



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR COMBAT COMMAND

OFFICE OF THE COMMANDER
205 DODD BOULEVARD, SUITE 200
JOINT BASE LANGLEY-EUSTIS VA 23665-2788

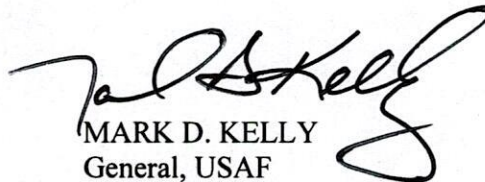
MEMORANDUM FOR ACC STAFF AND UNITS DOWN TO WING

SUBJECT: Air Combat Command (ACC) Civilian Recruitment and Selection Hiring Policy

1. As we continue to focus on growing and developing a diverse and inclusive organizational culture, ACC will adopt policies to ensure that the most capable and talented civilians are hired and promoted within our community. It is imperative to establish fair recruitment and hiring policy for all ACC units based on areas of diversity, equity, and inclusion.
2. All ACC selecting officials will comply with the policies outlined in this memorandum. Hiring panels will be used to screen candidates and make selections for supervisory GS-12 and all GS-13/14/15 and equivalently graded positions. The selecting official will maintain all substantive records and documentation related to the consideration of competing candidates, to include the ACC Hiring Panel Form (attached). Documentation should include, but is not limited to: hiring policy reporting forms, interview questions with notes, record of supervisor, non-selection memos, notes on review of resumes, and any ratings/rankings made on referred applicants or employees. The documentation will be maintained with the selecting official for a period of no fewer than five years.
3. Panels will consist of a minimum of three individuals, all equal or senior in grade to the advertised position. At least one career civilian must also be included on the panel. If there are no career civilians in the unit, a career civilian from outside the unit may be utilized. The panel will be diverse by definition of AFI 36-7001, Diversity and Inclusion. Panels are not required for non-competitive reassignments, career broadeners, Schedule A, or temp/term appointments.
4. Development of interview questions, panel selections, and possible interview date options should begin as soon as the announcement opens. If the selecting official chooses to interview, the official may interview one or more candidates on the certificate, except for military spouse preference candidates. Candidates do not have to be interviewed, but for those who are, the same interview questions must be used for each candidate. Interview questions can be screened by the local Civilian Personnel Flight Human Resources Specialists before convening the hiring panel. The selection process and interview questions must be in accordance with AFMAN 36-203, paragraph 3.16.
5. Nothing in this policy will subjugate the duty to bargain as defined in the Collective Bargaining Agreement for each individual location.

People First... Mission Always...

6. The HQ ACC point of contact is the Civilian Personnel Branch, HQ ACC/A1KC. The office can be reached at ACCA1.A1KC.CivPersonnelBranch@us.af.mil. The Office of Primary Responsibility will be your Civilian Personnel Flight.



MARK D. KELLY
General, USAF
Commander

Attachment:
ACC Hiring Panel Form

JUN 07 2021

References:

1. AFMAN 36-203, Staffing Civilian Positions
2. AFI 36-7001, Diversity & Inclusion
3. AFI 36-129, Civilian Personnel Management and Administration