

VII. INTERNAL/EXTERNAL RECRUITMENT PROCESSES 17 APR 03

PC Mart Model, “Front End Process”

Sources of Authority:

Title 5, Code of Federal Regulation (CFR) Part 300, Employment (General)

Part 330, Recruitment, Selection and Placement (General)

Air Force Manual (AFMAN) 36-203, Staffing Civilian Positions

	ROLES AND RESPONSIBILITIES	CPF/MGT	AFPC
1.	CPF provides management advisory services	X	
2.	CPF reviews and clears mandatory and installation priorities	X	
3.	Determines method of recruitment to include sequence of referrals (i.e. Delegated Examining Unit (DEU), Special Examining Unit (SEU), Office of Personnel Management (OPM), Career Programs (DPK), Merit Promotion (MP), Applicant Supply File(ASF), etc.	X	
4.	CPF documents “up front” fill requirements (e.g., internal priorities cleared and the date, Priority Placement Program (PPP) clear/requisition number and date, PPP exception, etc., on Request for Personnel Action (RPA)	X	
5.	Considers Affirmative Employment options	X	
6.	Complies with union contract	X	X
7.	Conducts targeted recruitment	X	X

The beginning of the recruitment process starts with the receipt of a RPA from management, coordinated through the Civilian Personnel Flight (CPF). After classification review, priorities must be cleared by CPF. Once priorities are clear, CPF will forward RPA to Air Force Personnel Center (AFPC/DPC) if the recruitment source is MP or ASF.

1. CLEARING PRIORITIES

(P C Mart Model, “Referral and Selection, Clearing Priorities, Filing Positions Front-End”)

Source of Authority: AFMAN 36-203; DoD Priority Placement Program (PPP) Ops Manual

	ROLES AND RESPONSIBILITIES	CPF/MGT	AFPC
1.	CPF provides management advisory services.	X	
2.	Publicizes program	X	
3.	Prepares and updates Commander support letter	X	
4.	Ensures respective areas of program are in compliance to achieve satisfactory assessment results	X	
5.	INTERNAL AIR FORCE PRIORITIES		
6.	Clears mandatory internal priorities (works with management, as appropriate). Note: Priorities are cleared after RPA has been coordinated with Classification section	X	
7.	If mandatory priority and employee is qualified, selection is made	X	
8.	Prepares RPA and forwards to AFPC staffing team no later than 5 workdays prior to Entrance On Duty (EOD)	X	
9.	Non-selection of mandatory or other internal priority candidate(s) (follow local policies for obtaining approval of non-selection)	X	
10.	CLEARING DOD PPP		
11.	After all internal priorities are cleared, requisition position with Automated Stopper and Referral System (ASARS)	X	
12.	Notifies management regarding potential match(es). If vacancy is a career program covered position, refer to Section “F” of the chapter on Filling Positions Internal – Career Program/ART Officer Fills (Excluding “Intern” Positions)	X	
13.	If criteria are met and registrant is appointable, CPF notifies manager of placement, or refers all eligible registrants for selection. (If criteria are not met, codes report action in ASARS to clear non-match(es) filling process)	X	
14.	Applies placement criteria to (tentative) selectee, including, but not limited to, Personal Reliability Program (PRP), Acquisition Professional Development Program (APDP), State Criminal History Repository Check (SCHRC), and security clearance, if applicable	X	
15.	Requisitioning activity makes offer to registering activity	X	
16.	Receives notification of acceptance from registering activity	X	

