
AF Civilian Employment Guide



“Right People, Right Place, Right Time”

Headquarters, Air Force Personnel Center
Directorate of Civilian Force Integration
Randolph Air Force Base, Texas
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AFPC Civilian Employment Website:
<http://www.afciviliancareers.com>

THE DEPARTMENT OF THE AIR FORCE IS AN EQUAL OPPORTUNITY EMPLOYER

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Introduction

Thank you for your interest in a civilian career with the Department of the Air Force. The AF Civilian Employment Guide explains appointment eligibilities, how to submit a resume, search for open job opportunity announcements, and apply for AF positions on USAJOBS®.

Privacy Statement:

The Office of Personnel Management and other Federal agencies rate applicants for Federal jobs under the authority of sections 1104, 1302, 3301, 3304, 3320, 3361, 3393, and 3394 of title 5 of the United States Code. We need the information requested in this guide and in the associated vacancy announcements to evaluate your qualifications. Other laws require us to ask about citizenship, military service, etc. We request your Social Security Number (SSN) under the authority of Executive Order 9397 in order to keep your records straight; other people may have the same name. As allowed by law or Presidential directive, we use your SSN to seek information about you from employers, schools, banks, and others who know you. Your SSN may also be used in studies and computer matching with other Government files, for example, files on unpaid student loans. Also, incomplete addresses and ZIP Codes will slow processing.

**How to Determine Your Eligibility to Apply
Use the tables below to assist in determining your eligibility**

To be considered for federal employment, you must self-identify or list your eligibility category when completing the applicant process. We must collect certain information to determine if you can be referred for consideration. The Human Resource Specialist uses this information to determine if you meet the eligibility requirements for the appointment authorities listed in the announcement under “Who May Apply.” You may be eligible for more than one category so ensure you select all eligibilities that presently apply to you. **AFPC is not responsible for erroneous eligibilities that you list or those you fail to list.**

General Public Categories (All U.S. Citizens—With or without prior civilian service or military service)			
If You Are:	And...	Your Eligibility Is: See Note 2	Required Documentation See Note 3
<p>A person with a disability. An individual is considered disabled if he/she has a physical or mental impairment that substantially limits one or more major life activities.</p> <p>Note: This authority is open to both veterans and non-veterans with severe disabilities</p>		<p><u>Employment of People with Disabilities</u></p>	<p>Certification statement from a state Vocational Rehabilitation Service (state or private), Department of Veterans Affairs, a licensed medical professional (e.g., a Physician or other medical professional duly certified by a State, the District of Columbia, or a U.S. territory, to practice medicine); or any Federal agency, State agency or agency of the District of Columbia or a U.S. territory that issues or provides disability benefits.</p> <p>Certification of Job Readiness: An individual hired under this authority must be ready to perform the duties of the position for which they are being considered. This certification is a statement that the individual is likely to succeed in the performance of the duties of the position for which he or she is applying. For</p>

			instance, the certification of job readiness for an individual applying for a position as an Administrative Assistant or an Accountant may state that the "individual is likely to succeed performing work in an office environment." This certification of job readiness may be obtained from the same individual(s) that provided the proof of disability. The certification may be on the same documentation as the proof of disability or it may be a separate document.
U.S. citizen	18 years of age or older (or a high school graduate who is 16 years old or older)	(DEO) Delegated Examining Authority	
The spouse of an active duty military member who accompanies a sponsor on a permanent change of duty station (PCS) move.	You were married to your military sponsor prior to the reporting date to the new duty assignment and the position for which you are applying is advertised as "Open to U.S. Citizens only. Position to be filled through Delegated Examining (DEU) authority" and is within the commuting area of your military sponsor's permanent new duty station.	Military Spouse Preference	A copy of your military sponsor's PCS

