EXPEDITED HIRING AUTHORITY

FOR ACQUISITION POSITIONS

16 July 2010 • Revised 16 November 2012

The Secretary of the Air Force has delegated authority to appoint certain civilians to positions designated pursuant to the Defense Acquisition Workforce Improve Act (DAWIA). Under the recruitment procedures, each installation will accept resumes and make selections for vacancies as they occur.

HOW TO APPLY:

Installation addresses are listed below. Mail the following documents to the location where you wish to be considered:

1) A cover letter stating the position you are interested in

2) Your résumé

3) Any other documents specified in the *Required Documents* section of the job announcement i.e. education transcripts, license, registration, and/or certifications as appropriate.

4) If you are claiming veteran's preference, submit a copy of your DD-214 (copy showing type of discharge) and a current VA letter and SF-15 for veteran's claiming 10-pt preference.

QUALIFICATION REQUIREMENTS:

Candidates must meet the basic qualification requirements as shown below. Additionally the employee must meet the Defense Acquisition Workforce Improvement Act (DAWIA) requirements applicable to the duties of the position.

Applicants must possess one year of specialized experience at the next lower qualifying pay band or equivalent grade under the General Schedule (GS) or other pay systems. Equivalent experience may be at the level of the lowest GS grade covered by the applicable pay band; however, the experience must demonstrate your ability to apply the knowledge, skills, and abilities to successfully perform the duties of the position being filled.

GS-0343 Vacancy announcement # 548088
GS-0343 EXPERIENCE: Refer to OPM Qualification Standards for GS-0343 series

GS-0346 Vacancy announcement # 586992
GS-0346 EXPERIENCE: Refer to OPM Qualification Standards for GS-0346 series

GS-0391 Vacancy announcement # 587146
GS-0391 EXPERIENCE: Refer to OPM Qualification Standards for GS-0391 series
& Individual Occupational Requirements for GS-0391 series

GS-0560 Vacancy announcement # 584917
GS-0560 EXPERIENCE: Refer to OPM Qualification Standards for GS-0560 series

GS-0801 Vacancy announcement # 586609
GS-0801EXPERIENCE: Refer to OPM Qualification Standards for GS-0801 series
& Individual Occupational Requirements for GS-0801 series

GS-0802 Vacancy announcement # 586651
GS-0802 EXPERIENCE: Refer to OPM Qualification Standards for GS-0802 series
& Individual Occupational Requirements for GS-0802 series

GS-0810 Vacancy announcement # 586206
GS-0810 EXPERIENCE: Refer to OPM Qualification Standards for GS-0810 series
& Individual Occupational Requirements for GS-0810 series

GS-0830 Vacancy announcement # 586749
GS-0830 EXPERIENCE: Refer to OPM Qualification Standards for GS-0830 series
& Individual Occupational Requirements for GS-0830 series

GS-0854 Vacancy announcement # 586250
GS-0854 EXPERIENCE: Refer to OPM Qualification Standards for GS-0854 series
& Individual Occupational Requirements for GS-0854 series

GS-0855 Vacancy announcement # 586565
GS-0855 EXPERIENCE: Refer to OPM Qualification Standards for GS-0855 series
& Individual Occupational Requirements for GS-0855 series

GS-0861 Vacancy announcement # 587386
GS-0861 EXPERIENCE: Refer to OPM Qualification Standards for GS-0861 series
& Individual Occupational Requirements for GS-0861 series

GS-1101 Vacancy announcement # 585027
GS-1101 EXPERIENCE: Refer to OPM Qualification Standards for GS-1101 series

GS-1102 Vacancy announcement # 586410
GS-1102 EXPERIENCE: Refer to OPM Qualification Standards for GS-1102 series & Title 10 of United States Code, Section 1724. Please note requirement for Positive Education for all 1102 positions and specialized experience for Warranted Contracting Officers.