	ROLES AND RESPONSIBILITIES	CPF/MGT	AFPC
17.	Codes report action in ASARS to remove position (to close ASARS)	X	
18.	Requests SF 75 information from registering activity be sent to AFPC only when losing CPF is not serviced by AFPC	X	
19.	Establishes tentative effective date with registering activity and coordinates with AFPC	X	
20.	Requests registering activity convey requirement for Testing Designated Position (TDP) letter to be signed and ensure that drug testing is accomplished, if applicable	X	
21.	Assures selectee pre-placement requirements are met.	X	
22.	If ASARS/PPP pre-placement requirements are not met, DOD Care Office approves withdrawal of offer based on justification provided	X	
23.	Coordinates effective date with registering activity and finalizes effective date with selectee and AFPC. Ensures SSAN is on RPA	X	
24.	Utilizing cVIP, notifies selectee to complete tentative and pre-appointment appointment paperwork.		X
25.	Forwards RPA to AFPC servicing staffing specialist NLT 5 work days prior to EOD. RPA should be annotated with selectee's name, SSAN, and EOD in appropriate blocks	X	
26.	Notifies AFPC specialist all pre-placement requirements are met, to include date(s), and provides copy of applicable pre-appointment letters prior to EOD	X	
27.	In processes new employee utilizing cVIP. See Chapter 14 for B&E in-processing requirements, specifically new employee handouts, SF 2810 and TSP 19.	X	
28.	Completes RPA and updates HR		X
29.	Ensures appointment paperwork is completed within 5 workdays after EOD.		X

A. Registration for Internal Priorities

Source of Authority: AFMAN 36-203

	ROLES AND RESPONSIBILITIES	CPF/ MGT	AFPC
1.	Determines eligibility of employees to register for any of the following installation priorities: A, B, D, F (if CPF has Classification authority), G, J, K and L. Reference Table 7.1 of AFMAN 36-203	X	
2.	Determines eligibility of employee to register for any of the following installation priorities: C, E, F (if AFPC has Classification authority), H and I		X
3.	Notifies employee in writing on priority entitlements, completes PPP registration, and counsels as appropriate (see Note 1)	X	X
4.	Updates "US Govt Spcl Consdrtm" in Modern DCPDS (see Note 2)	X	X
5.	Terminates priority entitlement, as appropriate (see Note 3)	X	X
	NOTE 1. Office that generates entitlement provides the notification and counseling		
	NOTE 2. Office that generates entitlement updates Modern DCPDS		
	NOTE 3. Office that generates entitlement terminates the entitlement		

B. Registration in the DoD Priority Placement Program (PPP):

Source of Authority: DoD PPP Operations Manual
AFMAN 36-203

	ROLES AND RESPONSIBILITIES	CPF/ MGT	AFPC
1.	Determines employee eligibility and registration for any of the following installation priorities: C, E, F, H, I		X
2.	Completes registration program eligibility, skills, and grade level portion of registration form and forwards to CPF		X
3.	Maintains priority entitlement in Modern DPCDS and terminates priority entitlement as appropriate		X
4.	Counsels and registers employee for appropriate geographic locations, PPP priority, and Reemployment Priority List (RPL)	X	
5.	CPF manages disputes concerning registration form and counsels employee regarding priority and geographic locations. AFPC counsels employees concerning skills and grade level determinations. Resolving disputes is a shared responsibility	X	X
6.	Creates and maintains PPP file on employee	X	
7.	Files/maintains ASARS registration, as needed	X	

2. Recruiting

(PC Mart Model, "Recruiting")

Source of Authority: AFMAN 36-203, Staffing Civilian Positions

	ROLES AND RESPONSIBILITIES	CPF/ MGT	AFPC
1.	Establishes need/requirement to build applicant pool and conveys need to CPF		X
2.	If current Applicant Supply File does not have sufficient candidates, expands recruitment (Refer to Filling Positions – External (ASF) in this chapter)	X	X
3.	Explores use of alternate hiring authority (e.g., DEU, OPM, etc.)	X	X
4.	Identifies recruiting sources	X	X
5.	Obtains funding if needed and prepares required advertisement(s)	X	
6.	Establishes relationships with communities, schools, professional organizations, etc.	X	
7.	Develops agreements, as needed	X	
8.	Initiates expanded recruiting process	X	X

3. Filling A Vacant Emergency-Essential Position:

Source of Authority: AFI 36-507, Mobilization of the Civilian Work Force
 AFI 36-507, Attachment 4: Emergency-Essential (E-E) Positions and Employees

Emergency Essential Position: A federal civilian position that cannot be vacated without causing an immediate and severe degradation of vital support to combat forces or national security. The position is subject to deployment to an overseas theater.

