of temporary promotion (Note 2)</b>	<b>Employee consent to the placement</b>	<b>These actions may be taken</b>

6.	Change to lower grade at intermediate grade	YES	Not required	YES	YES (Note 3)	YES
7.		NO	NO	N/A	N/A	NO
8.	Promotion (from grade held on temporary promotion)	N/A	YES	N/A	N/A	YES
9.		N/A	NO	N/A	N/A	NO

**NOTES:**

1. The conditions in this column are met only when:
  - a. The temporary promotion was initially made for 1 year, or was made for a shorter period but it was known at the outset the temporary promotion could be converted to permanent (for example, at the completion of extended sick leave of an employee scheduled for disability retirement).
  - b. Full competitive procedures were used, including application of the standard area of consideration and its extension when required; application of the provisions in paragraph 2.10. for selection of downgraded employees referred for consideration; and notification to all eligible competitors that the temporary promotion could, or would, lead to permanent promotion without further competition.
2. Notification to employee not provided in advance of temporary action should be provided as soon as possible after promotion is made. Absent notification termination of temporary promotion may be subject to procedures covered under of 5 CFR 752.401.
3. If the reason for the temporary promotion ceases to exist and the conditions of Rules 1, 2, or 3 are met, the promotion may be made permanent by removing the limitation according to the instructions in OPM's *Guide to Processing Personnel Actions*. (T-0)

## Chapter 3

### DEVELOPMENTAL OPPORTUNITY PROGRAM (DOP)

**3.1. Air Force Policy.** It is AF policy to design, administer, and support advancement opportunities for lower grade-level civilian employees throughout the DOP. This program is designed to help each employee reach their full potential and productivity. Employees with potential, but who lack qualifications, can be assisted in becoming qualified for current or projected positions through competitive selection with mission-supportive job experience and job-related training and education. The guidance provided in this chapter is to be implemented in concert with the Merit Promotion Plan (MPP).

**3.2. Background .** The Government Employees Training Act (GETA), codified in 5 USC **Chapter 41** is the legal basis for establishing training and educational programs to broaden opportunities for lower grade-level employees. E.O. 11348 (1967) as amended by E.O.12107 (1978) provides agency heads and the OPM with additional information on how GETA is to be carried out. Title 5 CFR Part 410 addresses the general and specific policies and requirements for training in Government agencies.

**3.3. Objectives.** The goals of the DOP are established according to mission and organizational needs as follows:

3.3.1. To provide the means by which the capabilities of employees are increased to the fullest extent possible.

3.3.2. To provide employees with an opportunity to competitively enter bridge or career positions and receive planned on-the-job and/or formal training.

3.3.3. To increase employee morale through these educational and training opportunities.

**3.4. Relationship with Affirmative Employment (AE).** The DOP is an integral part of AE and can encourage career progression to ensure a diverse applicant pool for supervisory and managerial positions.

**3.5. General.** Execution of the Program requires the full commitment of commanders, functional managers, supervisors, civilian personnel officers and participants to ensure success. It requires each to strive to apply full use of all aspects of the program in evaluating employee performance, work history, interests, education and potential with developmental opportunities.

**3.6. Responsibilities of Commanders.**

3.6.1. Ensure implementation in conjunction with the MPP. **(T-0)**

3.6.2. Ensure managers and supervisors are knowledgeable, trained and committed to the identification of developmental opportunities and employees with potential.

3.6.3. Express verbal and written support and commitment to the Program.

3.6.4. Demonstrate Program support by providing adequate resources based on the availability of funds.

**3.7. Responsibilities of Functional Managers and Supervisors.**

- 3.7.1. Identify positions which may be restructured for fill through the Program consistent with the needs and mission of the organization.
- 3.7.2. Identify KSAs required for each step of the structured position.
- 3.7.3. Restructure positions to provide developmental opportunities.
- 3.7.4. Counsel and encourage employees to apply for positions under the Program.
- 3.7.5. Identify cost-effective training needs.
- 3.7.6. Provide periodic evaluation of trainee performance and progression.
- 3.7.7. Identify unsatisfactory progress and discuss with the personnel office appropriate action to be taken.

**3.8. Responsibilities of the Civilian Personnel Officer.**

- 3.8.1. Assist with the design and implementation of the Program.
- 3.8.2. Serve as coordinator of the Program.
- 3.8.3. Assist functional managers and supervisors in identifying positions to be filled through the Program.
- 3.8.4. Publicize program availability.
- 3.8.5. Counsel employees on the opportunities available through program participation.
- 3.8.6. Develop and apply appropriate selection procedures.

**3.9. Eligibility.** This program applies to all US citizen employees at GS-1 through GS-8 and WG-1 through WG-7 who are not serving under a time-limited appointment or on a position targeted to GS-9/WG-8 or above. Employees serving under excepted appointing authorities may be considered and selected only if their appointment to the target position can be made under the same appointing authority or if the appointing authority provides for conversion into a competitive appointment.

**3.10. Identification of Positions.** The identification of target positions is critical to the success of the program. It may be necessary to analyze the skills of current employees, review current and anticipated position vacancies, and determine which positions may lend themselves to restructuring in support of the program.

- 3.10.1. Every position that can be restructured does not need to be included in the Program. Whether or not a position can be committed to the Program is the sole responsibility of the respective supervisor and should also be predicated upon available training opportunities and organizational workforce capability for overseeing training on the job.
- 3.10.2. Once a specific position for which the employee is to be trained has been identified, the normal line of progression or career ladders should be established. Target positions should be restructured to the lowest practical entry or intermediate grade levels with an identified final target position to accommodate the skills of the selected participant.
- 3.10.3. Target positions are normally classified as either career or bridge positions. Career positions are either positions which extend to GS-9 or above (usually two-grade interval

series) or WG positions with journeyman grades of WG-8 or above. Bridge positions are lead-in positions and provide qualifying experience for career positions. Developmental opportunity may encompass movement from support positions which normally do not provide any opportunity for advancement to the GS-9/WG-8 or above or the experience needed to progress from other positions into bridge or career positions, or movement from bridge positions into career positions.

### **3.11. Implementation.**

3.11.1. Selection for placement into a developmental opportunity position is accomplished through competitive methods as required by AFPD 36-2 and the MPP. **(T-1)** Individuals may be selected for competitive promotions, reassignments, or changes-to-lower-grade. Candidates are identified through self nomination under a vacancy announcement in conjunction with any number of competitive methods: job analysis followed by self-assessment, panel interviews, assessment centers or other job-related performance exercises; or any combination of methods, e.g., locally developed self-evaluation criteria. The job analysis provides the basis for any other assessment tool used for identification and selection of candidates.