Federal Civil Service Employee Categories

If You Are:	And...	Your Eligibility Is: See Note	Required Documentation See Note 3
Current or former federal employees displaced from positions in Non-DoD federal agencies (e.g., IRS, VA, Dept of Labor, etc.) in the same local commuting area of the vacancy. Applicants eligible under ICTAP are provided priority selection for vacancies within the local commuting area for which they apply and are determined well qualified.		ICTAP Interagency Career Transition Assistance Plan	Copies of the appropriate documentation, such as RIF separation notice, a SF-50 reflecting your RIF separation, or a notice of proposed removal for declining a directed reassignment or transfer of function to another commuting area. Current (or last) performance rating of record of at least fully successful or the equivalent

Veterans Categories: (Select all that apply. Limiting eligibility choices may result in missed employment opportunities)

If You Are:	And...	Your Eligibility Is: See Note 2	Required Documentation See Note 3
Current or former military member	With a service-connected disability of 30 percent or more.	30% Disabled Veteran	DD Form 214 (member 4 copy) documenting final military discharge, release or retirement; SF 15 claiming 10-point preference and an official statement, dated 1991 or

			later, from the Dept of Veterans Affairs (VA), or from a branch of the Armed Forces, certifying that the veteran has a service-connected disability of 30% or more.
<p>Disabled veterans;</p> <p>or</p> <p>Veterans who served on active duty in the Armed Forces during a war, a campaign or expedition for which a campaign badge has been authorized;</p> <p>or</p> <p>Veterans who, while serving on active duty in the Armed Forces, participated in a United States military operation for which an Armed Forces Service Medal was awarded;</p> <p>or</p> <p>Recently separated veterans* Veterans claiming eligibility on the basis of service in a campaign or expedition for which a medal was awarded must be in receipt of the campaign badge or medal. (*The law defines recently separated veteran as any veteran during the three year period beginning on the date of such veteran's discharge or release from active duty)</p>	<p>Discharged or released under conditions other than dishonorable.</p>	<p>Veterans' Recruitment Appointment</p> <p>(Note: Applicants eligible under the VRA appointing authority may be appointed to any grade level for which qualified up to GS-11 or equivalent.</p>	<p>DD Form 214 (member 4 copy) documenting award of campaign badge or Armed Forces Service Medal (if applicable), and final military discharge, release or retirement. If currently on active duty, and within 120 days of separation, submit documentation from your military personnel office.</p> <p><u>If selected and claiming 10-point veterans' preference submit:</u> Sf-15 claiming 10-point preference and an official statement, dated 1991 or later, from the Dept of Veterans Affairs or from a branch of the Armed Forces, certifying to the veteran's present receipt of compensation for service-connected disability or disability retired pay</p> <p>or</p> <p>An official statement, dated 1991 or later, from the Dept of Veterans Affairs or from a branch of the Armed Forces, certifying that the veteran has a service-connected disability of 10% or more.</p>
<p>Veterans Categories: (Select all that apply. Limiting eligibility choices may result in missed employment opportunities)</p>			
If You Are:	And...	Your Eligibility Is: See Note 2	Required Documentation See Note 3
<p>Preference Eligible (veterans, derived preference, e.g., spouses, widow, mother.)</p>	<p>The veteran's discharge or release from active service was under honorable conditions or the veteran died while on active duty that included service under conditions that would not have been the basis for other than an honorable or general discharge</p>	<p>(VEOA) Veterans' Employment Opportunity Act of 1998 (Note: This appointment authority is used to fill permanent positions. Current federal employees on career or career-conditional appointments and those</p>	<p>Most recent DD Form 214 documenting final military discharge, release or retirement. If currently on active duty, and within 120 days of separation, submit documentation from your military personnel office verifying retirement/separation date and type of discharge.</p>

		eligible for reinstatement are not considered under this authority.)	
OR Veteran	Discharged or released after 3 or more years of continuous active service under honorable conditions. Veterans who were released shortly before completing a 3-year tour are considered to be eligible. ("Active service" defined in Title 37, USC, means active duty in the uniformed services and includes full-time training duty, annual training duty, full-time National Guard duty, while in the active service, at a school designated as a service school by law or by the Secretary concerned.		<u>If selected and claiming 10-point veterans' preference submit:</u> SF 15 claiming 10-point preference and an official statement, dated 1991 or later, from the Dept of Veterans Affairs or from a branch of the Armed Forces, certifying to the veteran's present receipt of compensation for service-connected disability or disability retired pay; Or An official statement, dated 1991 or later, from the Dept of Veterans Affairs or from a branch of the Armed Forces, certifying that the veteran has a service-connected disability of 10% or more.

