



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR COMBAT COMMAND
JOINT BASE LANGLEY-EUSTIS VA

OFFICE OF THE COMMANDER
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JOINT BASE LANGLEY-EUSTIS VA 23665-2788

JUL 14 2020

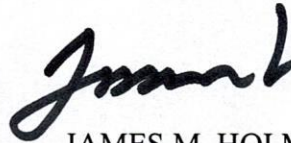
MEMORANDUM FOR ACC STAFF AND UNITS DOWN TO WING

SUBJECT: Air Combat Command Civilian Recruitment and Selection Hiring Policy

1. As we continue to focus on growing and developing a diverse and inclusive organizational culture, Air Combat Command (ACC) will adopt policies to ensure that the most capable and talented civilians are hired and promoted within our community. It is imperative that I establish a 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 set forth 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. 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 resumé, and any ratings/rankings made on referred applicants or employees. This 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 of the candidates on the certificate, with the exception of 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 local Civilian Personnel Section Human Resources Specialists prior to 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 (OPR) will be your servicing Civilian PersonnelFlight.



JAMES M. HOLMES
General, USAF
Commander

1 Attachment:

1. ACC Hiring Panel Form

References:

1. HQ USAF/A1, Air Force Civilian Recruitment And Selection Policies, 8 Sep 17
2. AFMAN 36-203, Staffing Civilian Positions
3. AFI 36-7001, Diversity & Inclusion
4. AFI 36-129, Civilian Personnel Management and Administration

ACC Hiring Panel Form

Installation:	<input type="text"/>
Organization:	<input type="text"/>
Position Title:	<input type="text"/>
PP-SRS-GR:	<input type="text"/>

Selection Process:

Application/Resume Review Only Personal Interview Phone Interview

Hiring Official Name:	<input type="text"/>
Hiring Official Phone:	<input type="text"/>
Hiring Official:	<input type="text"/>
Signature:	<input type="text"/>

NOTE: Hiring panel must consist of a minimum of three individuals, equal or senior in grade to the advertised position, and will include at least one career civilian. If there are no career civilians in the unit, a career civilian from outside the unit may be utilized. Additionally, the panel will be diverse by definition of AFI 36-7001, *Diversity and Inclusion*.

Signature of Panel Member:	<input type="text"/>
Signature of Panel Member:	<input type="text"/>
Signature of Panel Member:	<input type="text"/>

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