	ROLES AND RESPONSIBILITIES	CPF/ MGT	AFPC
1.	Ensures E-E positions are correctly identified	X	
2.	Ensures vacancy announcement includes the E-E requirements and the conditions of employment as follows:"		X
a.	The position is E-E; the selectee must sign an agreement (DD Form 2365)(See note)	X	
b.	Selectee is exempt from Military Reserve or retired military recall status. (Statement <u>must be</u> acquired and forwarded to AFPC to show release from Military Reserve or retired military recall status)	X	
3.	Ensures qualified individuals fill vacant E-E positions	X	X
4.	Ensures the selectee meets physical and medical standards assigned to the E-E position	X	
5.	Notifies AFPC staffing specialist/assistant that DD Form 2365 and Statement of Understanding have been signed prior to establishing EOD. Coordinates EOD with AFPC.	X	
6.	Utilizing cVIP, notifies selectee to complete tentative and pre-appointment paperwork.		X
7.	In processes new employee utilizing cVIP. See Chapter 14 for B&E in-processing requirements, specifically new employee handouts, SF 2810 and TSP 19.	X	
8.	Completes RPA and updates HR		X
9.	Ensures appointment paperwork is completed within 5 workdays after EOD.		X
	NOTE : If selectee will not sign DD Form 2365 or agree to DD Form 2365, or does not agree to change in military recall, the selectee cannot be placed in the position		
	Original signed copy of DD Form 2365 will be maintained by management in the Supervisory Work Folder (971)		

4. Filling A Vacant Key Position

Source of Authority: AFI 36-507, Mobilization of the Civilian Work Force

Key Position: A federal civilian position in the United States or US territories that must be filled during a national emergency or mobilization, and which, if vacant would seriously impair the functioning of a federal agency or office.

	ROLES AND RESPONSIBILITIES	CPF/ MGT	AFPC
1.	Ensures Key positions are correctly identified.	X	
2.	Ensures conditions of employment are met.	X	
3.	Ensures vacancy announcement includes the Key position requirement		X
4.	Selectee must sign the Key "Statement of Understanding" before entering the position	X	
5.	Selectee is exempt from Military Reserve or retired military recall status. (Statement showing release from Military Reserve or retired military status must be forwarded to AFPC)	X	
6.	Ensures qualified individuals fill vacant Key positions	X	X
7.	Ensures selectee meets physical and medical standards assigned to the key position	X	
8.	Notifies AFPC staffing specialist/assistant when DD Form 2365 and Statement of Understanding have been signed. Coordinates EOD with AFPC.	X	
9.	Utilizing cVIP, notifies selectee to complete tentative and pre-appointment paperwork.		X
10.	In processes new employee utilizing cVIP. See Chapter 14 for B&E in-processing requirements, specifically new employee handouts, SF 2810 and TSP 19.	X	
11.	Completes RPA and updates HR		X
12.	Ensures appointment paperwork is completed within 5 workdays after EOD.		X

5. Filling Positions Internal – Non-Career Program Position

(P C Mart Model, “Filling Positions Internal”)

Source of Authority: AFMAN 36-203, Local Merit Promotion Plan and Local Contract Agreement 5 CFR Part 335