Current and/or Prior Federal Civil Service Employee Categories

If You Are:	And...	Your Eligibility Is: See Note 2	Required Documentation See Note 3
Current AF career or career-conditional permanent, competitive status Federal Civil Service employees including those on LWOP		<u>Internal AF</u>	Current career or career-conditional permanent, competitive status AF employees will be required to provide supporting documentation upon selection.
Current DoD career or career-conditional permanent, competitive status non-Air Force Federal Civil Service employees including those on LWOP (Excluding Air Force)		<u>Internal DoDTransfer</u>	Most current SF-50 documenting competitive status or equivalent documentation.
Current career or career-conditional permanent, competitive status non-Air Force Federal Civil Service employees including those on LWOP		<u>Transfer</u>	Most current SF-50 documenting competitive status or equivalent documentation.

Current and/or Prior Federal Civil Service Employee Categories

If You Are:	And...	Your Eligibility Is: See Note 2	Required Documentation See Note 3
A Former Career-Conditional Federal Civil Service Employee	You have less than a 3-year break in service (Note: The 3-year limit is extended by the time spent while accompanying military spouse to an overseas location. A copy of	<u>(Reinstatement)</u>	Most current SF-50 documenting competitive status (usually the resignation SF-50)

	official PCS orders must support Extension.)		
	You meet the Office of Personnel Management veteran preference requirements for 5 or 10 point employment preference	(Reinstatement) (Lifetime reinstatement rights)	Most current SF-50 documenting competitive status (usually the resignation SF-50). DD-214 (member 4 copy) documenting campaign and/or expeditionary medal, or SF-15 and VA letter, dated 1991 or later, indicating disability rating
A Former <i>Career</i> Federal Civil Service Employee who served on a permanent competitive appointment (Note: Current permanent Air Force employees who are on LWOP and with no other eligibility, who wish to be considered for temporary or term appointment, may also apply under this category. A resume and supplemental data must be submitted.)		(Reinstatement) (Lifetime reinstatement rights)	Most current SF-50 documenting competitive status (usually the resignation SF-50)
Employed as a current or former appropriated fund Federal employee overseas while a family member of a Federal civilian employee, NAF employee, or family member of a uniformed service member officially assigned to an overseas area. You accumulated 52 weeks (or less if eligible under an authorized exception) of creditable service and received a fully successful or better performance rating.	You returned to the U.S. from the overseas tour of duty within the last 3 years	Executive Order 12721	SF-50s verifying completion of 52 weeks of creditable overseas service for family members applying under EO 12721, last performance appraisal, and copy of sponsor's orders

Student Employment Opportunities Categories

If You Are:	And...	Your Eligibility Is: See Note 2	Required Documentation See Note 3
Students enrolled or accepted for enrollment as degree seeking students taking at least a half-time academic, technical, or vocational course load in an accredited high school, technical, vocational, 2 or 4 year college or university, graduate or professional school.	Willing to work on a temporary basis	Student Temporary Employment Program	College transcripts or letter from counselor/registrar

