DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON DC

23 DEC 2003

MEMORANDUM FOR HQ AFPC/DPKCE

FROM: HQ USAF/ILE
1260 Air Force Pentagon
Washington DC 20330-1260

SUBJECT: Delegation of Authority to Approve External Fill Actions for the Civil Engineer Career Program Positions (CECP)

In accordance with the attached HQ AFPC memo, I delegate the approval authority for external and Office of Personnel Management (OPM)/delegated examining unit (DEU) fills for GS-13s and below to the CECP Program Manager, AFPC/DPKCE, under any of the following conditions:

a. Positions which are historically hard to fill.

b. Positions with five or fewer promotion candidates.

c. Positions with less than 10 total candidates to include reassignment, promotion, change to lower grade, developmental, and interdisciplinary.

d. Specialized job conditions or certifications.

For conditions other than those above, selecting officials must submit a justification for external candidate requests. Justifications will be submitted through the Civil Engineer Career Program office to the Policy Council Chair, with recommendations for approval/disapproval by the CECP Program Manager.

Kathleen I. Ferguson
KATHLEEN I. FERGUSON, P.E.
The Deputy Civil Engineer
DCS/Installations & Logistics

Attachments:
1. HQ USAF/DPF Memo, 20 Mar 2001
2. External Recruting Authorities

cc:
AF MAJCOM/CE

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON, D.C.

20 MAR 2001

MEMORANDUM FOR ALMAJCOM/DP/DPC USAFA/DP/DPC 11WG/DP/DPC

FROM: HQ USAF/DPF
1040 Air Force Pentagon
Washington, D.C. 20330-1040

SUBJECT: Career Program "Hard-To-Fill" Positions

Reference: (a) AF Manual 36-606, Volume 1

This memorandum reflects the change in policy of "hard-to-fill" career program positions. Currently AF Manual 36-606, Vol 1, para 1.20.1.1 states that "If a position is considered "hard-to-fill", that is, when five or fewer promotion candidates are identified, PALACE Teams may provide CPEAS referral certificates and may grant local hire authority. This is a limited authority which only applies to recruitment of candidates who are outside the career program referral process. This authority is granted for "hard-to-fill" positions and special one-time exemptions from career program coverage."

Effective immediately the new policy states that "each career program Policy Chair has the authority to approve external fill of career program positions." This change will be reflected in the update of the AF Manual 36-606 to be issued this summer.

Gregory W. Den Herder

GREGORY W. DEN HERDER
Deputy Director
Personnel Force Management

EXTERNAL RECRUITMENT

There are two types of ***external*** recruitment sources; both are described below:

OPTION 1: "NON-COMPETITIVE" EXTERNAL RECRUITMENT

There are numerous specific sources, as described below, for former federal employees, civilian or military. Any US citizen who does not meet the following must be considered under Option 2 below, Delegated Examining Unit (DEU).

Transfers: A career or career-conditional employee of one agency may transfer, without a break in service of a single workday, to a competitive service position in another agency without competing in a Civil Service examination open to the public. An employee may transfer to a position at the same, higher, or lower grade level. To transfer, applicants must meet the qualification requirements for the position.

Reinstatement: Allows former employees to reenter the Federal competitive service workforce without competing with the public in a Civil Service examination. Applicants must have held a career or career-conditional appointment at some time in the past. If so, there is no time limit on reinstatement eligibility for those who: (1) have veterans preference, or (2) acquired career tenure by completing 3 years of substantially continuous creditable service. If applicant doesn't have veterans' preference or did not acquire career tenure, they may be reinstated within 3 years after the date of separation. Applicants must meet the qualification requirements for the position.

Interagency Career Transition Assistance Plan (ICTAP): current or former Federal employees displaced from non-DOD agencies. Applicants under ICTAP are provided priority consideration for vacancies for which they are well qualified only within their commuting area. ICTAP eligibles who are displaced Panama Canal employees are provided priority consideration for vacant positions for which they apply and are well qualified throughout the continental U.S.

VRA: Applicants eligible for Veteran's Recruitment Appointment (VRA) may be appointed to any grade level for which qualified up to GS-11 or equivalent. The VRA is an excepted appointment to a position that is otherwise in the competitive service. After 2 years of satisfactory service, the veteran is converted to a career-conditional appointment in the competitive service.

30% or more disabled veterans: These veterans may be given a temporary or term appointment (not limited to 60 days or less) to any position for which qualified (there is no grade limitation). After demonstrating satisfactory performance, the veteran may be converted at any time to a career-conditional appointment.

VEOA: this authority permits an agency to appoint an eligible veteran who has applied under an agency merit promotion announcement that is open to candidates

outside the agency. Applicants compete under merit promotion. VEOA eligibility includes current or former military member who have separated from the armed forces under honorable conditions after substantially three years of continuous active duty. VEOA eligibility does not apply to current Federal employees under career or career-conditional appointment. Veterans who have career status or are reinstatement eligible are not eligible for VEOA appointments. A VEOA eligible who competes under merit promotion procedures and is selected will be given a career or career-conditional appointment.

Handicapped Employment Of People With Disabilities: Must have a disability which is certified by one or more of the following: a state vocational rehabilitation service, Department Of Veterans Affairs, or Gallaudet College.

Executive Order (EO) 12721: Applicants who are employed as current or former appropriated fund Federal employee overseas while a family member of a Federal civilian employee, NAF employee, or uniformed service member officially assigned to an overseas area. Must have accumulated 52 weeks (or less if eligible under an authorized exception) of creditable service and received a fully successful or better performance rating, and returned to the U.S. from the overseas tour of duty within the last 3 years. Must meet all qualification requirements for the position.

Civilian intelligence personnel management system (CIPMS): Federal civil service employees currently serving on a CIPMS appointment without time limitation or applicants who have been involuntarily separated from such appointment within the last year. Must have occupied a CIPMS position for 1 year of continuous service in order to be considered for competitive service positions.

Other applicable Interchange Agreements: NAF interchange, and current or former employees of VISTA/Action volunteer, Peace Corps, Foreign Service Officers and employees, Postal career Service/Postal Rate Commission, Commissioned Corps of the Public Health Service, National Oceanic and Atmospheric Administration, Panama Canal Commission, General Accounting Office or Administrative Office Of The U.S. Courts may be eligible to apply.

OPTION 2: DELEGATED EXAMINING UNIT (DEU) OPEN TO THE PUBLIC ANNOUNCEMENTS.

Delegated examining authority is an authority OPM grants to agencies to fill competitive civil service jobs with **ANY** US citizen who does or **DOES NOT** meet any of the above recruitment categories in Option 1. (NOTE: Refer to policy memo issued by AF/ILE, Delegation of Authority to Approve External Fill Actions for the Civil Engineer Career Program Positions, dated _____.)

AFPC centralized delegated examining office (DEU) has authority to examine for all positions except those with a test requirement:

- Edwards AFB DEU: Has authority for Acquisition Demo positions
- Wright-Patterson AFB DEU: Has authority for Lab Demo positions
- 11th Wing, Tinker AFB, Hill AFB, and Eglin AFB DEU Have authority for all locally serviced positions