3.11.2. Candidates must meet basic eligibility requirements, unless OPM qualifications are modified as authorized under General Policies of the OPM Qualification Standards. **(T-0)** Any minimum education, license, or certification requirements must be met and cannot be waived. 3.11.3. Employees selected for positions identified under the Program are entitled to pay retention in accordance with AFI 36-802, *Pay Setting*.

**3.12. Training Agreements.** Training agreements are required when training to be provided is used as a substitute for all or part of the required qualifying experience (but not education, licensing, certification, or other specific credentials), required by the OPM qualification standard for the position series. Bases will develop training agreements including modification of qualification requirements, where appropriate, time-in-grade exclusions, and/or one accelerated promotion. **(T-1)** All agreements are submitted to and approved by the installation commander or designee and must be reviewed annually. Each training agreement must describe: **(T-1)**

3.12.1. Reason for the agreement.

3.12.2. Position/s covered.

3.12.3. Selection procedures.

3.12.4. Length of training for each grade level as required.

3.12.5. Each phase of training required; the expected learning outcome and the means for measuring the success of the trainee.

3.12.6. Flexibility provision for the length and intensity of training.

**3.13. Formal Training Plan.** A formal training plan is required for each employee on a training agreement. **(T-1)** In all other cases, a formal training plan may be used. The plan delineates the training and developmental activities required to qualify for the target position. The plan should include the following:

3.13.1. The KSAs needed for successful performance in the target position.

3.13.2. Objectives and sub-objectives related to the KSAs.



3.13.3. Specific training and developmental activities required to meet objectives including OJT and formal training.

3.13.4. Flexibility provisions for the length and intensity of training.

3.13.5. Target dates for completion of objectives/sub-objectives.

3.13.6. Provisions for periodic evaluations (daily, weekly, monthly) with a requirement for a written evaluation at the end of each quarter.

3.13.7. Promotion phase points predicated on plan completion and requisite time as appropriate.

3.13.8. Adjustments that may be made prior to and during the training process. (Example: An inventory of skills and abilities of a participant against each phase of the plan may permit a phase to be skipped when the participant already possesses the required knowledge.)

**3.14. Counseling.** The personnel office, along with the supervisor, is responsible for providing counseling to assist employees in identifying their career goals, qualifications, and matching these with organizational needs and developmental opportunities. (T-1) Counseling may be supported by the servicing employee development specialist, affirmative employment specialist, or individuals knowledgeable of staffing procedures and the MPP.

## Chapter 4

### MILITARY SPOUSE PREFERENCE PROGRAM

**4.1. Authority.** The authority for the military spouse preference program is Public Law (PL) 99-145, as amended by PL 99-661 and PL 100-180. DoD Instruction (DoDI) 1400.25, v315, *Employment of Spouses of Active Duty Military*. Air Force policy and procedures for military spouse preference employment in nonappropriated fund (NAF) positions are addressed in AFMAN 34-310, *NonAppropriated Fund Personnel Program Management and Administration Procedures*. (T-0)

**4.2. Military Spouse Preference Eligible.** Eligibility for military spouse preference is not warranted to dual military couples where one spouse is discharged and desires to seek civil service employment at the current duty station. Eligibility as a military spouse preference applicant is established when one of the following conditions is met. The applicant is the spouse of a:

4.2.1. Military member who entered into marriage with the military member prior to relocating because of military service under a statutory tour. Eligibility for preference does not extend to the military spouse unless the marriage occurred prior to the relocation of the military member to the new duty station area.

4.2.2. New recruit to active duty in the Armed Forces (including U.S. Coast Guard and full-time National Guard or Reserves) who is relocating to a new and permanent duty station after completing basic and/or advanced training at one or several temporary duty stations.

4.2.3. New recruit who has received a permanent assignment at the same duty station where the initial entry training was received.

4.2.4. Former military member who re-enlists and is placed directly within the permanent unit of assignment without undergoing initial entry training.

4.2.5. Military member assigned by permanent change of station (PCS) to a service school regardless of the duration of the training at the service school.

4.2.6. Member of the Reserve Forces (Reserve or National Guard) who has been called to active duty under a provision of Title 10 USC. In this instance, military spouse preference applies only if the spouse has relocated as a result of the activation of the Reserve Forces military member sponsor under Title 10 USC.

**4.3. Applicability.** Military spouse preference (MSP) is not applicable when filling the following kinds of positions or in specific instances:

4.3.1. Positions in the National Security Agency (NSA), the Defense Intelligence Agency (DIA), or other organizations in the DoD Components that have a primary function of intelligence, counterintelligence, or national security.

4.3.2. Professional educator positions with the DoD Dependent Schools (DoDDS). Spouse applicants for DoDDS educator positions with this system are given preference according to DoDEA Regulation 1400.13, *Salaries and Personnel Practices Applicable to Teachers and Other Employees of the DoD Overseas Dependents Schools*

- 4.3.3. Full performance level competitive or excepted service positions covered by mandatory mobility agreements.
- 4.3.4. Situations involving statutory or regulatory entitlements such as placement entitlements stemming from reemployment rights, grade retention rights, or rights conferred by a court and administrative decisions.
- 4.3.5. Filling of positions when statutes or regulations on veteran's preference or nepotism would be violated.
- 4.3.6. Filling of positions when a placement would result in the displacement or change-to-lower-grade of a current employee of the activity.
- 4.3.7. Filling of positions which would prevent the placement of a DoD PPP Priority 1 or 2 registrants.
- 4.3.8. When a military sponsor makes a PCS in conjunction with retirement or separation.
- 4.3.9. When a military spouse is placed in a DoD appropriated or NAF continuing position, whether or not preference was applied, MSP is no longer an eligible option for the spouse.
- 4.3.10. DoD employment following non-DoD employment in a continuing position at the new duty location.
- 4.3.11. When applying to a vacancy announcement for a position, series, or grade for which they are not registered under the PPP, preference does not apply.

#### **4.4. Scope of the Program.**

- 4.4.1. Worldwide for spouses of active duty military members of the US Armed Forces, (including the U.S. Coast Guard and full-time National Guard or Reserves) for certain appropriated fund positions in the excepted and competitive services in the DoD Components for all GS and FWS positions. **(T-0)**
- 4.4.2. Reciprocally, across DoD Component lines for positions in the same commuting area as that of the new duty station of the military member sponsor. **(T-0)**
- 4.4.3. Spouses eligible for preference must be considered when positions are filled through competitive procedures. **(T-0)**
- 4.4.4. Placement of military spouses through this program does not entitle the spouse to relocation expenses under the Joint Travel Regulations (JTR), *Department of Defense Civilian Personnel* or retained grade or pay, unless otherwise entitled. **(T-0)**

**4.5. Employment Information and Assistance.** Employment information and assistance will be made available for spouses seeking employment. This includes information provided as part of a coordinated effort with the Individual Newcomer Treatment and Orientation (INTRO) program and the Airman and Family Readiness Center spouse employment assistance section. As a minimum, lists of currently established positions should be readily available for review by spouses as an indicator of employment possibilities or recruiting requirements. Military spouses who wish to register in the Priority Placement Program (PPP) must report to the local CPS for instructions on registration and program requirements. **(T-0)**

**4.6. Claim for Preference.** The military spouse must be advised of their entitlement to claim spouse preference for DoD established positions. Military spouses must be advised of various

application procedures and encouraged to submit required documents under all appropriate options. **(T-0)** In advising the military spouse, the following information should be conveyed so there is no doubt as to the intent of the program:

4.6.1. Spouse preference shall be limited to the specific position(s) for which registered in the PPP. This does not apply for positions in foreign areas. Refer to 4.6.6.2. **(T-0)**

4.6.2. Spouse employment preference may be used one time for each permanent relocation of the sponsor to a new duty location not within the same commuting area.