Non-Appropriated Fund, Postal Service, and Other Unique Authorities

If You Are:	And...	Your Eligibility Is: See Note 2	Required Documentation See Note 3
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<p>Currently serving on a NAFI or AAFES appointment without time limitation or involuntarily separated from such appointment without personal cause within the preceding year.</p>	<p>have served continuously for at least 1 year in a NAFI or AAFES position under appointments without time limit</p>	<p>(NAFI/AAFES Non-Appropriated Fund Or Army/Air Force Exchange Service Employees) Note: Individuals selected for appointment may be appointed only to permanent positions based on this authority</p>	<p>Documentation of current NAFI/AAFES appointment and one continuous year of NAFI/AAFES service for non-appropriated fund employees applying under NAF Portability.</p>
<p>A non-status applicant applying for positions advertised as “Open to All Qualified Applicants” [e.g., Attorneys, (GS-0905), Intelligence Specialist (GS-0132), etc.] for appointment into the Excepted Service</p>		<p>(Excepted Service)</p>	
<p>Postal Career Service/Postal Rate Commission, VISTA/ACTION Volunteer, Peace Corps, Foreign Service Officers and Employees, Commissioned Corps of the Public Health Service, National Oceanic and Atmospheric Administration, Former employees of the Canal Merit System, General Accounting Office, Administrative Office of the U.S. Courts, Tennessee Valley Authority, or Nuclear Regulatory Commission, Federal Aviation Administration, and Transportation Security Administration</p>	<p>Be currently serving under an appointment without time limit in the other merit system or have been involuntarily separated from such appointment without personal cause within the preceding year; AND</p> <p>Be currently serving in or have been involuntarily separated from a position covered by an interchange agreement (some agreements do not cover all positions of the other merit system); AND</p> <p>Served continuously for at least 1 year in the other merit system prior to appointment under the interchange agreement</p>	<p>(Other) See note 1 below for complete definitions and applicable time limits</p>	<p>Proof of employment from appropriate agency.</p>
<p>The spouse of an active duty military member who accompanies a sponsor on a permanent change of duty station (PCS) move; Or The spouse of a member of the Armed Forces who retired with a disability rating at the time of retirement of 100 percent; or retired or separated with a disability rating of 100 percent from the DAV; Or The un-remarried widow or widower of a member of</p>	<p>You were married to your military sponsor prior to the date of sponsors PCS orders; and relocating with sponsor to the new duty location. For current military spouses this appointment is limited to the geographical area of the PCS orders. Spouses are eligible for a noncompetitive appointment under this authority for a maximum of 2 years from the date of service member’s PCS</p>	<p>Appointment of Certain Military Spouses</p>	<p>A copy of your military sponsor’s PCS orders, VA disability rating, or Death Certificate, as applicable.</p>

<p>the Armed Forces killed while in active duty status. of the Armed Forces killed while in active duty status.</p>	<p>orders. For 100 percent disabled veterans or widows/widowers this authority is not limited to a geographical area and there is no limit to the number of appointments under this authority.</p>		
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NOTE 1: The following describes common [Appointing Authorities](#) for Interchange Agreements with other merit systems, which are listed under the “Other” Eligibility Category:

Postal Career Service - Permits appointment without a break of a single day of an employee or officer of the Postal Career Service (that is, one serving under appointment without time limit). Based on agreement between the U.S. Office of Personnel Management and the U.S. Postal Service, an employee must have completed Postal probation (that is, 3 months on a substantially full-time basis, or 520 hours).

Veterans Health Administration of the Department of Veterans Affairs - Covers employees who occupy medical or medical-related positions and were appointed under 38 U.S.C. 7401(1) or (3) [formerly 38 U.S.C. 4104(1) and (3)]. Agreements effective 10/31/79 and 5/12/87; extended indefinitely.

Postal Rate Commission Permits appointment without a break in service of a single day of an employee or officer of the Postal Rate Commission serving under an appointment without time limit. Based on agreement between U.S. Office of Personnel Management (OPM) and the Postal Rate Commission, an employee must have completed probation (one year) under Postal Rate Commission Career Service appointment.

VISTA/ACTION Volunteer - Eligible within 1 year of having completed 12 months of community volunteer service under the Peace Corps Act or as a VISTA volunteer under the Economic Opportunity Act of 1964 or the Domestic Volunteer Service Act of 1973.