	ROLES AND RESPONSIBILITIES	CPF/MGT	AFPC
1.	Forwards RPA to AFPC servicing staffing team. Annotates on page 4 of RPA, date priorities are cleared and PPP requisition number. Conveys additional local considerations, if applicable, i.e., alternative certification procedures, use of Central Skills Bank (CSB) as source, etc.)	X	
2.	Fills job (use competitive/non-competitive procedures)		X
3.	Notifies AFPC of any military spouses registered in PPP as Priority 3, if applicable	X	
4.	Considers other military spouses in preparing referral certificate, if applicable. (Those not registered in PPP)		X
5.	Clears any other priorities applicable due to expansion of area of consideration	X	
6.	Announces position, as required (e.g., requirement of labor contract, hard to fill)		X
a.	Develops and forwards vacancy announcement to CPF (if applicable)		X
b.	Post vacancy announcement	X	
c.	Accepts applicant request for consideration in response to announcement		X
d.	Considers applicants in referral process		X
7.	Prepares and forwards certificate of candidates to CPF		X
8.	Removes request from priority process, if appropriate	X	
9.	Assist management with selection process	X	
10.	Management notifies CPF on intended use of certificate of candidates	X	
11.	If certificate is not used:		
a.	Broadens recruitment as necessary	X	X
b.	Returns certificate of candidates to CPF	X	
c.	Returns RPA to CPF, if appropriate		X
12.	If tentative selection is made considers local tentative selection approval procedures, if applicable. (If ART position, submit Referral for Consideration, DD Form 359, to MPF to make military qualification.) CPF provides AFPC a copy of the MPF notification	X	

	ROLES AND RESPONSIBILITIES	CPF/MGT	AFPC
13.	Management returns certificate to CPF with selection	X	
14.	Applies placement criteria to selectee, including, but not limited to, PRP, ARDP, SCHRC, and security clearance (if applicable)	X	
15.	Contacts and informs Management of placement criteria and to determine entitlement options	X	
16.	Coordinates pay determination with AFPC prior to making job offer to selectee. (AFPC is responsible for pay determination)	X	
17.	Confirms selection, makes offer to selectee, receives acceptance from selectee, and establishes tentative effective date with selectee	X	
18.	If offer declined, or employee does not meet placement criteria, revisits options	X	X
19.	Notifies AFPC staffing specialist that pre-placement requirements are completed and a tentative effective date has been coordinated with selecting official and selectee. CPF informs AFPC to send pre-appointment package to selectee if applicable	X	
20.	Ensures completion of applicable administrative letters, agreements, and documents	X	
21.	Ensures selectee obtains passport and visas, if applicable	X	
22.	Prepares PCS orders, if applicable		X
23.	Forwards certificate with selection noted and pre-appointment documents to AFPC NLT 5 work days before EOD	X	
25.	Completes RPA and updates HR		X

6. Filling Positions Internal - Career Program/ART Officer Fills (Excluding “intern” Position)

Note: This section does not apply to career program positions filled as Term, Detail, or with NTE date of less than one year. After the CPF has coordinated with AFPC/DPK that the position may be filled locally, AFPC/DPC will be responsible for filling those positions (see Filling positions External/Internal within this guide for specific instructions).

Sources of Authority: AF Policy Directive 36-6; AFI 36-601, and AFMAN 36-606, Volumes 1 and 2; AF Civilian Career Programs, Quick Reference Guide, February, 1998 (Civilian Career Management Directorate – DPK, Randolph AFB, TX) AFRC Instruction 36-111, Air Reserve Technician (ART) Officer Career Management Program

	ROLES AND RESPONSIBILITIES	CPF/ MGT	AFPC
1.	Management creates RPA and sends to CPF in accordance with local procedures	X	
2.	CPF completes Career Program Fill Request template (available on AFPC/DPC and DPK Home Pages), attaches to RPA and routes to DPKX, Group Inbox	X	
3.	If new position and Small Base, AFPC/DPCMC determines if position is covered by Career Program and notifies manager, (if there is a disagreement, contact the appropriate Career Program to coordinate determination of coverage.)		X
4.	If surplus placement is to be made to a Career Program covered position, notifies DPKX at dpksel@afpc.randolph.af.mil . - Includes RPA #, position title, series, grade, location (base, org, office symbol), type of action, Civilian Position Control Number (CPCN), and name and SSAN of placement	X	
5.	If an ASARS match is made, contacts DPKX at dpksel@afpc.randolph.af.mil or (DSN 665-2926/6287) - Provides RPA #, position title, series, grade, location (base, org, office symbol), name and SSAN of match. (DPKX will notify appropriate Career Program to contact CPF staffing specialist to assist with qualifications determination)	X	
6.	IF ASARS match is made, CPF puts the name of the match on the RPA and sends RPA to AFPC servicing Staffing Specialist.	X	
7.	Once priorities are clear, routes RPA to DPKX, group inbox	X	
a.	Ensures CPF’s servicing specialist and e-mail address are identified on Career Program Fill Request Form	X	
b.	Attaches appropriate Core Document (CD), Position Description (PD), or Standard Core Personnel Document (SCPD) to the RPA	X	
c.	If Core Document (PD/SCPD) cannot be attached, faxes PD/CD/SCPD to DPKX (DSN 665-3707)	X	