4.6.3. Declination of a continuing position for which the spouse has requested preference will serve as reason to remove the spouse's claim for preference for DoD positions in the commuting area of the sponsor's duty location. **(T-0)**

4.6.4. Military spouse preference applies when the spouse has been determined to be among the "best qualified" for the position to which referred. "Best qualified" for preference purposes, means as qualified as the lowest ranking referable candidate.

4.6.5. Except for those military spouses reached for placement under Direct Hire Authority or from an OPM register, including OPM registers maintained under a Delegated Examining Unit (DEU) or Specialized Examining Unit (SEU) provisions, military spouses may be considered as preference eligible only if the grade of the position to which referred is no higher than a grade previously held on a permanent basis (exception: EO 13473 allows for promotion of MSP eligible).

4.6.6. The military spouse desiring consideration at the new AF location or other DoD activity within the area of the new AF location will claim preference through the procedures established in DoDI 1400.25, v315, *Employment of Spouses of Active Duty Military*. **(T-0)**

4.6.6.1. Military spouses should be advised to claim preference according to personal employment eligibility as follows:

4.6.6.1.1. Current AF employed military spouse,

4.6.6.1.2. Current military spouse employed by another Federal agency,

4.6.6.1.3. Competitive service reinstatement eligibility

4.6.6.1.4. Appointment under E.O. 12721, *Eligibility of Overseas Employees For Noncompetitive Appointments*

4.6.6.1.5. Appointment under E.O. 13473, *Noncompetitive Appointing Authority of Certain Military Spouses*.

4.6.6.1.6. Required documentation must include an up-to-date employment resume, a copy of the military sponsor's PCS orders, and documentation confirming appointment eligibility.

4.6.6.2. A military spouse may also be eligible for preference without civil service status or eligibility under either of the Executive Orders based on derived preference. Derived preference is a method where the spouse of a veteran may be eligible to claim veterans' preference when the veteran is unable to use it. An available veteran may not be passed over to select a non-veteran, nor may an available military spouse preference eligible be

passed over to select a non-spouse preference eligible. Military spouses should be advised of the following:

4.6.6.2.1. If certification of eligibility will be from OPM, from an Air Force Delegated Examining Office (DEU), a Specialized Examining Unit (SEU), or under a Direct Hire Authority, the military spouse must submit proof of appointment and preference eligibility through the application process. A copy of an up-to-date employment resume, a notice of rating, and the military sponsor's PCS orders confirming relocation to the new active duty station are the basic documents necessary to make the military spouse preference determination. **(T-0)**

4.6.6.2.2. In foreign areas, the employment of spouses is governed by DoDI 1400.25 Volume 315, *Employment of Spouses of Active Duty Military*, and DoDI 1400.25 v1232, *Employment of Family Members in Foreign Areas*. **(T-0)** Spouses may exercise preference through procedures as a competitive service eligible or an eligible under DoDI 1400.25 v1232, for Schedule A appointments. The military spouse must claim preference eligibility when submitting documents for consideration under the appropriate vacancy announcement. Overseas commands may establish procedures including documentation requirements to facilitate the consideration of spouse preference candidates. Spouse preference may be exercised only once per permanent relocation of the sponsor.

**4.7. Preference Determinations.** The personnel office makes preference determinations as follows: **(T-0)**

4.7.1. Verification of Spouse Status. Military spouses who entered into marriage prior to relocating to the sponsor's new active duty location must be identified as the spouse of a military member relocating under a statutory tour.

4.7.2. Time Period for Preference.

4.7.2.1. Military spouse preference eligibility may be used 30 days before the military sponsor's reporting date to the new duty location. NOTE: Spouses seeking preference with less than six months remaining in the area of the new duty station will not be afforded military spouse preference. **(T-0)**

4.7.2.2. In foreign areas, the military spouse preference candidate may file an application for employment 30 days before their anticipated arrival date; however, spouses may not receive preference until actually reporting to the foreign area personnel office.

4.7.3. Qualification Determination. The military spouse preference eligible must meet the minimum OPM qualification standards and other basic eligibility criteria and must have been determined to be within the best qualified group for a specific position before being referred as a military spouse preference.

**4.8. Documenting Preference.** When the military spouse is employed based on spouse preference, the Standard Form (SF) 50, Notification of Personnel Action, will cite the second authority code and authority according to the applicable chapter of the OPM *Guide to Processing Personnel Actions for the appointment*. The *Guide* is located at: <http://www.opm.gov/feddata/gppa/gppa.htm>. **(T-0)**

#### 4.9. Applying Preference.

4.9.1. Noncompetitive Referrals. Noncompetitive selections and placements may be made without application of military spouse preference; for example, reassignment, change-to-lower-grade, transfer (reassignment and change-to-lower-grade), appointment of a 30% disabled veteran, VRA appointment, noncompetitive re-promotion, placement based on RPL entitlement or Interagency Career Transition Assistance Plan (ICTAP) requirement, or placement to satisfy ongoing EEO programs according to paragraph 4.3.4.

4.9.2. Competitive Referrals. Veterans' preference eligibles are considered first. Military spouse preference eligibles registered in the DoD PPP as applicable, will submit required documents and complete the assessment questionnaire, against vacancy announcements for consideration under MSP. Those who are not registered in the DoD PPP will not receive preference and will be considered under the applicable eligibility for which applying under the vacancy announcement. **(T-0)**

4.9.3. Targeted Positions. When filling targeted positions preference applies only to the permanent target grade of the position being filled. When spouse preference eligibility is based on prior civil service employment the target grade for consideration cannot be any higher than the highest grade previously held in the Federal service by the spouse preference eligible (except for those applying under EO 13473).

