



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON, DC

13 MAY 2004

MEMORANDUM FOR MAJCOM/CV

FROM: HQ USAF/DP
1040 Air Force Pentagon
Washington DC 20330-1040


SUBJECT: Civilian Referral Certificate Process Changes

As part of our ongoing initiatives to reduce the time it takes to fill civilian positions, we analyzed the selection process using a recent AF Audit Agency report. The report reflected selecting officials take an average of 41 days to make selections. This finding indicates a need for increased emphasis to prompt selecting officials to make their selections faster.

Effective 15 May 04, we will reduce the suspense for selections from 30 to 20 calendar days. In the event a selection cannot be completed within 20 days, Wing Commanders (or equivalents) or their designee may approve an extension (normally no greater than 10 days). Extension should be granted only in the case of unique circumstances and not routinely requested, or approved. Additionally, officials need to annotate up to three acceptable selections, which will help expedite the process should the first selectee decline a job offer. For your convenience, implementation instructions are attached.

Although we recognize this is a significant change from our normal business process, we fully intend to closely monitor the change, in order to measure its effectiveness to the overall fill cycle process. We encourage commanders at all levels to emphasize this initiative.

Should you or your staff have any questions, they should contact our POC, Ms. Vida Couch, AFPC/DPSFOH, at DSN 665-4635.


ROGER M. BLANCHARD
Asst Deputy Chief of Staff
Personnel

Attachment:
Implementation Instructions

cc:
MAJCOM/DP

HEADQUARTERS UNITED STATES AIR FORCE STAFFING PROCESS CHANGE IMPLEMENTATION INSTRUCTIONS

Suspense of a Referral Certificate

The expiration date on a referral certificate is now 20 calendar days. Wing commander or designees may approve an extension normally no greater than 10 days. However, the extension should not be limited routinely requested and granted. The selecting official is responsible for obtaining the extension and notifying the personnel specialist listed on the referral certificate via E-mail before the expiration date on the certificate. If a selection or notification of an extension is not transmitted to the personnel specialist listed on the referral certificate by the expiration date, the Request for Personnel Action (RPA) will be returned the next business day to the selecting official without action for resubmission of a new RPA. The same will also be true when an extension is approved and the certificate is not received by the extension expiration date.

Extension

Each base may determine how the extension request is processed to the wing/vice commander (or equivalent) or designee. Do not forward the request/justification to the personnel specialist listed on the referral certificate. However, the selecting official must notify the personnel specialist listed on the referral certificate via E-mail of the approved extension prior to the certificate expiration date.

Approving Authorities

The following guidance should help in determining who may approve extensions:

- a. Wing commanders or designees for all wing/unit positions and for unified commands located on the installation and who are serviced by the installation CPF.
- b. Tenant commanders or designees of tenant organizations located on the installation.
- c. Operating locations, and Detachments located on an installation away from parent unit, will receive approval from the Base wing/vice commanders or designees of their parent unit.
- d. The 11th Wing Commander or designees will be the approval authority for 11th Wing positions.

Annotating Selections

To further reduce the fill process time, officials should designate their top three selection candidates, if appropriate, by numbering 1, 2, and 3 on the referral certificate to the right-hand side of the candidate's name. This ensures that if the top candidate is not available, a prioritized list of alternate candidates has already been identified so the Priority Placement List does not have to be cleared again or a certificate re-issued.