

New Tool Helps Process New Civilian Employees

AIR FORCE PERSONNEL, SERVICES AND MANPOWER PUBLIC AFFAIRS (APRIL 2, 2012)

Erin Tindell

JOINT BASE SAN ANTONIO-RANDOLPH, Texas—Air Force civilian hires will soon have access to a new virtual tool that provides more efficient and timely processing for job placement.

The USA Staffing Onboarding Manager tool will help reduce the average amount of time it takes to inprocess new civilians before they enter on duty. The tool is part of continuing efforts to move the Service closer to an 80-day civilian hiring process initiative directed by the president in 2010.

Currently, when new civilians are hired they complete required in-processing documents through the Civilian Virtual Inprocessing system available on the Air Force Personnel Services website. However, cVIP doesn't meet federal requirements to connect inprocessing data to an employee's electronic official personnel folder, or eOPF.

"The Air Force has been working with the U.S. Office of Personnel Management to develop a new on-boarding tool since late 2009 when we found cVIP would not meet Enterprise Human Resources Integrations' requirements for the OPM eOPF," said Nancy Tackett, a supervisory human resources specialist with the Air Force Personnel Center here. EHRI is one of five OPM-led initiatives designed to leverage the benefits of technology.

Implementing Onboarding Manager, or OM, will meet this requirement and reduce the number of documents manually processed, she said.

OM will still involve a simple inprocessing method that consolidates all documentation and helps reduce errors for employees and human resource officials. Meeting the federal requirement to populate data to an employee's eOPF will also ensure complete and accurate information in the employee's record throughout their career.

On April 23, officials will implement OM through a phased-approach starting with a pilot for new hires at Air Force Reserve Command; Pacific Air Forces; U.S. Air Forces in Europe; Robins Air Force Base, Ga.; Arnold AFB, Tenn.; and Eglin AFB, Fla. By August, OM will replace cVIP Air Force-wide.

"OM is just one more efficient process to ultimately help the Air Force put the right people in the right place at the right time," Tackett said.

For more information about civilian hiring reform initiatives, visit AFPERs at <https://gum-crm.csd.disa.mil>. For more information on Air Force civilian careers, visit www.afcivilian-careers.com.

"It's About Taking Care of People"

U.S. ARMY MATERIEL COMMAND PUBLIC AFFAIRS (APRIL 10, 2012)

Cherish Washington

REDSTONE ARSENAL, Ala.—The U.S. Army Materiel Command recently held the 2012 G1 Strategic Symposium with all major subordinate command principals and deputies in the human resource community here, April 4-5.

"No matter how you transition an organization large or small it all comes down to taking care of people so we made that the focus of this symposium, including talking strategically and thinking strategically about how we are going to do that," said William P. Marriott, deputy chief of staff of personnel, or G1.

The symposium attendees started the symposium by receiving briefings from the Strategy and Concepts, Resource Management arms of AMC.

Mario Coronel, deputy director of the Strategy and Concepts division, spoke about the national military strategy, how it relates to the Army's Campaign Plan, and AMC's Strategic Plan.

"We all now have a common operating picture on what we need to do in the future in the human resources community as it ties to the AMC strategic plan, the ACP [Army Campaign Plan], to the national military strategy," Marriott reflected.

Robert J. Turzak, deputy chief of staff of resource management, or G8, briefed the fiscal realities and resources behind how the command will have to operate in the future.

"For the G1s, this is the first time again many of them have been cut in on the reasons behind where we're going as an Army and what the fiscal pressures were and what the future would hold. It further strengthened that foundation of where we were going to go next," Marriott said.

These briefings laid the foundation for the rest of the meeting. Discussion centered on Marriott's top workforce priorities: responsible reductions, workforce development, and resiliency.

"We take reductions as directed in a responsible manner. It's our job to execute those and mitigate risks for those that may be involuntarily separated to minimize that number, however we can, with tools that are in our tool belt, or with any innovative ideas we can come up with," said Marriott.