	ROLES AND RESPONSIBILITIES	CPF/ MGT	AFPC
8.	If any supporting documents are faxed to DPKX (e.g., CD/PD/SCPD or Career Program Fill Request), identifies each document with the corresponding RPA number	X	
9.	AFPC/DPK issues internal and external certificates (Certificate is sent directly to selecting official by the Career Program)		X
10.	For External Certificates, AFPC/DPKX completes RESUMIX search request and issues referral certificate		X
11.	AFPC/DPK issues certificate and coordinates/routes RPA back to CPF		X
12.	Ensures appropriate ASARS action is taken	X	
13.	Extensions to certificates are worked through the Selecting Official and appropriate Career Program with notification to CPF	X	
14.	For internal certificates, closes ASARS upon notification that referral list has been issued. (If external certificate is issued, DPK will indicate whether it includes DOD and/or non-DOD candidates)	X	
15.	Performs selection process	X	
16.	AFPC/DPK advises management, as needed		X
17.	If selection is not made, management contacts CPF	X	
18.	Management notifies CPF servicing staffing specialist of selection. Returns original certificate with selection/non-selection to CPF - Includes Career Brief of selectee. (See further requirements on maintaining career briefs in this section).	X	
19.	CPF applies placement criteria to selectee and informs management, if applicable	X	
20.	CPF coordinates pay determination with AFPC prior to making tentative position offer to selectee	X	
21.	If offer declined, CPF notifies selecting official to review certificate for another selection (ensures certificate has not expired)	X	
22.	Advises selecting official to annotate declination on the referral certificate	X	
23.	Receives acceptance from selectee	X	
24.	CPF notifies DPKX at dpksel@afpc.randolph.af.mil of selectee to include Name and Social Security Number (SSN.) Notification includes PCS information, if applicable	X	
25.	Notifies selecting official when offer is accepted. Returns original certificate to appropriate Career Program (AFPC/DPKC)	X	
26.	AFPC/DPK requests fund cite, as necessary, from HQ USAF/DPRCE		X
27.	PRE-PLACEMENT REQUIREMENTS		
a.	Initiates security investigation, and/or waiver letter, SCHRC, IRC, PRP, etc.	X	
b.	Schedules physical exam and resolves reasonable accommodation issues, if applicable	X	
c.	Schedules drug test, if applicable	X	
d.	Prepares Federal Employee Pay Comparability Act (FEPCA) package IAW AFI 36-802, APDP waiver package, if applicable	X	
28.	Determines if pre-placement requirements are met and provides results of pre-appointment requirements to AFPC	X	