4.9.4. Applicant Rating and Referral. The spouse preference eligible is rated in relation to competitive candidates for the position. A spouse preference eligible who ranks equal to or higher than the lowest ranking referable candidate is considered to be in the best qualified group of candidates and as such they will be referred to the selecting supervisor in advance of other competitive candidates. If the personnel office is unable to contact the spouse after reasonable documented attempts have been made to verify availability, and the spouse has matched against the vacancy via PPP, a request to code out the match in ASARS must be submitted to the AFPC PPP Oversight Office to request permission to bypass the MSP match. If more than one spouse preference candidate is in the best qualified group, the selecting official may select any of the spouse preference candidates based upon the number of positions being filled. **(T-1)**

4.9.5. Military Spouse Interviews. If a best qualified determination has been made prior to issuance of the referral list, interviews are not permitted, regardless of how many spouse preference eligible are on the referral certificate. **(T-0)**

4.9.5.1. The only time a military spouse may be interviewed is when the results of the interviews are factored into the qualification determination process, prior to the issuance of a referral certificate. Since AF does not use personal interviews as an integral part of the rating and ranking process, Best Qualified (BQ) spouses may not be interviewed. **(T-0)** This policy does not apply to interviewing spouses in foreign areas. Reference **Chapter 14** of the PPP Handbook. For positions in foreign locations only, the supervisor may interview spouses if more than one spouse is determined to be among the BQ by AFPC.

**4.10. Spouse Preference Registration and Documentation Requirements** ( not applicable in foreign areas). The losing and gaining personnel offices are jointly responsible for managing the registration of the military spouse in the DoD Priority Placement Program "S", The Military

Spouse Preference Program. The military spouse may register at either the losing or gaining personnel office. The following documents must be provided to and maintained by the registering personnel office and the office performing file maintenance: **(T-0)**

4.10.1. An employment resume.

4.10.2. A copy of the most recent appraisal, if applicable.

4.10.3. A copy of the official PCS order authorizing the preference eligible spouse to relocate with the military member sponsor (and marriage license if MSP not listed on PCS orders) under a statutory active duty tour.

4.10.4. A copy of the Program "S" registration form and all documentation of any file maintenance performed on the military spouse preference candidate's Program "S" registration.

4.10.5. Any other documentation necessary to support a claim for military spouse preference. The registration record must be retained for a two-year period following placement or deletion as a military spouse preference eligible for that duty location assignment.

## Chapter 5

### EMPLOYMENT OF EXPERTS AND CONSULTANTS

**5.1. Authority** . Policies and procedures for requesting, approving and employing experts and consultants in AF by appointment with or without compensation are based on 5 USC 3109, *Employment of Experts and Consultants; Temporary or Intermittent*. (T-0)

**5.2. Mission Statement** . The use of experts and consultants is a means of availing the AF of temporary and intermittent services of highly specialized individuals to accomplish mission requirements which cannot be obtained from in-house personnel or by other appointments. The authority can be revoked for misuse.

5.2.1. Employment of Consultants. When essential to the mission, services of a consultant may be obtained to secure specialized opinions or professional or technical advice that does not exist or is not available within the AF or the DoD; outside points of view to avoid a limited judgment of critical issues; knowledge of developments in industry, university, or foundation research; opinion of noted experts whose national or international prestige can contribute to the success of important projects; or citizen advisory participation in developing or implementing government programs that, by their nature or statutory provision, call for such participation. A consultant is assigned to operational activities only in rare and unusual cases when this is the only way they can obtain information needed to formulate specific advice or recommendations.

5.2.2. Employment of Experts. When essential to the mission, services of an expert may be obtained when expertise does not exist or is not available to perform work of a specialized nature. These services may be obtained for a temporary or intermittent period. An expert performs the intermittent or temporary work in an operational activity which may include some advisory services. An expert possesses superior qualifications and a high degree of attainment and standing in a professional, scientific, technical, or other field. Their attainment is such that they usually are regarded as an authority or a practitioner of unusual competence and skill by other persons in the profession, occupation, or activity.

**5.3. Authority to Employ by Appointment** . All appointments and reappointments must be approved by the Office of the Secretary of Defense. Requests must be submitted through MAJCOM channels to SAF/AARC for consideration of approval. (T-0)

**5.4. Conditions of Employment.** An appointment is limited to the specific period for which the need for the employee's services exists. It cannot extend beyond 365 calendar days (a service year) from the date of the initial appointment; however, a new appointment may be made at the expiration of 365 calendar days. An appointment initially made for less than 365 calendar days may be extended to the end of that period. (T-0)

5.4.1. Actual Workdays. The maximum number of workdays which may be authorized within 365 consecutive calendar days by initial appointment or reappointment is 130. If less than 130 workdays is initially authorized, additional workdays may be authorized by extending the initial appointment. Reappointment for one additional year may be authorized.

5.4.2. With Compensation. Compensation for experts and consultants cannot exceed the daily rate for the maximum payable rate of the GS-15 grade. The rate of compensation is set



by the selecting official with assistance from the servicing personnel office. The rate of compensation is based on: the value and importance of the services performed; the person's experience and attainments; and the rate of compensation that may be set on an hourly or daily basis as a precondition of employment. If a daily rate is established, the expert or consultant is paid that rate regardless of the number of hours worked during the day. If an hourly rate is established, the expert or consultant is paid only for the hours worked; however, the actual compensation paid cannot exceed the maximum authorized daily rate of the GS-15 grade. Overtime, night differential, holiday, or premium pay benefits are not authorized to be paid to experts or consultants.

5.4.3. Without Compensation. An expert or consultant may be employed without compensation. Each such expert or consultant must sign a waiver of compensation to protect the Government against future claims for services rendered. The waiver must be executed before the services are rendered and is retained as a permanent record in the e-OPF. **(T-1)**

5.4.4. Security Requirements. An expert or consultant is subject to the investigative and clearance requirements under DoD 5200.2, *DoD Personnel Security Program* and AFI 31-501, *Personnel Security Program Management*. **(T-0)**

**5.5. Concurrent Use by Other Air Force Activities.** The services of an expert or consultant may be needed and used by several AF activities. One AF activity may use these services of another AF activity without making a new appointment as long as the nature of the duties performed, the compensation being paid, and the conditions of the employment are similar. In these circumstances arrangements may be made with the appointing AF activity so that the additional service is reflected in the person's appointment documents and records of service rendered, and the funds for compensation paid can be transferred between activities. **(T-1)**

**5.6. Responsibilities .** The Directorate of Civilian Force Management Policy (AF/A1C) and the Directors of Manpower, Personnel, and Services (A1) at the major commands are responsible for assuring each request meets the requirements of 5 CFR 304, *Expert and Consultant Appointments*. **(T-0)**

### **5.7. Employment Procedures .**

5.7.1. When a selecting official determines the need and propriety of using an expert or consultant's services they will submit the following documents to the servicing manpower, budget, and legal offices for determinations required by DoD 5500.7, *Standards of Conduct*.