Peace Corps - Eligible within 3 years after serving not less than 36 months without a break in service of 3 days or more of continuous service under the Peace Corps.

Foreign Service Officers and Employees - Present or former career officer or employee of the Foreign Service, appointed under authority of the Foreign Service Act of 1946, as amended.

Commissioned Corps of the Public Health Service - Eligible within 3 years after returning from overseas if, at least 52 weeks of service in an appropriated fund position were completed.

National Oceanic and Atmospheric Administration - Eligible within 3 years after returning from overseas if at least 52 weeks of service in an appropriated fund position were completed.

General Accounting Office - Eligible upon completion of 1 year of continuous service on a non-temporary appointment that began on or after 1 Oct 80.

Administrative Office of the U.S. Courts - Current/former federal employees are eligible with completion of at least 1 year of continuous service under non-temporary appointment. Employees appointed to high level positions under 28 U.S.C. 603 or a position of confidential or policy-making nature is not eligible under this authority.

Federal Aviation Administration - Agreement effective 11/6/97; expires 12/31/11. Eligible after at least 1 year of continuous employment on a non-temporary appointment or have been involuntarily separated from such appointments without personal cause within the preceding year.

Transportation Security Administration - Agreement effective 02/01/05; expires 01/31/13. Eligible after at least 1 year of continuous employment on a non-temporary appointment or have been involuntarily separated from such appointments without personal cause within the preceding year.

Tennessee Valley Authority - Covers employees in salary policy positions (trades and labor positions are not covered). Agreement effective 10/16/57; extended indefinitely.

Nuclear Regulatory Commission - Agreement effective 10/1/75; extended indefinitely.

Corporation for National and Community Service - Agreement effective 07/29/05; expires 7/28/12. This agreement includes employees assigned to the Office of the Inspector General (OIG).

NOTE 2: Use the eligibility in parentheses in the above tables. All claims of eligibility are subject to verification

NOTE 3: All offers are contingent upon receipt and validation of the required documentation.

OVERSEAS UNIQUE ELIGIBILITY/APPOINTING AUTHORITIES (Only applies to vacancy announcements in a foreign area)			
If You Are:	And...	Your Eligibility Is: See Note 2	Required Documentation See Note 3
The spouse of an active duty military member (sponsor) of the US Armed Forces who accompanies their military sponsor on a permanent change of station (PCS) move.	See Note 1	((Military Spouse Preference)	PCS Orders, area clearance, or command sponsorship letter. See Note 3
The spouse or unmarried children (including stepchildren, adopted children, and foster children) not more than 23 years of age residing with a US citizen civilian employee (sponsor), who accompanies their civilian sponsor on a permanent change of station (PCS) move.	See Note 2	(Family Member Preference)	PCS Orders, area clearance, or command sponsorship letter.
The spouse or unmarried children (including stepchildren, adopted children, and foster children) not more than 23 years of age residing with a member (sponsor) of the US Armed Forces or a US citizen civilian employee (sponsor) of a US Government Agency including NAF activities whose duty station is in a foreign area		(Excepted Service Family Member Appointment)	PCS Orders See Note 3
All U.S. citizens without personal competitive status; employees on temporary and term positions; employees on excepted service positions who do not meet eligibility requirements for an interchange agreement; and applicants who have not worked for the Federal government.	You are not eligible to apply under any other authorities. You are a high school graduate who is 16 years or older	(Overseas Limited Appointment)	See Note 3

Note 1: Military Spouse Preference (MSP) applies when the spouse arrives in the overseas area and to a position in the commuting area of the military sponsor's permanent duty station. MSP applies if you are ranked among the best qualified for the vacancy for which you are applying. **To exercise Military Spouse Preference, you must also select the Family Member Appointment eligibility in order to receive consideration.**

Note 2: Family Member Preference (FMP) applies when the Family Member (FM) arrives in the overseas area and to positions in the commuting areas of the sponsor's duty station. **To exercise Family Member Preference, you must also select the Family Member Appointment eligibility in order to receive consideration.**

Note 3: Verification of Status of Forces Agreement (SOFA) status will be required for positions located in Japan and Korea.