GS-1515 Vacancy announcement # 581086
GS-1515 EXPERIENCE: Refer to OPM Qualification Standards for GS-1515 series

GS-1910 Vacancy announcement # 587043
GS-1910 EXPERIENCE: Refer to OPM Qualification Standards for GS-1910 series
& Individual Occupational Requirements for GS-1910 series

UNITED STATES AIR FORCE INSTALLATIONS CIVILIAN PERSONNEL OFFICES

ALABAMA

42 FSS/FSMC(AETC)
50 LEMAY PLAZA SOUTH BLDG 804
MAXWELL AFB AL 36112-6334
(Montgomery AL)

ALASKA

354 FSS/FSMM (PACAF)
2627 WABASH AVE STE 117
EIELSON AFB AK 99702-1720

673 FSS/FSMC
600 RICHARDSON DRIVE
SUITE 359
JBER, AK 99505-4800

ARIZONA

355 FSS/FSMC (ACC)
5260 E GRANITE STREET
DAVIS-MONTHAN AFB AZ 85707-3018

56 FSS/FSMC (AETC)
7383 N LITCHFIELD ROAD STE 1172
LUKE AFB AZ 85309-1514
(Accepting resumes for series 1102 only)

ARKANSAS

314 MSS/DPC (AETC)
1255 VANDENBERG DRIVE STE 227
LITTLE ROCK AFB AR 72099-5052

CALIFORNIA

SMC/A1 (AFSPC)
483 NORTH AVIATION BOULEVARD
EL SEGUNDO, CA 90245-2808
(LOS ANGELES AFB)

60 FSS/FSMC
540 AIRLIFT DRIVE, WING 2-D
TRAVIS AFB CA 94535-2475

30 FSS/FSMCS (AFSPC)
1031 CALIFORNIA BLVD, SUITE B-102
VANDENBERG AFB, CA 93437-6252

COLORADO

CIVILIAN PERSONNEL OFFICE
460 FSS/FSMC
18401 E. A-BASIN (STOP 97)
BUCKLEY AFB, AURORA CO, 80011-9500

21 MSS/DPC (AFSPC)
135 DOVER ST STE 1057
PETERSON AFB CO 80914-1142

50 FSS/FSMC (AFSPC)
210 FALCON PARKWAY STE 217
SCHRIEVER AFB CO 80912

10 FSS/FSMC
5136 EAGLE DRIVE
USAF ACADEMY, CO 80840-2603

FLORIDA

1 MSS/DPC (SOC)
212 LUCASIK AVENUE STE 217
HURLBURT FIELD FL 32544

6 MSS/DPC (AMC)
8011 TAMPA POINT BLVD STE 4
MACDILL AFB FL 33621-5321

325 FSS/FSMC (AETC)
445 SUWANNEE ROAD STE 238
TYNDALL AFB FL 32403-5538

GEORGIA

(This address is for Moody AFB only)
23 FSS/FSMC (ACC)
23 FLYING TIGER WAY, STE 112
MOODY AFB GA 31699-1518
(Resumes will remain on file for one year from date of receipt)