5.7.1.1. A DD Form 2292, *Request for Appointment or Renewal of Appointment of Consultant or Expert*. **(T-0)**

5.7.1.2. A detailed statement of work indicating the appointee will only be assigned the duties for which the appointment is made. The statement of work must describe the work to be accomplished in sufficient detail to determine that establishing a regular civil service position is not practical to meet the need.

5.7.1.3. A description of the circumstances substantiating the impossibility or impracticability of obtaining equally qualified candidates to accomplish the required work through other methods such as detail, promotion, reassignment of personnel (civilian or military) within the organization or activity concerned or recruitment of someone under civil service procedures.

5.7.1.4. A resume or similar personal qualification statement, which is normally procured by the supervisor from the individual whose services have been solicited to meet the specific need of the organization requiring an expert or consultant.

5.7.1.5. A statement of employment and financial interests and other determinations required by DoD 5500.7, *Joint Ethics Regulation*, such as completion of an OGE Form 450, *Confidential Financial Disclosure Report* or OGE 278, *Public Financial Disclosure Report*.

5.7.2. Upon receipt of approval to employ the expert or consultant from the offices identified in paragraph 5.7.1. above, prepare an SF52, Request for Personnel Action (RPA) and forward all documentation to the personnel office.

5.7.3. The personnel office will accomplish the required employment procedures to procure the expert or consultant for the position.

**5.8. Recording Days of Work.** The selecting official will maintain a current record of the days and hours worked by each expert or consultant and provide to the personnel office when the employee terminates. This is not required if payroll records provide this information. **(T-1)**

**5.9. Termination/Extension of Appointment .** When the work of an expert or consultant is completed, the selecting official requests termination of the appointment using an RPA. Offices using such services must make sure the appointee does not work more than the total number of days authorized by the appointment. Before the appointment expires, the management official determines whether to terminate the appointment or to request an extension or reappointment. Each request for reappointment must be submitted to SAF/AARC a minimum of 120 days prior to expiration of the appointment. **(T-1)**

**5.10. Annual Communication Requirement.** 5 CFR Part 304 requires an agency to comply with the statutory requirements of 5 USC 3109 and guard against violations and inappropriate use of the appointing authority. AF/A1C will communicate this caution at least annually through electronic mail or by memorandum. Public Law 102-378 amended 5 USC 3109 to require each agency to report to OPM annually the number of days worked and the amount paid to each expert or consultant employed during the year. DCPDS will be used to generate supporting data for the management of the employment of experts and consultants program. **(T-0)**

## Chapter 6

### EMPLOYMENT OF RETIRED MEMBERS OF THE ARMED FORCES

**6.1. Authorities.** This chapter implements DoD Instruction 1402.01, *Employment of Retired Members of the Armed Forces*. In accordance with provisions of that instruction the following official is designated to approve appointments of retired members of the Armed Forces during the 180 days after retirement: **(T-0)**

6.1.1. The Deputy Chief of Staff, Manpower, Personnel and Services (AF/A1) is designated to act for the Secretary of the AF on proposed appointments or transfers to appropriated fund positions. **(T-1)**

### **6.2. Requests for Approval.**

6.2.1. Requests must provide all of the following information supported by official documents. Any additional documentation may provide support for the requested waiver. **(T-1)**

6.2.1.1. Information about the retired service member.

6.2.1.1.1. The effective date (YYMMDD) of the member's retirement from the Armed Forces. 6.2.1.1.1.2. Grade or rank at time of retirement.

6.2.1.1.1. Uniformed service from which retired and whether regular or non-regular.

6.2.1.1.1. A current resume completed by the proposed appointee.

6.2.1.2. Information about the position to which appointment is being considered.

6.2.1.2.1. Date (YYMMDD) position established.

6.2.1.2.2. Date (YYMMDD) position last occupied.

6.2.1.2.3. Whether the position was converted from military to civilian status.

6.2.1.2.4. If converted from military to civilian date (YYMMDD) position converted.

6.2.1.2.5. Reason for converting the position.

6.2.1.2.6. Whether the proposed appointee was the last military occupant of the converted position.

6.2.1.2.7. A copy of the current position description.

6.2.1.2.8. Whether the position is continuing or temporary.

6.2.1.2.9. A copy of the qualification standard(s) covering the position. (Reference may be made to the applicable OPM Qualifications Operating Manual, when it is being applied without modification.)

6.2.1.2.10. Whether efforts to fill the position have been continuous since it became vacant; if not, the reason for the delay in recruitment efforts.

6.2.1.3. Consideration of Agency Career Employees. To ensure full consideration was provided eligible career employees, the following information must be provided:

- 6.2.1.3.1. A copy of any and all notices used to publicize the vacancy to interested career employees.
- 6.2.1.3.2. Identify how the proposed retired military appointee is better qualified than all persons given consideration. Provide a comparative analysis of the qualification of the three best qualified candidates for the position and include copies of the resume for each candidate.
- 6.2.1.3.3. A statement of certification whether the applicable placement and promotion procedures were followed. If these procedures were not followed, provide full explanation behind not following them.
- 6.2.1.3.4. A copy of the certificate, register, or list of eligible candidates referred to the selecting official for consideration.
- 6.2.1.4. Appointment Resulting From Competitive Examining. When the proposed retired military member possesses eligibility resulting from competitive examining and has been reached for appointment, provide the following additional information:
- 6.2.1.4.1. A copy of the certificate of eligible candidates on which the proposed appointee's name appears. A copy of the examination announcement under which the proposed appointee filed if it is not included as part of the certificate.
- 6.2.1.4.2. A copy of the request for certificate (Standard Form 39, *Request for Referral of Eligibles*, or equivalent form), including selective placement factors and names of nominees if selective certification or name request was involved. If the retired military candidates name was requested, identify the reason(s) for using a name request.
- 6.2.1.4.3. A statement as to how the proposed retired military member's experience is superior to any eligibles in the top category.
- 6.2.1.5. Appointment Resulting From Other Than Competitive Examining. When it is proposed to appoint a retired member resulting from other than competitive examining, the following additional information shall be provided: **(T-0)**
- 6.2.1.5.1. The authority (OPM Regulation) under which the retired member will be appointed.
- 6.2.1.5.2. Recruiting efforts made to seek out applicants for the position, the methods used (specific dates and places), copies of any notices publicizing the vacancy, and any contacts with recruiting sources.
- 6.2.2. Requests must be self-explanatory and easily followed so reviewing officials can easily understand without the necessity of cross-referencing the information provided with the specific provisions of this chapter. **(T-0)** A format using the above paragraphs followed by the requested information can only facilitate the review process.