	ROLES AND RESPONSIBILITIES	CPF/ MGT	AFPC
29.	If pre-placement requirements are not met, CPF immediately notifies the appropriate Career Program (AFPC/DPKC), does not hire candidate, and revisits options to fill job	X	X
30.	If pre-placement requirements are met, proceeds with placement	X	
31.	The CPF mails required documentation to close out the certificate to appropriate Career Program (AFPC/DPKC) - This includes the original, signed referral certificate and other required documents; e.g., copy of letters notifying candidates of non-selection, etc. - Career briefs of all candidates should be kept in the selection folder for a least 90 days after the selection is made. If a grievance or discrimination complaint is filed, CPF/MGT must return all career briefs to appropriate Career Program for retention. Career briefs may be destroyed after 90 days if there are no problems with the selection	X	
32.	Upon receipt of documented referral certificate from CPF, closes out the certificate and maintains the case file		X
33.	Confirms selection and establishes <u>tentative effective date</u> with selectee and AFPC servicing staffing team	X	
34.	PROCESSES SELECTEE PAPERWORK		
35.	Completes PCS template (Items 1-27) and forwards to dpcpcs@afpc.randolph.af.mil (Template is available on the AFPC Homepage)	X	
36.	CPF forwards RPA to AFPC servicing staffing team		X
37.	AFPC/DPC completes RPA, inputs action, reviews and authenticates SF 50		X
38.	In-processes new employee and forwards appointment paperwork to AFPC within 5 workdays after EOD	X	
39.	Establishes and maintains case files and records, as appropriate	X	X
40.	ART OFFICER CAREER MANAGEMENT PROGRAM		
41.	If all priorities clear, forwards fill request to the ART Officer Career Management Program, HQ AFRC/DPCC, Special Examining Unit, Macon, GA.	X	
42.	SEU forwards candidate list or communicates with management		
43.	Mgt notifies SEU of tentative selection. SEU notifies CPF	X	
44.	Receives notification from MPF of candidate eligibility and proceeds with action	X	
45.	Closes ASARS	X	

7. Filling Positions External - AFPC Applicant Supply File (ASF)

(P C Mart Model, "Filling Positions External")

Source of Authority:

Title 5, (CFR), Part 213, Excepted Service, Part 300, Employment (General), Part 307, Veterans Readjustment Appointments, Part 315, Career and Career-Conditional Employment, Part 316, Term and Temporary Employment, Part 330, Recruitment, Selection and Placement (General), Part 332, Recruitment and Selection Through Competitive Examination, Part 333, Recruitment and Selection for Temporary and Term Appointments Outside the Register, and Part 337, Examining System.

AFMAN 36-203, Staffing Civilian Positions

	ROLES AND RESPONSIBILITIES	CPF/MGT	AFPC
1.	Applicant Supply File		
2.	NONCOMPETITIVE APPOINTMENTS: Personnel action based on eligibility to be appointed non-competitively (having prior service and made without regard to civil service registers of eligibles)		
3.	Continues clearing AFMAN 36-203 Priorities A,B,C,D,E,F,G,H,I,J, and DOD PPP Priorities 1 and 2 (Priority J). Additionally, clears DOD PPP Priority 3 (Priority J), AFMAN 36-203 priorities K, L, and RPL (Priority J)	X	
4.	Forwards RPA to AFPC servicing staffing team. Annotates on page 4 of RPA, all priorities are clear to include ASARS requisition number. Conveys any additional local considerations, if applicable	X	
5.	Clears Interagency Career Transition Assistance Program (ICTAP) priorities when referring candidates from the ASF		X
6.	Uses noncompetitive authorities for temporary and permanent appointments		X
7.	Conducts recruitment (coordinate with Special Emphasis Program Managers (SEPMs), as appropriate)		X
8.	Applies noncompetitive appointing authority process using external process		X
9.	Forwards certificate or referral list of candidate(s) and supplemental information to CPF		X
10.	Assists management with selection process	X	
11.	Consults with management and advises AFPC on intended use of certificate or referral list of candidate(s)	X	
12.	If certificate is not used:		
a.	Determines if recruitment continues	X	
b.	Broadens recruitment, as necessary	X	X