Under workforce development, there are pilot programs being executed within the human resource channels that allow employees to gain experience.

"Workforce development is one of those often overlooked things. People don't want to let employees go six months because there is nobody to backfill," said Marriott.

"We've developed an exchange program with our fellow commands. We've got one right now with Aviation and Missile Life Cycle Management Command, or AMCOM, which will allow us to send folks over there for a short period—1- to 3-month period—with those HR professionals and get a different type of work," he said.

Employees from major subordinate commands, within the G1 personnel career field, are able to see how work is completed at the four-star level and vice versa.

"We intend to do this in collaboration with the other commands here, ultimately, trying to do it throughout AMC. We are going to try and focus on those four centers of gravity that we have at Aberdeen Proving Ground [Md.], Redstone [Ala.], Warren [Mich.], and Rock Island [Ill.], locations where we have several commands and it's more efficient to rotate folks around," he continued.

Resiliency and wellness of the AMC workforce is his third priority.

"Approximately one of six employees in AMC recently moved due to BRAC relocation. And with the current talk of stretched budgets and efficiencies in the office and at home, we know that our employees are faced with multiple stressors," explained Marriott. "Building resiliency, offering them [the workforce] wellness opportunities to relieve stress, so they can recharge, reflect, and be excited about coming to work is very important."

The symposium was held on-post at a state-of-the-art collaboration room, called the Electronic Meeting System; it enabled attendees to submit questions anonymously during the symposium.

"They [the AMC human resource community] now have a better understanding of where we are going as a nation, an

Army, and as a command and how we must come together to not only meet our employees' needs, but most importantly support the warfighters now and into the future," said Marriott. "We must work together collaboratively, as one team, with one mission: taking care of people."

Self-Service Requests Available for Civilians Online

AIR FORCE PERSONNEL, SERVICES AND MANPOWER PUBLIC AFFAIRS (APRIL 19, 2012)

Erin Tindell

JOINT BASE SAN ANTONIO-RANDOLPH, Texas—Air Force civilians are now able to request updates to their personnel records through an online self-service initiative.

Air Force Personnel Center human resources officials here launched an initiative that allows civilians to submit online requests for name change and veterans preference inquiries. Previously, these requests were made by contacting a local civilian personnel office.

The requests are submitted via the Air Force Personnel Services website, also known as AFPERS, and will then be routed to the appropriate servicing team for action. Employees should thoroughly read articles in AFPERS before submitting a change request, AFPC officials said.

"It's important civilians keep accurate data in their records during every aspect of their career especially for pay and tax purposes," said Monica Grant-Gage, a supervisory human resources specialist at AFPC. "Additionally, veterans preference for reduction-in-force purposes can affect an employee's standing on a retention register."

Once logged into AFPERS, civilians will be required to upload appropriate documentation. For name changes, civilians should upload certified copies of a marriage license, decree, or court order. For veterans preference, they should upload appropriate documentation from their military personnel records or the Department of Veterans Affairs.

In addition to the name and veterans preference updates, civilians may also submit updated resumes for inclusion in their electronic official personnel folder, or eOPF. Officials said they're working to add more self-service requests in the future.

For more information about civilian self-service initiatives, visit AFPERS at <https://gum-crm.csd.disa.mil>. For more information on Air Force civilian careers, visit www.afcivilian-careers.com.

MICC Program Offers Acquisition Career Road Map

U.S. ARMY ACQUISITION SUPPORT CENTER (APRIL 18, 2012)

Daniel P. Elkins

Officials at Fort Sam Houston, Texas, have developed an Acquisition Workforce Civilian Leadership Development Program, offering contracting professionals a structured, detailed road map for career management.

The program was created for the Mission and Installation Contracting Command (MICC) workforce, but officials from the U.S. Army Contracting Command (ACC) exploring a similar program recognized its value to the broader Army acquisition community. The program is scheduled to launch this spring.