**6.3. Where to Submit Requests.** Requests requiring AF/A1 approval must be sent through the respective owning MAJCOM to AFPC/DP3FM, Staffing Program Oversight Office. AFPC/DP3FM will forward request to A1C for coordination and AF/A1 approval. **(T-1)**

**6.4. Maintaining Data at the Installation Level.**

6.4.1. The personnel office will maintain a record of all approved or disapproved requests. Where there is no MAJCOM, the requesting office will maintain a record of all requests requiring AF/A1 approval. **(T-2)** These records must be disposed of according to Records Disposition Schedule in the Air Force Records Information Management System. **(T-2)**

6.4.2. Approval requests and supporting documents are made a part of the application that was the basis for the appointment. They become a part of the employee's permanent personnel record and are filed in the Official Personnel Folder (SF 66). This will require scanning and emailing the documents to AFPC. **(T-3)**

**6.5. Exceptions.** A retired member of the Armed Forces may be appointed to a position in the civil service in the DoD (including a nonappropriated fund instrumentality under the jurisdiction of the armed forces) during the period of 180 days immediately after their retirement only if:

6.5.1. A state of national emergency exists and has been declared.

6.5.2. The proposed appointment is authorized by the Secretary of the Air Force or his designee and the appointment is to a position for which:

6.5.2.1. Candidates are not available for consideration through either of the following programs: the DoD PPP, the RPL or the ICTAP for Displaced Employees; and,

6.5.2.2. More highly qualified personnel are not available among the employees being considered.

6.5.3. The appointment is to a position for which the minimum rate of basic pay has been increased in accordance with 5 USC 5305 thereby authorizing a special rate of pay for the series of the position.

GABRIEL O. CAMARILLO  
Assistant Secretary  
(Manpower and Reserve Affairs)

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

- AFI 31-501, *Personnel Security Program Management*, 27 January 2005
- AFI 33-115, *Air Force Information Technology (IT) Service Management*, 16 September 2014
- AFI 33-332, *Air Force Privacy and Civil Liberties Program*, 12 January 2015
- AFI 33-364, *Records Disposition-Procedures and Responsibilities*, 22 December 2006
- AFI 36-205, *Affirmative Employment Program (AEP), Special Emphasis Programs (SEPs) and Reasonable Accommodation*, 1 December 2016
- AFI 36-401, *Employee Training and Development*, 28 June 2002
- AFI 36-601, *Air Force Civilian Career Program Management*, 25 July 1994
- AFI 36-602, *Civilian Intern Programs*, 25 July 1994
- AFI 36-802, *Pay Setting*, 1 September 1998
- AFI 36-901, *Civilian Senior Executive Management*, 23 January 2012
- AFI 36-2706, *Equal Opportunity Program Military and Civilian*, 5 Oct 2010
- AFI 36-1001, *Managing the Civilian Performance Program*, 1 July 1999
- AFI 36-1004, *The Air Force Civilian Recognition Program*, 3 December 2009
- AFI 36-7001, *Diversity*, 20 July 2012
- AFMAN 34-310, *Nonappropriated Fund Personnel Program Management and Administrative Procedures*, 28 September 2011
- AFMAN 36-606, *Civilian Career Field Management and Development*, 2 May 2016
- AFPD 36-2, *Civilian Recruitment and Placement*, 23 June 2015
- AFPD 36-6, *Civilian Career Field Management*, 7 March 2012
- AFPD 36-27, *Equal Opportunity*, 9 April 2012
- DoD 5400.11-R, *Department of Defense Privacy Program*, May 14, 2007
- DoD Directive 1315.7, *Military Personnel Assignments*, January 12 2005
- DoD Directive 5500.7, *Joint Ethics Regulation Standards of Conduct*, November 29, 2007
- DoD Instruction 1400.25, Volume 1231, *Employment of Foreign Nationals*, July 5 2011
- DoD Instruction 1400.25-M, Volume 315, *Employment of Spouses of Active Duty Military*, March 19, 2012
- DoD Instruction 1402.01, *Employment of Retired Members of the Armed Forces*, September 9, 2007
- DoD Instruction 5200.02, *DoD Personnel Security Program*, March 21, 2014

DoD Instruction 1400.25, *Employment of Family Members in Foreign Areas*, January 5, 2012  
DoD Instruction 1400.25, Volume 315, *Employment of Spouses of Active Duty Military*,  
March 19, 2012

DoD Priority Placement Program Handbook, July 2011

DoDEA Regulation 1400.13, *Salaries and Personnel Practices Applicable to Teachers and Other Employees*

5 Code of Federal Regulations, Current Edition

29 Code of Federal Regulations, Current Edition

OPM General Schedule Qualifications Policies and Federal Wage System Qualifications (Online continuously updated)

Executive Order 9397, *Numbering System for Federal Accounts Relating to Individual Persons*, November 22, 1943

Executive Order 12107, *Relating to the Civil Service Commission and Labor-Management in the Federal Service*, December 28, 1978

Executive Order 12674, *Principles of Ethical Conduct for Government Officers and Employees*, 12 April 1989 as modified by Executive Order 12731, *Principles of ethical conduct for Government officers and employees*, October 17, 1990

Executive Order 12721, *Eligibility of Overseas Employees for Noncompetitive Appointments*, July 30, 1990

Executive Order 13478, *Amendments to Executive Order 9397 Federal Agency Use of Social Security Numbers*, November 18, 2008

Executive Order 13562, *Recruiting and Hiring Students and Recent Graduates*, December 27, 2010

Title 5 USC, *Ethics in Government Act of 1978*, January 3, 2012

Title 5 USC, Section 1104, *Delegation of Authority for Personnel Management*, January 3, 2012

Title 5 USC, Section 3109, *Employment of Experts and Consultants*, January 3, 2012

Title 5 USC, Section 3321, *Competitive Service; Probationary Period*, January 3, 2012

Title 5 USC, Section 4305, *Government Organization and Employees*, January 3, 2012

Title 5 USC, Section 7301, *Presidential Regulations*, January 3, 2012

Title 5 USC, Section 7351, *Gifts to Superiors*, January 3, 2012

Title 5 USC, Section 7353, *Gifts to Federal Employees*, January 5, 2009

Title 10 USC, Section 8013, *Secretary of the Air Force: §265, Policies and Regulations*, and Chapter 857, *Decorations and Awards*, January 7, 2011

Title 31 USC, Section 1353, *Acceptance of Travel and Related Expenses from Non-Federal Sources*, January 3, 2012

Public Law 92-261, *Equal Employment Opportunity Act of 1972*

***Prescribed Forms***

There are no forms prescribed by the directive.

***Adopted Forms***

AF Form 860A, *Civilian Rating of Record*

DD Form 2292, *Request for Appointment or Renewal of Appointment of Expert or Consultant*

OGE Form 278, *Public Financial Disclosure Report*

OGE Form 450, *Confidential Financial Disclosure Report*

SF 50, *Notification of Personnel Action*.