	ROLES AND RESPONSIBILITIES	CPF/MGT	AFPC
c.	Returns certificate or referral list of candidate(s) to CPF who forwards to AFPC	X	
13.	If tentative selection is made:		
a.	Notifies AFPC staffing specialist of tentative selection and removes from priority process	X	
b.	Notifies selectee to complete pre-employment documentation utilizing cVIP. Ensures pre-employment documentation is available at least 5 workdays prior to EOD.		X
14.	If tentative selection is valid considers local tentative selection approval procedures, if applicable	X	
15.	Obtains reserve unit Military Personnel Flight (MPF) approval when determining military qualification of tentative selectee for Air Reserve Technician (ART) position (applies to enlisted ART positions only). Provides AFPC a copy of MPF notification	X	
16.	Returns certificate or referral list of candidate(s) to CPF with primary and alternate selections annotated. CPF forwards to AFPC	X	
17.	Applies placement criteria to selectee and determines entitlement options (e.g., unique pay, PCS, if applicable.) Contacts management to inform of placement criteria determinations	X	
18.	Offers position to selectee and informs selectee of pay determination(s)	X	
19.	Pre-placement requirements (Note 1)		
20.	Initiate security investigation and/or waiver letter, SCHRC, IRC, PRP, etc.	X	
21.	Schedules physical exam and resolves reasonable accommodation issues, if applicable	X	
22.	Schedules drug test, if applicable	X	
23.	Prepares 180-day wavier package, if applicable	X	
24.	Prepares veterans pass over package, if applicable	X	
25.	Prepares FEPCA package IAW AFI 36-802, APDP waiver package, if applicable	X	
26.	Determines if pre-placement requirements are met and provides results of pre-appointment requirements to AFPC staffing specialist	X	
27.	If pre-placement requirements are not met, does not hire and revisits options to fill job	X	
28.	If requirements are not met, immediately notifies the appropriate Career Program (AFPC/DPKC)	X	
29.	If pre-placement requirements are (completed) met, and proceeds with placement	X	
30.	Receives acceptance from selectee and notifies AFPC	X	
31.	Revisits options, if selectee declines	X	

	ROLES AND RESPONSIBILITIES	CPF/MGT	AFPC
32.	Utilizing cVIP, notifies selectee to complete pre-appointment paperwork.		X
33.	Inprocesses selectee utilizing cVIP. See Chapter 14 for B&E in-processing requirements, specifically new employee handouts, SF 2810 and TSP 19.	X	
34.	Prepares PCS orders, if applicable		X
35.	Notifies AFPC specialist/assistant when all pre-placement requirements have been met and provides copies of applicable administrative letters and agreements to include date(s) completed. (Note 2)	X	
36.	Completes RPA and updates HR.		X
37.	Ensures appointment paperwork is completed within 5 workdays after EOD.		X
38.	Establish and maintains files and records, if applicable	X	X
	Note 1: Vouchering (as applicable) and security clearances are the responsibility of the CPF		
	Note 2: If tentative selection involves veterans passover and the passover request is approved, proceed with other appropriate placement		

8. Filling Positions External -OPM/DEU/SEU

	ROLES AND RESPONSIBILITIES	CPF/MGT	AFPC
1.	COMPETITIVE APPOINTMENTS: Personnel actions, which are normally filled through open competitive Civil Service examination that do not require prior service		
2.	Continues clearing AFMAN 36-203 Priorities A,B,C,D,E,F,G,H,I,J, and DoD PPP Priorities 1 and 2. Additionally, clears DoD PPP Priority 3, AFMAN 36-203 K, L, and RPL. (Note: When AFPC begins to do DEU they will be responsible for clearing ICTAP priorities)	X	
3.	Obtain funding obligation information from management for OPM Certificates	X	
4.	Prepares and forwards SF-39 and appropriate documents to OPM/SEU and/or interim AF DEU offices	X	
5.	If ART position, request ART Enlisted candidate list from HQ/AFRC Special Examining Unit (SEU)	X	
6.	SEU forwards ART Enlisted referral certificate to management		
7.	Management notifies CPF of tentative selection	X	
8.	CPF submits Referral For Consideration, DD359, to MPF to make military qualification determination	X	
9.	CPF receives notification from MPF of candidate eligibility and proceeds with action	X	
10.	Receives certificate and forwards to selecting official	X	
11.	If certificate is not used:		
a.	Determines if recruitment continues	X	
b.	Broadens recruitment, as necessary	X	X
c.	Returns certificate or referral list of candidate(s) to CPF who forwards to AFPC	X	
d.	Notifies OPM/SEU/DEU/AFPC, as appropriate	X	
12.	If tentative selection is made, commit to selectee and remove request from priority process	X	
13.	If ART position, obtains reserve unit MPF approval of tentative selection for ART position. (Applies to enlisted positions)	X	
14.	Returns certificate or referral list of candidate(s) to CPF with selection annotated	X	
15.	Applies placement criteria to selectee, including, but not limited to PRP, ARDP, SCHRC, and security clearances, as applicable (See Note 1)	X	