“The Army is committed to replenishing and growing our professional acquisition workforce through the enhancement of career development programs and training opportunities,” said Brig. Gen. Stephen Leisenring, then MICC commanding general. “Professional development serves as a powerful tool in defending this nation and provides the processes to acquire needed capabilities.”

The overarching objective of the program is to build a cadre of acquisition workforce members using various tools and developmental opportunities with an eye to future leadership roles, said Wiley Cox, a procurement analyst with the MICC Acquisition Workforce Development and Training Branch. He said an assessment of the organization revealed a gap in aligning the workforce with professional development.

“We realized there was a disconnect between individual aspirations and decision makers who can match individuals to opportunities,” said Cox, who drew on his previous Air Force experience as one of the architects of the MICC program. “The Acquisition Workforce Development and Training Team designed a program within the MICC that will develop our future leaders.”

The program, fashioned after the Army Workforce Development Roadmap for the contracting and acquisition career programs, uses a four-phase approach, starting with establishing career development road maps.

“Contracting career field members who elect to participate will now have the unprecedented ability to directly communicate their career aspirations to senior leaders, who will



The Acquisition Workforce Civilian Leadership Development Program takes a four-phase approach to ensure that all aspects of an employee’s career are considered to maximize professional development.

U.S. Army illustration

then provide a strategic perspective on individual career paths,” Cox said. “This new avenue of communication will serve to identify future leaders and also arm individuals with recommendations that allow them to maximize their growth potential.”

Members who complete a road map should highlight functional competencies and significant business, professional, and leadership skills. Senior leaders then review the road maps, taking into consideration technical competencies, business acumen, leadership skills, and training and education accomplishments that they want to encourage at the tactical, operational, and strategic levels.

We realized there was a disconnect between individual aspirations and decision makers who can match individuals to opportunities.”

The second phase entails completion of a contracting career development plan, consisting of an employee’s present and past experience as well as short- and long-range goals, according to Lorraine Massie, MICC Contract Operations Division Chief. This step also includes an assessment and recommendation by an individual’s supervisor.

Following completion of the road map and submission of a development plan, the third phase entails a review by the Acquisition Workforce Civilian Leadership Development

Board, consisting of a panel of senior leaders who will analyze experiential and educational accomplishments as well as the immediate supervisor's input using specific criteria and a structured feedback approach to ensure consistency. Cox said the board will provide a recommendation for at least one follow-on assignment, along with training and educational recommendations, in feedback that takes into account individual accomplishments, career goals, and attributes that may lead to continued professional growth and career progression.

The final phase of the Acquisition Workforce Civilian Leadership Development Program is to match developmental opportunities to the employee based on recommendations by the board. This phase also serves as a tool for succession planning, Massie said. Managing the development program at MICC is the Acquisition Workforce Development and Training Team in the Contract Support Plans and Operations Directorate.

Following the launch of the program, officials from the MICC and ACC will continue to work closely to ensure individuals in the non-acquisition workforce are also folded into the career and leadership development process in the near future.

ELKINS is deputy director of public affairs for MICC. He has served more than 23 years in support of public affairs for the Army and the Air Force.

Officials Implement Flexibilities for Third Round of VERA/VSIP

*AIR FORCE PERSONNEL, SERVICES AND MANPOWER PUBLIC AFFAIRS (APRIL 19, 2012)
Erin Tindell*

JOINT BASE SAN ANTONIO-RANDOLPH, Texas—As the Air Force continues a fiscal 2012 civilian workforce restructuring through voluntary retirement and separation initiatives, officials have instituted new flexibilities to help minimize the impact of downsizing and workforce shaping.

Unlike the previous two rounds, the third round of Voluntary Early Retirement Authority and Voluntary Separation Incentive Pay will allow civilians to fill VSIP-created vacancies at other Air Force installations provided the losing base can show it saved an employee from involuntary separation. This will allow an exception to DoD Priority Placement Program clearance procedures.

These flexibilities will be used during the third round of VERA/VSIP, which begins May 1, and will help give civilians the opportunity for continued employment. Officials said the flexibilities will be used to the maximum extent allowed.