***Abbreviations and Acronyms***

**AFPC**—Air Force Personnel Center

**AFRC**—Air Force Reserve Command

**ART**—Air Reserve Technician

**ASF**—Applicant Supply File

**BQ**—Best Qualified

**CAAS**—Contracted Advisory and Assistance Services

**CFT**—Career Field Team

**COP**—Copper Cap

**CPD**—Core Personnel Document

**CPS**—Civilian Personnel Section

**CSA**—Central Salary Account

**DCIPS**—Defense Civilian Intelligence Personnel System

**DCPDS**—Defense Civilian Personnel Data System

**DEU**—Delegated Examining Unit

**DoD**—Department of Defense

**EEO**—Equal Employment Opportunity

**eOPF**—Electronic Official Personnel File

**FEORP**—Federal Equal Opportunity Program

**FWS**—Federal Wage System

**GS**—General Schedule

**INTRO**—Individual Newcomer Treatment and Orientation

**IPP**—Interagency Placement Program



**JA**—Job Analysis  
**JTR**—Joint Travel Regulations  
**KSA**—Knowledge, Skills, and Abilities  
**LWOP**—Leave Without Pay  
**MAJCOM**—Major Command  
**MJR**—Major Job Requirement  
**MPS**—Military Personnel Section  
**MPP**—Merit Promotion Plan  
**NEO**—New Employee Orientation  
**NOR**—Notice of Results  
**NTE**—Not to Exceed  
**OL**—Operating Location  
**OPM**—Office of Personnel Management  
**PAQ**—PALACE Acquire  
**PCS**—Permanent Change of Station  
**PPP**—Priority Placement Program  
**RIF**—Reduction-in-Force  
**RPA**—Request for Personnel Action  
**RPL**—Reemployment Priority List  
**SCD**—Service Computation Date  
**SES**—Senior Executive Service  
**SEU**—Special Examining Unit  
**SME**—Subject Matter Expert  
**ST**—Scientific and Technological Position  
**TDY**—Temporary Duty Travel  
**TOF**—Transfer of Function  
**VRA**—Veterans Recruitment Appointment  
**VEOA**—Veterans’ Employment Opportunity Act

*Terms*

**Air Force Single Staffing Tool (AF-SST)**—A standardized process involving the use of one public announcement, for evaluating candidate resumes for qualifications, and the production of one candidate referral list with resumes of qualified applicants issued to the selecting official.

**Ability**—Demonstrated competency to perform an observable behavior/activity supported by experience, education, or training and not to be confused with “potential.”

**Best Qualified—Career Field Team**—The group of career field specialists, personnelists, and/or support personnel at AFPC who are responsible for day-to-day operation of the Career Field Management Program(s). They conduct all Force Development processes for the career field, in compliance with Air Force personnel policies issued by AF/A1 and career field management policies issued by their functional leaders.

**Centrally Managed Positions**—Positions which are filled from an AF-wide pool of eligibles and administered by an Air Force career field management program. The positions are of prime importance to the Air Force mission and are usually filled by career field management program participants.

**Certificate**—A document used to refer a listing of ranked candidates, in alphabetical order, to the selecting official for consideration for a position.

**Change to Lower Grade**—The change of an employee to a lower grade when both the old and new positions are under the same pay system, or to a position with a lower representative rate of basic pay when the old and new positions are under different pay systems.

**Civilian Career Brief**—A computer product display of an employee’s personnel data including overall performance rating, awards, training, work experience history, and similar data.

**Civilian Rating of Record**—The performance rating granted at the end of an appraisal period for performance of agency-assigned duties during a rating cycle.

**Core Personnel Document**—A single document which integrates the position description; performance work plan; knowledge, skills, and abilities (KSA) for recruitment; and basic training competencies for a position.

**Defense Civilian Personnel Data System (DCPDS)**—An automated personnel data system for civilian employees that captures and stores key position, work history, and other vital information needed to support civilian personnel management.

**Developmental Opportunity Program (DOP)**—Air Force career enhancing program with objectives for providing means by which participants’ capabilities are increased to their fullest extent; opportunity to enter bridge or career positions through on-the-job or formal training; and increase morale.

**Direct Hire Authority**—Direct-Hire Authority (DHA) is an appointing (hiring) authority that the Office of Personnel Management (OPM) can delegate to Federal agencies for filling vacancies when a critical hiring need or severe shortage of candidates exists. DHA enables an agency to hire, after public notice is given, any qualified applicant without regard to 5 U.S.C. 3309-3318, 5 CFR part 211, or 5 CFR part 337, subpart A. A DHA expedites hiring by eliminating competitive rating and ranking, veterans' preference, and "rule of three" procedures.

**Discrimination (Civilian EO)**—An unlawful employment practice that occurs when an employer fails or refuses to hire or promote, discharges, or otherwise discriminates against any individual with respect to compensation, terms, conditions, or privileges of employment because of race, color, religion, sex (including pregnancy, sexual orientation or gender identity), national origin, age, disability, genetic information, or prior EO activity; limits, segregates or classifies employees or applicants for employment in any way that deprives or tends to deprive any

individual of employment opportunities or otherwise adversely affects his/her status as an employee because of the above factors.

**Electronic Official Personnel Folder (eOPF)**—An E-Government initiative developed for all Executive Branch federal agencies by the Office of Personnel Management (OPM) to manage and administer the Official Personnel Folder process and to provide employees access to their individual file through a secure Internet connection.

**Equal Employment Opportunity (EEO)**—The right to equal opportunity in employment, free from discrimination as defined above.

**Equal Employment Opportunity Commission (EEOC)**—The Federal agency responsible for, among other things, conducting hearings and issuing decisions on complaints of discrimination in the federal sector, as well as enforcing compliance with section 717 of Title VII of the Civil Rights Act of 1964, as amended; sections 501 and 505 of the Rehabilitation Act of 1973, as amended; section 15 of the Age Discrimination in Employment Act of 1977, as amended; the Equal Pay Act, section 6(d) of the Fair Labor Standards Act of 1938, as amended; and Management Directive MD-715.

**Excepted Service**—Positions in the federal civil service not subject to the appointment requirements of the competitive service. Exceptions to the normal, competitive requirements are authorized by law, executive order or regulation.

**Federal Equal Opportunity Recruitment Program (FEORP)**—A federal recruitment program targeting minority, female, and disabled individuals to establish diverse pools of applicants for referral to selecting officials.

**Federal Wage System (FWS)**—Wage system covering employees in trades, crafts, or labor occupations, whose pay is fixed and adjusted periodically in accordance with prevailing rates.

**Grade Retention**—Under circumstances outlined in 5 CFR 536.103, employees are entitled to retain their higher grade when moved to lower-graded positions. The specific conditions and circumstances for grade retention entitlement are outlined in AFI 36-802, *Pay Setting*.

**Identical Vacancy**—A vacancy having the same pay plan, series, grade, position description/core document number, geographical location and organization and personnel accounting symbol (PAS) / organizational structure.