HAWAII

647 FSS/FSMC (PACAF)
655 VICKERS AVE, BLDG 1105
JBPHH, HI 96853-5398

IDAHO

366 FSS/FSMC (ACC)
366 GUNFIGHTER AVE STE 451
MOUNTAIN HOME AFB ID 83648

ILLINOIS

375 MSS/DPC (AMC)
201 EAST WINTERS STREET
SCOTT AFB IL 62225-5037

INDIANA

434 FSS/FSMC
7207 SOUTH GRISSOM AVENUE RM 201A
GRISSOM ARB IN 46971-0020

KANSAS

22 FSS/FSMC (CIVILIAN PERSONNEL)
53147 KANSAS STREET STE 102
MCCONNELL AFB KS 67221-3606

LOUISIANA

2 FSS/FSMC (AFGSC)
870 DOUHET DR, T4561
BARKSDALE AFB LA 71110-2073

MICHIGAN

NGB CHRO
29423 GEORGE AVE BLDG 304
SELFRIDGE ANGB MI 48045

MISSISSIPPI

CIVILIAN PERSONNEL SECTION
14 FSS/FSMC
495 HARPE BLVD, STE 185
COLUMBUS AFB MS 39710

81 FSS/FSMC (AETC)
500 FISHER STREET ROOM 214
KEESLER AFB MS 39534-2547

MISSOURI

509 FSS/FSMC (GSC)
509 SPIRIT BLVD STE 104
WHITEMAN AFB MO 65305-5021

MONTANA

341 FSS/FSMC (AFGSC)
7215 GODDARD DRIVE, BLDG 1191, ROOM 105
MALMSTROM AFB, MT 59402-6807

NEBRASKA

55 FSS/FSMC
106 PEACEKEEPER DRIVE STE 2N3
OFFUTT AFB NE 68113-4015

NEVADA

99 FSS/FSMC (ACC)
4475 ENGLAND AVE STE 137
NELLIS AFB NV 89191-6526

NEW MEXICO

27 MSS/DPC (ACC)
110 E SEXTANT AVE STE 2038
CANNON AFB NM 88103-5326

49 MSS/DPC (ACC)
681 SECOND STREET BLDG 222
HOLLOMAN AFB NM 88330-8060

NORTH CAROLINA

4 FSS/FSMC
1570 WRIGHT BROTHERS AVENUE
SEYMOUR JOHNSON AFB, NC 27531

NORTH DAKOTA

319 FSS/FSMC (AMC)
226 STEEN BLVD BLDG 101
GRAND FORKS AFB ND 58205-6338

OHIO

910 AW/DPC (AFRC)
YOUNGSTOWN AIR RESERVE STATION
3976 KING GRAVES ROAD UNIT 04
VIENNA OH 44473-5904

OKLAHOMA

97 FSS/FSMC (AETC)
308 N FIRST STREET
ALTUS AFB OK 73523-5001

71 FSS/FSMC(AETC)
246 BROWN PARKWAY SUITE 124
VANCE AFB OK 73705-5011

SOUTH CAROLINA

628 FSS/FSMC (AMC)
101 E. HILL BLVD. BLDG 503
JOINT BASE CHARLESTON, SC 29404-5021

SOUTH DAKOTA

28 FSS/FSMC (ACC)
1000 ELLSWORTH ST., STE. 1303
ELLSWORTH AFB, SD 57706-4700

TEXAS

7 FSS/FSMC
417 THIRD STREET, SUITE 110
DYESS AFB TX 79607

802 FSS/FSMC (AETC)
LACKLAND AFB TX
Completed application packages may be e-mailed to:
802fss.fsmc.eha@us.af.mil
(Completed application packages will remain on file for six months from date of receipt)

47 FSS/FSMC (AETC)
427 LIBERTY DRIVE - BLDG 246, RM 122
LAUGHLIN AFB TX 78843-5230
(Resumes will remain on file for six months from date of receipt.)

902 FSS/FSMC (AETC)
550 D STREET EAST STE 1
RANDOLPH AFB TX 78150-4427
(Resumes will remain on file for one year from date of receipt)

82 FSS/FSMC (AETC)
426 5TH AVENUE SUITE 3
SHEPPARD AFB TX 76311-2927

502 FSS/FSMC
2484 STANLEY ROAD RM B108
FT SAM HOUSTON TX 78234-5018.
(Resumes will remain on file for one year from date of receipt.)

17 FSS/FSMC (AETC)
310 KEARNEY BLVD BLDG 3303
GOODFELLOW AFB TX 76908-4122

VIRGINIA

633 FSS/FSMCS
45 NEALY AVE, STE 222
JOINT BASE LANGLEY-EUSTIS, VA 23665
(Resumes will remain on file for one year from date of receipt)

WASHINGTON

92 FSS/FSMC
7 W. ARNOLD STREET, ROOM 19
FAIRCHILD AFB WA 99011-8524

WYOMING

COMMANDER
90TH FORCE SUPPORT SQUADRON
90 FSS/FSMC
7105 RANDALL AVE, BLDG 215
F.E. WARREN AFB WY 82005

OCONUS (OVERSEAS)

Ramstein, Germany
86 FSS/FSPC-A
UNIT 3220, BOX 365
APO AE 09094-0365

Yokota, Japan
374 FSS/FSMC
YOKOTA AIR BASE, JAPAN
Completed application packages may be e-mailed to:
Yokotastaffing@us.af.mil