



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

AUG 11 2011

MEMORANDUM FOR MAJCOM-FOA-DRU/CC

SUBJECT: Implementation of Hiring Freeze

Civilian funding across the Air Force will be a significant challenge in Fiscal Year (FY) 12 as a result of Department of Defense-mandated reductions in the FY12 President's Budget and additional reductions we anticipate during the enactment process. Through your hard work, we have developed strategic solutions that address much of the impact, but there is more to do. In order to stay within our reduced funding, nearly three months ago the Air Force implemented hiring controls as a bridging mechanism to control on-board strength while rebalancing our workforce. The initial hiring controls, while helpful, did not sufficiently reduce our on-board strength levels commensurate with our FY12 funding levels. As a result, more restrictive hiring controls are now necessary.

Effective immediately, we are implementing a 90-day hiring freeze that applies to fill actions for permanent, temporary and term vacancies in all appropriations except those listed in the attachment. Actions in progress where a selection has been made and an entry on duty (EOD) date established may continue to be processed to completion and EODs may remain as set. Actions in progress where a selection has been made without an established EOD may continue, but entry on duty dates must be after 1 Oct 2011. All other actions without a confirmed selection will be returned. Under previous hiring controls, MAJCOM/FOA/DRUs submitted requests to exempt nearly 6,000 positions, with one third being vacant. All requests not approved will be returned so that you can reassess these requirements based on your FY12 civilian funding. You may request exceptions to the hiring freeze if you have sufficient funding and believe mission failure will result from not hiring within the next 90 days. We expect exceptions to be very limited.

Given the current situation, the Air Force will implement Voluntary Early Retirement Authority (VERA) and Voluntary Separation Incentive Program (VSIP) early in FY12. We have set aside Air Force-level funding for this purpose. Later this month, the Deputy Chief of Staff for Manpower & Personnel (AF/A1) will provide additional information on the VERA/VSIP process, timelines and guidance for requesting exceptions to the hiring freeze. We will also provide more strategic guidance regarding priorities for hiring once the hiring freeze is lifted. While temporary and term employees are valuable, we can only retain the most mission essential beyond 30 Sep 11. We will reassess on-board strength in early October and provide further hiring control guidance at that time. We anticipate using various hiring controls throughout FY12 to rebalance our workforce and stay within our fiscal constraints.

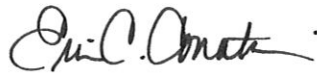
The Air Force recognizes the invaluable contributions of our civilian workforce; however, we must address the current fiscal environment affecting the Nation, the Department of Defense, the Services and all federal agencies. It is imperative that we work closely together to

balance mission needs and minimize impacts to our dedicated civilian employees and their families.

If you have questions, please have your staff contact Brig Gen Gina Grosso, AF/A1M, (703) 614-6138 (DSN 224), Maj Gen Sharon Dunbar, AF/A1P, (703) 695-2142 (DSN 225), or Ms. Glenda Scheiner, SAF/FMBO, (703) 697-0627 (DSN 227).



PHILIP M. BREEDLOVE  
General, USAF  
Vice Chief of Staff



ERIN C. CONATON  
Under Secretary of the Air Force

Attachment:  
Exceptions to Hiring Controls