

# FRAMEWORK FOR STAFFING U.S. CIVILIAN POSITIONS

## Civilian Personnel Flight (CPF) and Regional Personnel Center (RPC) Responsibilities

### DEFINITIONS:

#### **- MILITARY SPOUSE "PREFERENCE" ELIGIBLE -**

1) A military spouse on LWOP or reinstatement eligible who has applied for and been rated as "best qualified" for a position graded no higher than previously held on a permanent basis and in the commuting area of the sponsor's duty location or,

2) A military spouse without current civil service status who applies under the family member category (preference applies only to that category).

**- FAMILY MEMBER ELIGIBLE - All other eligible family members to include military spouses who are not eligible for "preference"**

### **STEP 1**

#### **A. Military Spouse Preference Eligibles on LWOP (with or without status) Military Spouse Preference Eligibles with Reinstatement Eligibility**

- The CPF is responsible for building and maintaining an interest inventory to clear these candidates.
- Military spouses receive consideration/preference for all vacancies for which qualified and interested at a grade no higher than previously held on a permanent basis similar to clearing military spouses in Program S of the Priority Placement Program in CONUS.
- CPFs make 'basic eligibility' qualification determinations and refer the qualified candidates to the selecting official. An annotation on the referral or cover letter will notify the selecting official that selection of any military spouse referred at this point is voluntary. However, should any of the military spouses later rank among the "best qualified" candidates, merit promotion candidates will be blocked and selection will be mandatory. Noncompetitive selections and placements can be made without regard to military spouse preference, e.g., repromotion, reassignment, change to lower grade, etc., if the person selected is currently employed on a permanent appointment serviced by the same CPF and the selection creates a vacancy which will be filled. The availability of a military spouse preference eligible in

STEP 1A will preclude the appointment or addition of any new employee to the rolls of that servicing CPF.

- If management wishes to consider merit promotion candidates, the CPF will fax the resumes of the military spouses to the RPC for ranking against the AFJAAM. The CPF is responsible for faxing a resume, the position description, and flowing the PAR for each vacancy.
- Military spouses will be rated "best qualified" when they rank equal to or higher than the lowest ranked merit promotion candidate. The RPC will notify the CPF of this determination within 30 days of request.

**ALL MILITARY SPOUSE "PREFERENCE" ELIGIBLES MUST BE CLEARED IN ACCORDANCE WITH PPP AND MILITARY SPOUSE PREFERENCE REQUIREMENTS BEFORE MOVING TO STEP 1B**

**B. AF Civilian Spouse on LWOP (with or without status)  
DoD Civilian Spouse of an AF Civilian Sponsor on LWOP (with or without status)**

- The CPF will maintain an inventory of these LWOP civilian spouses similar to military spouses above.
- This step is similar to Programs A and N of the Priority Placement Program in CONUS. The presence of a LWOP civilian spouse in STEP 1B precludes all appointments (including reinstatements and conversions) and transfers. Their presence does not preclude the filling of positions by promotion, demotion, or reassignment if the person selected is currently serviced by the CPF.

**ALL LWOP CIVILIAN SPOUSES IN THIS STEP MUST BE CLEARED IN ACCORDANCE WITH PPP REQUIREMENTS BEFORE MOVING TO STEP 2.**

**STEP 2**

**NOTE: IF A POSITION HAS A DOCUMENTED HISTORY OF BEING HARD-TO-FILL AND THE CPF AND RPC HAVE CONCLUDED THAT THE POSITION IS HARD-TO-FILL, RECRUITMENT MAY BE EXPANDED TO STEPS 2, 3, AND 4 SIMULTANEOUSLY. OTHERWISE RECRUITMENT WILL PROCEED AS FOLLOWS:**

### **INTERNAL CANDIDATES**

**Current AF Employees**

**\*Other AF LWOP family members (i.e., dependent children)**

### **FAMILY MEMBER CATEGORIES:**

**Military Spouse Preference Eligibles (not covered in STEP 1A)**

**Family Member Eligibles**

**Current DoD and Non-DoD Family Members**

- The CPF will announce, whenever feasible, all vacancies to military spouses and family members and ask the RPC to generate an internal local or Air Force wide merit promotion certificate simultaneously. The availability of military spouses without status does not preclude the issuance of a merit promotion certificate.
- Military spouses and family members with veteran's preference will be referred simultaneously prior to non-veteran candidates. The certificate may be annotated to identify the military spouses; however, no additional preference is afforded to them.
- If there are no veterans available, the CPF will certify all qualified external military spouse "preference" candidates.
- If there are no military spouse "preference" candidates available, the CPF will certify qualified external family members.
- Family members will be given an appointment appropriate to their personal competitive status, i.e., reinstatement, excepted service, transfer, etc.
- Air Force LWOP family members will be interranked with merit promotion candidates in STEP 2 for the duration of their LWOP. When LWOP expires, they must apply as external family members in STEP 2.

**MILITARY SPOUSES IN STEP 2 HAVE “PREFERENCE” IN THE FAMILY MEMBER CATEGORY ONLY.**

## **STEP 3**

**When Step 2 does not produce sufficient candidates (five or fewer qualified candidates), recruitment efforts may be expanded DoD wide.**

#### **DoD Transfer Candidates**

#### **DoD Interchange Candidates**

- Recruitment for positions normally announced/recruited locally (GS-8 and below or when no PCS costs are involved) will be conducted by the CPFs. The RPC will forward a copy of the AFJAAM to the CPF to interranks these candidates. NOTE: If there are no DoD activities in the commuting area, the CPF may immediately expand federal wide.
- Recruitment for positions at the GS-9 and above, or those typically announced outside the commuting area where PCS payments are authorized, will be conducted by the RPC.
- When the position is expanded DoD wide, the announcement must remain open to locally available family members.

### **STEP 4**

**If there are five or fewer qualified candidates after STEP 3, the area of consideration may be expanded federal wide, to include other external sources:**

#### **Non DoD Transfer Candidates**

#### **Non-Family Member Reinstatement Eligibles**

#### **Non-DoD Interchange Eligibles (NAF Interchange)**

#### **Veteran's Employment Opportunities Act (VEOA) Candidates**

#### **OPM/DEU Candidates**

#### **VRA/30% Disabled Vet Candidates**

- Recruitment for positions normally announced/recruited locally (GS-8 and below or when no PCS costs are involved) will be conducted by the CPFs. The RPC will forward a copy of the AFJAAM to the CPF to interranks these candidates.
- Recruitment for positions at the GS-9 and above, or those typically announced outside the commuting area where PCS payments are authorized, will be conducted by the RPC.
- When recruitment is expanded to STEP 4, the CPF may concurrently expand recruitment using the competitive examining process (i.e. DEU/OPM) and is responsible for submitting requests for certificates to the appropriate office.
- "Hard-to-fill" positions - Should recruitment efforts be expanded to STEP 4, a recruitment/relocation bonus may be paid and pay retention may be authorized provided the position was advertised as hard-to-fill. In addition, the CPF may simultaneously expand recruitment to VRA and 30 percent Disabled Veteran appointments.

- When the position is announced federal-wide, the announcement must remain open to locally available family members.