"We're committed to sustaining excellence, meeting fiscal requirements, and minimizing negative impacts on our current permanent civilian workforce and their families," said Michelle LoweSolis, the Air Force Personnel Center's civilian force integration director. "These flexibilities will give us an even greater ability to rebalance the skills of our workforce into enduring positions at various installations."

The survey window for the next VERA/VSIP opportunity will open during the first week of May. Applications will be due during the week of May 14 or an earlier date established by local authorities. If approved, applicants will retire or separate by Aug. 31.

"The goal is to have all civilian employees realigned to continuing positions by Sept. 30," said Lisa Cevallos, a human resources specialist at AFPC. "We encourage managers to consider restructuring any vacant positions they have for the placement of affected employees. They should also work with their CPSs on additional flexible processes to help place employees."

Employees should review all available information on the programs at the Air Force Personnel Services website and word search "VERA" and "VSIP." For annuity estimates, employees should go to the AFPC Benefits and Entitlements Service Team automated website, called EBIS, to access the retirement calculator.

After gathering information through AFPERS and EBIS, employees should contact their local civilian personnel section to discuss their individual situation and what steps to take if they are offered VERA and/or VSIP.

For more information about civilian employment, voluntary separation programs and other personnel issues, visit AFPERS at <https://gum-crm.csd.disa.mil>.

Training with Industry

U.S. ARMY ACQUISITION SUPPORT CENTER (APRIL 25, 2012)

Training with Industry (TWI) is a 10- to 12-month rotational opportunity for acquisition officers (O-3 to O-5) to work side by side with industry. Current participating companies for Army acquisition in FY12 are: Google Inc., Microsoft Corp., Coca-Cola Co., Cisco Systems Inc., EADS North America Inc., Lockheed Martin Corp., Computer Sciences Corp., Intel Corp., General Dynamics Corp., and Boeing Co.

The U.S. Army Acquisition Corps (AAC) participates in TWI so that its officers can actively experience best practices through one-year assignments with leading industry partners. As a result, they can apply lessons learned and effect

positive change in AAC. Increased leadership focus has led to expanded participation in the TWI program, from five acquisition quotas in FY11 to 10 in FY12. AAC expanded the focus of the FY12 program beyond defense companies to include innovative, cutting-edge leaders such as Coca-Cola, Google, Microsoft, Cisco, and Intel in the TWI portfolio. Moving beyond solely traditional defense-based companies such as Boeing, General Dynamics Land Systems, and Lockheed Martin will allow AAC officers to garner insight and implement creative solutions in an environment that is quite different than the traditional Army program management office.

Each officer will submit a final paper to the Director, Acquisition Career Management (DACM) detailing the TWI experience and how he or she will take important lessons from the time spent with industry and use those new skills and best practices to improve acquisition outcomes. On May 17, the Defense Acquisition Career Manager welcomed the new FY12 class of 10 officers into the program at the TWI Orientation in Arlington, Va., where outgoing officers, incoming officers, and executives from each company will meet with one another. For more information, contact your assignment officer; contact information is at https://www.hrc.army.mil/site/protect/branches/officer/FS/Acquisition/Acquisition_Contact_Information.htm.

Officer Development Program Applications Due

AIR FORCE PERSONNEL, SERVICES AND MANPOWER PUBLIC AFFAIRS (MAY 3, 2012)

Debbie Gildea

JOINT BASE SAN ANTONIO-RANDOLPH, Texas—Officers considering 2013 advanced academic degree and experience broadening programs have a narrow application window, with some applications due within the next few weeks, Air Force Personnel Center officials said.

Public affairs and chaplain corps candidates have submitted their applications, while officers in other fields have begun applications.

Mobility pilot, space and missile, intelligence, weather, cyber operations, munitions and missile maintenance, logistics readiness, security forces, civil engineering, force support, public health, scientific/research, developmental engineering, acquisition, and special investigations career field officers may be able to apply for one or more developmental programs, said Angel Espinosa, from the Academic and Special Utilization Assignments Branch.