Determining Your Veterans' Preference Eligibility

Veteran's Preference Advisor – <http://www.dol.gov/elaws/vetspref.htm>

If You Are:	Then Preference Is:
1. A Veteran discharged or released from active duty in the armed forces under honorable conditions who served at any time and you have a compensable service-connected disability rating of 30 percent or more	10 Point - 30% Compensable Disability
2. A Veteran discharged or released from active duty in the armed forces under honorable conditions who served at any time and you have a compensable service-connected disability rating of at least 10 percent but less than 30 percent	10 Point - Compensable
3. A Purple Heart Recipient	10 Point - Disability
4. A Veteran discharged or released from active duty in the armed forces under honorable conditions and who qualifies as a disabled veteran because you served on active duty in the Armed Forces at any time, and have a present service-connected disability or are receiving compensation, disability retirement benefits, or pension from the military or the Department of Veterans' Affairs	10 Point - Disability 10 Point - Derived/Other
5. The Spouse of other-than-dishonorably discharged disabled veteran who is disqualified for a Federal position along the general lines of his or her usual occupation because of a service-connected disability	10 Point - Derived/Other
6. The Widow or widower of other-than-dishonorably discharged veteran not divorced from the veteran, has not remarried, or the remarriage was annulled, and the veteran either served between Apr 8, 1952 and Jul 10, 1955 or during a war, campaign or expedition for which a campaign badge is authorized	10 Point - Derived/Other
7. The Widow or widower of a veteran not divorced from the veteran, not remarried, or the remarriage was annulled, and the veteran died while on active duty that included service described immediately above (6) under conditions that would not have been the basis for other than an honorable or general discharge	10 Point - Derived/Other
8. The Mother of a living disabled veteran, and the veteran was released or discharged with an honorable or general discharge from active duty performed at any time and was permanently and totally disabled from a service-connected injury or illness; and the mother (1) is or was married to the father of the veteran; and lives with her totally and permanently disabled husband (either the veteran's father or her husband through remarriage); or (2) is widowed, divorced, or separated from the veteran's father and has not remarried; or (3) remarried but is widowed, divorced, or legally separated from her husband when she claims the preference.	10 Point - Derived/Other
9. A Veteran released or discharged with an honorable or general discharge who served during a war (See note 1)	5 Point
10. A Veteran discharged or released with an honorable or general discharge who served during the period of Apr 28, 1952 through Jul 1, 1955; OR for more than 180 consecutive days, other than for training, any part of which occurred after Jan 31, 1955 and before Oct 15, 1976 OR for more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001 and ending on the date prescribed by Presidential proclamation or by law as the last day of Operation Iraqi Freedom. (See note 1)	5 Point
11. A Veteran discharged or released with an honorable or general discharge who served during the Gulf War from Aug 2, 1990 through Jan 2, 1992 (See note 1)	5 Point
12. A Veteran discharged or released with an honorable or general discharge that served in a campaign or expedition for which a campaign medal has been authorized. Any armed forces expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama Somalia, Bosnia, and Haiti, qualifies for preference. (See notes 1 and 2)	5 Point
13. None of the above	No Preference

Notes:

1. Retirees at the rank of Major (O4) and above are not entitled to 5-point veterans' preference unless they are disabled veterans.

2. A campaign medal holder or Gulf War veteran who originally enlisted after Sep 7, 1980 (or began active duty on or after 14 Oct 1982 and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called to active duty. The 24-month service requirements does not apply to 10-point preference eligible discharged or released for disability incurred or aggravated in the line of duty or to veterans discharged or released for hardship or other reasons under 10 U.S.C 1171 or 1173.