**Incentive Awards**—Awards based on predetermined criteria such as productivity standards, performance goals, measurement systems, award formulas, or payout schedules.

**Inservice Placement**—Includes a noncompetitive action in which a position is filled with a current or former competitive service employee through promotion, reassignment, change to lower grade, transfer, reinstatement, reemployment or restoration. This also includes noncompetitive conversion of appointees whose Federal excepted positions are brought into the competitive service under title 5 CFR 316.702 and Department of Defense/Nonappropriated Fund (DOD/NAF) employees whose positions are brought into the competitive service.

**Interagency Placement Program (IPP)**—Priority placement program administered by OPM.

**Job Analysis/Promotion Plan**—A detailed statement of work behaviors or activities (such as, duties and tasks) and worker characteristics needed for successful job performance. Valid job-related evaluation criteria that extend beyond the minimum requirements specified by the

qualification standard must be used to permit meaningful ranking of eligible candidates to include appropriate best qualified factors; selective placement factors (if used); and applicable ranking factors.

**Job Analysis/Promotion Plan Template**—A tool used to establish and document the tasks and competencies associated with a particular position and to identify the job-relatedness of the tasks and competencies to perform successfully in the required occupation.

**Job Qualification System for Trades and Labor Occupations, Handbook X-118C**—The official manual issued by OPM for positions in trades and labor (blue collar) occupations.

**Knowledge**—Information possessed by a candidate and applied directly to the performance of a function.

**Leave Without Pay (LWOP)**—Temporary non-pay status and an authorized absence from duty granted upon the employee's request, or when the employee has insufficient annual leave, sick leave, or compensatory time available to cover an approved absence. The employee does not have to exhaust annual leave before requesting LWOP.

**Merit Promotion Plan**—A document that communicates the Air Force promotion policy with merit principles specified in 5 CFR Part 335, *Promotion and Internal Placement which* provides a uniform and equitable means of referral and selection for all placement actions.

**Merit System Principles**—Statutory federal employment principles as contained in Title 5, Section 2301, United States Code (USC), *Merit Systems Principles*.

**Nonappropriated Fund (NAF)**—Persons paid from nonappropriated funds of instrumentalities of the United States. Generally, these employees work in organizations that are responsible for the enhancement of the quality of life for personnel of the Armed Forces.

**Notice of Results (NOR)**—The NOR identifies the status of the applicant's record to the effect that they are qualified and referred; qualified but not within reach for referral, or , not qualified/eligible based upon specific reasons, e.g., lack of specialized experience

**Official Personnel Folder (OPF)**—The official repository of documents resulting from personnel actions during an employee's federal civilian service employment.

**Operating Location**—A large civilian center located at each of the following installations: Robins AFB, GA; Tinker AFB, OK; Hill AFB, UT; Wright-Patterson AFB, OH and Headquarters Air Force (HAF), Washington, DC. Responsible for issuing job referral certificates, extending job offers, performing in-processing of employees, and providing staffing advice to managers.

**Operating Manual for Qualifications Standards for General Schedule Positions**—The official manual issued by OPM which documents qualification requirements for positions in the General Schedule.

**OPM Register**—A list of candidates compiled in order of their relative standing for referral to federal jobs, after having been determined qualified under the appropriate OPM qualification standard. They are referred to an agency on an OPM Certificate for a given occupational series.

**Pathways Programs**—Programs which offer clear paths to Federal internships for students from high school through post-graduate school and to careers for recent graduates, and provide

meaningful training and career development opportunities for individuals who are at the beginning of their Federal career. The Air Force Programs include: AF Pathways Internship Program, AF Pathways Summer Internship program, AF Recent Graduates Program and the AF Presidential Management Fellows Program.

**Pay Retention**—Pay retention is provided to employees when the grade retention period ends or under other circumstances when an employee's pay would otherwise be reduced. Specific provisions of pay retention entitlement are contained in AFI 36-802, *Pay Setting*.

**Pay System**—The designated name of a pay plan such as the General Schedule or Federal Wage System (FWS), etc. under which an employee is paid.

**Priority Placement Program (PPP)**—A DoD-wide placement system used to promote the stability of employment for civilian employees affected by changing manpower requirements and to provide maximum opportunity for placement in other DoD positions. Seeks to minimize the adverse effects on employees caused by actions required for the effective management of the DoD, such as RIF, base closures, consolidations, realignments, position classification decisions, overseas rotations and transfers of function.

**Program S**—The DoD Military Spouse Preference Program is the only means by which eligible spouses will receive preference for competitive service positions.

**Promotion**—The change of an employee to a position at a higher grade level when both the old and new positions are under the General Schedule or under the same wage grade schedule, or to a position with a higher rate of basic pay when both the old and new positions are under different pay systems.

**Qualified Candidates**—Those who meet established qualification requirements for the position to be filled.

**Ranking Factors**—Job-related evaluation criteria that go beyond the minimum requirements specified by the basic qualification standard used to permit meaningful ranking of eligible candidates. Factors to be considered include KSAs and personal characteristics that are the best predictors of future job success.

**Reassignment**—The movement of an employee from one position to another at the same grade level.

**Reduction-in-Force (RIF)**—A personnel action that may be required due to lack of work or funds, changes resulting from reorganization, downward reclassification of a position, or the need to make room for an employee with reemployment/restoration rights. Involves releasing an employee from his/her competitive level but does not necessarily result in separation or downgrading.

**Reemployment Priority List (RPL)**—Career and career-conditional employees, separated by RIF who are identified, in priority order, for reemployment to competitive positions in the agency within the commuting area where the separations occurred.

**Restoration Rights**—Employees who enter military service or sustain a compensable job-related injury or disability; entitled to be restored to the same or higher employment status held prior to their absence.

**Screening Factors**—Initial position requirements against which competitors are evaluated; normally, these are mandatory requirements, the absence of which the candidate cannot successfully perform in the position.

**Shortage Category Position**—Position pre-identified as “hard-to-fill” due to unique circumstances such as remoteness of the area or location involved; undesirability of working conditions; or any other appropriate factor that impedes management’s ability to attract well-qualified candidates for placement consideration.

**Skill**—Proficiency, facility, or dexterity that is acquired or developed through training or experience

**Special Examining Unit (SEU)**—The delegation of Title 5, USC, [Chapter 11](#), Section 1104, authorizing recruiting, examining, establishing competitor inventory, and issuing certificates of eligible candidates for all ART positions in the General Schedule and Wage Grade series nationwide.

**Subject Matter Expert (SME)**—Individual(s) knowledgeable in the detailed requirements of a job; usually the supervisor of the work being accomplished in the position or past supervisor or past incumbent(s) of the position(s) or very similar position(s).

**Transfer**—Movement of an employee between agencies without a break in service.