Officers may also apply for instructor pipeline programs with the U.S. Air Force Academy and Air Force Institute of

Technology, or the National Reconnaissance Office space programs he added.

“We deliberately develop airmen by focusing on the right education, training, and experience at the right time in their careers,” said Espinosa. “This program supports the Air Force continuum of learning and helps us foster warfighting competencies in world-class leaders.”

Available programs include the Air Force Institute of Technology or Naval Postgraduate School, Education with Industry, Spacelift Education and Crossover Program, Space and Missile Acquisition Exchange Program, Acquisition and Intelligence Experience Exchange Tour, Acquisition and Logistics Experience Exchange Tour, Comptroller Operation Logistics Tour, U.S. Marine Corps Expeditionary Warfare School, Missile Operations and Missile Maintenance Exchange Program, and the Information Officer Engineering Exchange.

Officers must submit a completed Air Force Form 3849, PME/AFIT/RTFB Officer Worksheet, to the appropriate agencies by suspense dates identified in the 2013 AAD/SPEED Guide, available on the Air Force personnel services website at <https://gum-crm.csd.disa.mil> (search for AAD/SPEED).

Single Staffing Tool Goes Air Force Wide

AIR FORCE PERSONNEL, SERVICES AND MANPOWER PUBLIC AFFAIRS (MAY 16, 2012)

Erin Tindell

JOINT BASE SAN ANTONIO-RANDOLPH, Texas—Beginning this summer, all Air Force civil service employees will have transitioned to a resume-based system when seeking new positions for Air Force civilian vacancies worldwide.

In 2010, the Air Force Personnel Center announced the transition to a single staffing tool for all Air Force job seekers utilizing USA Staffing to post all job announcements on USAJobs.gov. The final implementation to the single staffing tool will transition Luke Air Force Base, Ariz., employees in late July.

USA Staffing is a Web-based system that automates civilian employee recruitment, assessment, referral, and notification processes. It generates vacancy announcements for appropriated fund civilian positions and posts them on the Air Force civilian careers website www.afciviliancareers.com and at USAJobs.gov. Additionally, USA Staffing accepts applications via Internet or fax, analyzes applicant qualifications, and notifies applicants of results.

The Air Force now requires all job candidates to submit a resume when applying for a job announcement posted on USAJobs.gov. Once a job announcement closes, hiring managers receive copies of candidate resumes instead of copies of Air Force employee career briefs.

Having the ability to compare candidate resumes instead of career briefs helps hiring managers select the best qualified candidates for vacant positions within 15 days, Air Force Personnel Center officials said.

"The Air Force transition to the resume-based system ensures the right people are placed in the right jobs, and to help agencies accomplish their mission while respecting the merit system principles and veterans' preference," said Nancy Tackett, an AFPC supervisory human resources specialist.

Job seekers who need help capturing their qualifications on a resume should visit an installation Airman and Family Readiness Center, which offers resume-building assistance.

For more information about civilian career opportunities, go to www.afciviliancareers.com. For information about other personnel issues, visit the Air Force Personnel Services website at <https://gum-crm.csd.disa.mil>.

AF Selects Emerging Leader Program Participants

AIR FORCE PERSONNEL, SERVICES AND MANPOWER PUBLIC AFFAIRS (MAY 16, 2012)

Debbie Gildea

JOINT BASE SAN ANTONIO-RANDOLPH, Texas—Six Air Force officers were selected for the 2012 National Defense University Center for the Study of Mass Destruction Program for Emerging Leaders, Air Force Personnel Center officials announced.

The purpose of the program is to foster a community of rising U.S. government leaders with the awareness and skills to respond to the dangers of weapons of mass destruction, said Master Sgt. Teresa Dixon, the AFPC officer development education superintendent.