	ROLES AND RESPONSIBILITIES	CPF/MGT	AFPC
16.	Utilizing cVIP, notifies selectee to complete tentative and pre-appointment paperwork.		X
17.	Coordinates pay determination with AFPC prior to offering position to selectee, if applicable. AFPC is responsible for pay determination(s)	X	
18.	Receives acceptance from selectee	X	
19.	If offer declined, or applicant does not meet eligibility requirement, revisits options	X	X
20.	Notifies AFPC to send pre-appointment package to selectee, if applicable. Establishes tentative EOD and coordinates with AFPC. (Selectee is to return pre-appointment package to AFPC)	X	
21.	Ensures completion of applicable administrative letters, agreements, and documents	X	
22.	Ensures selectee obtains passport and visas, if applicable	X	
23.	Prepares Permanent Change of Station (PCS) orders, if applicable		X
24.	Forwards RPA to AFPC serving staffing specialist NET 30 days prior and NLT 5 work days prior to EOD	X	
25.	Forwards certificate (with selection noted) and pre-appointment documents to AFPC NLT 5 work days before EOD	X	
26.	Notifies AFPC staffing specialist all pre-placement requirements have been met and provides copies of administrative letters and agreements, to include date(s) completed (See note 2)	X	
27.	In processes new employee utilizing cVIP. See Chapter 14 for B&E in-processing requirements, specifically new employee handouts, SF 2810 and TSP 19.	X	
27.	Completes RPA and updates HR		X
28.	Ensures appointment paperwork is completed within 5 workdays after EOD.		X
29.	Establishes and maintains case files and records, as appropriate	X	X
	Note 1: Vouchering (as applicable) is the responsibility of the CPF		
	Note 2: If tentative selection involves veterans passover and the passover request is approved, proceed with other appropriate placement		

9. Student Educational Employment Program (SEEP)

NOTE: AFPC will only accept resumes under the AFSP Program for temporary student positions under Schedule B, 213.3202(a). the recruitment efforts for the Career Experience component, Schedule B, 323.3202(b), will remain a CPF responsibility. When filling a student temporary position, CPFs will clearly annotate in the remarks section of the SF-52 that the position is a student temporary position.

	ROLES AND RESPONSIBILITIES	CPF/ MGT	AFPC
1.	Ensures local recruitment of students by soliciting resumes from students early each year	X	
2.	Assists in the recruitment of students from local schools	X	
3.	Educates local SEPMs in the program requirements	X	
4.	STUDENT TEMPORARY EMPLOYMENT PROGRAM		
5.	Processes resumes submitted under the Student Temporary component		X
6.	Management creates and forwards RPAs for student positions and submits to the local CPF	X	
7.	Annotates the position as “student temporary.” Identifies “name requests,” as applicable	X	
8.	Issues referral certificates for student temporary position fill requests		X
9.	Forwards RPA to AFPC Staffing Specialist no later than 5 workdays prior to EOD	X	
10.	Utilizing cVIP, notifies selectee to complete tentative and pre-appointment paperwork.		X
11.	In processes new employee utilizing cVIP.	X	
12.	Completes RPA and updates HR		X
13.	STUDENT CAREER EXPERIENCE		
14.	Forwards completed RPA to AFPC no later than 5 workdays prior to EOD. Ensure RPA is annotated as “Student Career Experience”	X	
15.	Utilizing cVIP, notifies selectee to complete tentative and pre-appointment paperwork.		X
16.	In processes new employee utilizing cVIP. See Chapter 14 for B&E in-processing requirements, specifically new employee handouts, SF 2810 and TSP 19.	X	
17.	Completes RPA and updates HR		X