



AIR FORCE CIVILIAN HIRING PROCESS & PROGRESS

Background: Air Force civilians are an integral part of the Total Force. There are currently more than 140,000 Air Force civilian employees in more than 21 career fields working for the Air Force. These civilians make invaluable contributions in accomplishing the Air Force mission. The Air Force civilian hiring processes and practices are critical in ensuring the continued renewal and growth of this key Total Force component.

Themes & Messages

Civilian End Strength

- Tumultuous 8 years for civilian workforce enduring multiple hiring restrictions, fluctuation in strength and under execution of civilian pay budget.
- ◆ FY10 – Insourcing initiatives increase civilian end strength by 12.5K
 - ◆ FY12 – OSD mandates efficiencies and reduction of civilian workforce; hiring freeze reduces end strength by 16.5K
 - ◆ FY13 – Sequestration leads to continued hiring freeze, further reduction in manning and furloughs
 - ◆ FY16 – Project Renewal revives end strength by adding 600 interns
 - ◆ FY17 – AF begins rebalancing end strength by increasing cyber and nuclear civilian hiring
 - ◆ Moving towards 173.9K AF civilian end strength goal by FY22

Civilian Hiring Efforts

- Air Force is focusing on 5 areas to improve civilian hiring: **People, Process, Policy, Technology** and **Partnerships**.
- ◆ Analyze workforce to adequately meet ever increasing hiring demands
 - ◆ Fill competency gaps by training and developing highly talented HR staff
 - ◆ Incorporate new processes to streamline hiring and improve timeliness based on the OPM 80-day hiring model
 - ◆ Implement new HR policies to expand hiring authorities
 - ◆ Improve hiring efforts and timeliness with new OPM USA Staffing platform
 - ◆ Conduct job hiring events and build a pipeline of talent with quality candidates for hard-to-fill positions using AFPC's Talent Acquisition Team

Expediting Civilian Hiring

- ◆ Hiring managers can be proactive by starting the recruitment process when notified of an upcoming vacancy.
- ◆ Hire current AF civilian and skip advertising by using: Reassignment, Change to Lower Grade and Re-promotions within AF employees
- ◆ There are many tools, called **Non-Competitive Hiring Authorities**, that can be utilized to expedite hiring efforts. They include:
 - Expedited-Hiring Authority
 - Direct-Hire Authority
 - 30% or More Disabled Veterans
 - Schedule A Hiring Authority for Persons with Disabilities
 - Workforce Recruitment Program
 - Schedule A for Certain DoD Cyber Security Positions

Facts

- ◆ Air Force ratio of HR staffing specialists servicing current civilian workforce authorizations is an average of 1 to 325 – much higher than other federal agencies.
- ◆ Civilian hiring time averaged 88 days prior to January 2017 hiring freeze.
- ◆ Certain career fields and overseas hiring actions may have additional in processing requirements such as drug testing and security clearances that add to the hiring time.
- ◆ Currently, almost 13,000 fill actions are in the queue at AFPC due to the after effects of the latest hiring freeze which does not account for additional personnel actions being submitted on a daily basis.
- ◆ Using a Standardized Core Personnel Document reduces civilian hiring time. Currently, there are 1,700 documents available in more than 200 career areas. **SCPD Library** is available on myPers.

Questions & Answers

Q1. Why does the average hiring time take more than 80 days?

A2. The civilian hiring process is complex where the actions travel through a multitude of necessary steps steeped in law and policy to ensure fair and equitable hiring practices. The process begins with the hiring manager working with the local manpower and civilian personnel office to fill an upcoming vacancy. The Request for Personnel Action travels through several different offices to ensure compliance measures are met in order to bring top-quality candidates into the workforce using fair and equitable hiring practices. Once the action reaches AFPC, the action is sent to the right in-take office such as the Career Field Teams or the Priority Placement Program branches. Announcements are then posted to USA Jobs where applicants can apply. Once the announcement closes, qualified and eligible applicants are referred via certificate to the hiring manager. The hiring manager conducts interviews, if applicable, and makes a selection which is submitted back to AFPC. In turn, AFPC sends a tentative job offer to the applicant. Each position is unique in that it requires certain pre-employment conditions to be met such as security clearances, drug testing, physical examinations, etc. Once all conditions are met, AFPC sends a firm job offer with an expected entry on duty date and the applicant has 48 hours to accept.

Q2. How can hiring officials expedite the hiring process?

A2. Managers are responsible and accountable to being much more engaged in hiring and orientation processes. There are numerous methods of filling vacant civilian positions in the Air Force. Recruitment options include consideration of current agency employees for movement into other positions through promotion, reassignment, change-to-lower grade, or detailed. There are also numerous non-competitive methods to consider that require no announcements to the public.

Senior Leader Quote

“Stabilizing our civilian workforce is essential to more effectively sustain and support our global mission. Current challenges include the influx of hiring actions since lifting the hiring freeze, the transition to a new OPM staffing tool, an unprecedented number of law changes, a pending OPM evaluation and budget unpredictability. Notwithstanding, AFPC leadership is aggressively working strategies for timelier civilian hiring.”

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