Air Force members selected to participate are Maj. Matthew Stanford, of the U.S. Air Force Academy; Capt. Matthew Butler, of Air Combat Command; Capt. Erik Carlson, of U.S. Air Forces in Europe; Capt. Amber Ortiz, of Air Education and Training Command; Capt. Robert Schoeneberg, of Air Force Global Strike Command; and Capt. Eric Thompson, of Air Force Materiel Command.

They will work with representatives from other military branches and federal agencies during periodic activities over

the next three years, beginning with the mandatory summer immersion June 18-22 in Washington, D.C., Dixon said.

"During this unique professional development opportunity, participants will gain appreciation for the variety of threats and the full range of means, processes, and organizations available to address them," she explained.

Membership is limited to 25 people per year, and candidate selection is very competitive, the master sergeant said.

"The program provides a forum to build an interagency network of next-generation leaders with a better understanding of the national security impact and role of weapons of mass destruction," she explained.

In addition to the summer immersion, participants will attend a winter workshop in their third year as well as various classroom seminars, site visits, and public speaker presentations during their second and third years.

For more information about this annual developmental opportunity or personnel issues, visit the Air Force Personnel Services website at <https://gum-crm.csd.disa.mil>.

New Website Gives Functional Area 51 Officers One-Stop Career Management Tool

U.S. ARMY ACQUISITION SUPPORT CENTER (MAY 18, 2012)

The U.S. Army Career Management Office is poised to launch its new Functional Area (FA) 51 Officer Army Career Tracker (ACT) website (<https://actnow.army.mil>). The website, a personalized professional development application, integrates training, education, and experiential learning into one interface.

ACT allows officers to view past accomplishments and potential career development opportunities in a single, easy-to-use interface, allowing them to see key positions in a more interactive format than DA Pamphlet 600-3, Commissioned Officer Professional Development and Career Management.

Users can search multiple Army education and training resources to monitor their career development and general career progression efficiently and effectively.

"This is an exciting time of change and progress for the Army," said Lt. Col. Matthew Schramm, FA 51 ACT Career Administrator. "The system consolidates acquisition requirements for training into one system, so officers can conveniently plan their careers and relay that career plan and information to their assignment manager for implementation."

The development and deployment plan for ACT has been ongoing for more than a year. "The system was based on a directive from the U.S. Army Training and Doctrine Command, which pushed it down to each of the Army branch functional areas," stated Schramm. "The directive was Armywide and includes DA civilians. The system is broken down by career program and consolidates a number of trending education and learning systems into one portal for officers."

Officers who sign in to the Web portal can plan career goals, register for classes, and designate a mentor in the portal who can view what the officer has listed. Both the mentor and the officer's supervisor can make recommendations based on the officer's career benchmarks. The system provides a pathway to success by establishing short- and long-term goals. ACT will also notify users of required training and announce additional training that may be beneficial.

The system recognizes civilian education levels and uses them as a barometer for career progression, allowing users to view their area of concentration, credentials, and certifications.

ACT will be available to all Army acquisition officers, allowing them to see developmental opportunities and job assignments across the Acquisition Corps. "It's the leader tool for the 21st century," said Schramm.

Knowing Common Hiring Authorities Critical In Filling Civilian Positions

AIR FORCE PERSONNEL, SERVICES AND MANPOWER PUBLIC AFFAIRS (MAY 21, 2012)

Erin Tindell

JOINT BASE SAN ANTONIO-RANDOLPH, Texas—As the Air Force continues to reform its hiring processes, hiring managers can make better, timelier decisions when they understand which hiring authorities they should use when recruiting new employees.

Hiring appointment authorities provide managers with the legal means to hire employees via a new appointment, transfer, or reinstatement. Ensuring managers understand the most frequently used hiring terms will benefit the Air Force and applicants as officials continue to meet an Office of Personnel Management directive to hire federal employees within 80 days.

"Hiring officials need to be aware of the various appointment authorities and eligibility requirements for each so they can make strategic choices about what authority will recruit the best possible candidates for their vacancies," said Cynthia Garcia, the Air Force Personnel Center's deputy director of

civilian force integration. "Only when everyone involved in the hiring process is well informed will we have the greatest pool of qualified candidates to consider for careers in the Air Force civil service."

Recruitment options include consideration of current Air Force civilian employees for movement into other positions through promotion, reassignment, change-to-lower grade, or detail. There are also numerous external recruitment methods to consider veterans, former federal employees, employees currently working for other agencies, students, and members of the general public.

Frequently used hiring authorities include the following:

Veteran Authorities: Individuals must have served in the military, be able to produce proof of service and disability (DD Form 214 and VA Disability Rating), and meet one or more of the Veteran categories to be eligible to apply:

- 30% Disabled Veterans: current or former military member with a Service-connected disability of 30 percent or more.
- Veterans Employment Opportunity Act of 1998 (VEOA): Veterans who are preference-eligible OR separated after three or more years of continuous active service performed under honorable conditions.

Veterans' Recruitment Appointment (VRA): VRA is an accepted authority that allows agencies, to appoint eligible veterans. If you:

- Are in receipt of a campaign badge for service during a war or in a campaign or expedition; OR
- Are a disabled veteran, OR
- Are in receipt of an Armed Forces Service Medal for participation in a military operation, OR
- Are a recently separated veteran (within the last three years), AND
- Separated under honorable conditions (this means an honorable or general discharge), you are VRA-eligible.

The law defines recently separated veteran as any veteran during the three-year period beginning on the date of discharge or release from active duty. This appointment authority can only be used in announcements for GS-11 (or equivalent) and below.

Appointment of Certain Military Spouses (Executive Order 13473): This authority may be used to noncompetitively appoint eligible spouses to competitive temporary, term, or permanent positions. Three groups of spouses are eligible

to apply for federal employment using this appointment authority:

- A spouse of a service member who has received permanent change of station, or PCS, orders to relocate
- A spouse of a service member who retired with a disability rating at the time of retirement of 100 percent, or retired/separated from the Air Force and has a disability rating of 100 percent from the Department of Veterans Affairs
- Un-remarried widows or widowers of service members killed while in active-duty status.

Spouse of Armed Forces member who has been issued PCS orders will have two years to apply for jobs under this hiring authority. There is no time limit for spouses of retired members with a disability rating of 100 percent or for un-remarried widows or widowers of an Armed Forces member killed while in active duty status.

Other hiring authorities that managers and applicants should be familiar with:

Delegated Examining Authority: All announcements Open to “public” in “Who May Apply” use this authority. An applicant need only be a United States citizen and 18 years of age, or a high school graduate 16 years old or older to apply. This authority allows individuals without “status” to be considered for a civilian position. Veteran’s preference rules apply under this authority. For more information, go to Delegated Examining Authority OPM’s DEU Handbook

Employment of People with Disabilities/Schedule A Appointment: Any applicant is considered disabled if they have a physical or mental impairment that substantially limits one or more major life activities. To be eligible for noncompetitive, Schedule A appointments, a person must meet the definition for being disabled. The person must have a severe physical, cognitive, or emotional disability; have a history of having such disability; or be perceived as having such disability. In addition, the person must obtain a certification letter from a State Vocational Rehabilitation Office or the Department of Veterans Affairs to be eligible for appointment under these special authorities.

Transfer: Permanent federal civil service employee serving in a non-DoD position who is a current career or career-conditional employee.

Additional hiring authorities apply to employees who are returning from overseas; displaced due to a reduction in force or agency closure; and a former career/career-conditional

federal employee who wants to be reinstated to federal service.

Hiring managers may learn more about their role in the hiring process by visiting the Air Force Civilian Careers website resource center at www.managers.afciviliancareers.com. In addition to hiring authorities, the site contains detailed information and videos on recruiting, interviewing, and assessing candidates.

For more information about hiring authorities, visit the Air Force Personnel Services website, myPers, at <https://gum-crm.csd.disa.mil>. For more information on Air Force civilian careers, visit www.afciviliancareers.com.