

NAF BUSINESS PROCESS – STAFFING & RECRUITMENT

This outlines the NAF recruitment process. It outlines the initiation of the RPA; Special, Open-Continuous, World-wide, and local commuting area recruitment procedures.

Phase 1: Initiate RPA

Management completes the E-RPA and ensures all internal administrative approvals have been completed. Once all internal management controls are completed, the RPA is sent to the CPAC Group box for action.

Phase 2: Recruitment process

The RPA is reviewed for accuracy and questions are resolved before any further processing occurs. The position is typically posted to the Vacancy Announcement Board within 3 days.

Phase 3: Notification Process

Open Continuous

Positions are posted continuously with no closing date. Referral lists are generated from the applicant supply pool as RPA's are processed. Applicants remain active for 3-months; after 3-months, applications convert to inactive status and are retained for a 12 month period, as applicants frequently reactivate their application. Background clearances are requested as soon as the application is recovered from inactive status to expedite the employment process. Prior to referral, applicants credentials (High School diploma, age, etc.) are verified to ensure only eligible candidates are referred.

Special Vacancy

Special vacancies have a specific opening and closing date. Applications and supporting documentation are accepted for two business days after the closure date. After receipt of all documentation, the rating process takes an additional 3 days to complete, which includes referral of certificate to management. After 30 days, we follow-up with the selecting official. Clearances are requested once the referral list returns with a selection and accepted offer.

For both vacancies (Open & Special) the following applies:

After return of the referral list, a tentative job offer is made the same business day. We typically provide the applicant three days to accept or decline the offer. If the tentative selectee does not respond (or declines), a tentative offer is made to the next candidate the selecting official designated. Once a job offer is accepted, the average processing time for local/Europe-wide hires is 14 to 30 days (EOD). Clearances or discovery of

derogatory information can extend the time period. Processing time for stateside hires is typically 45 days (EOD).

Metrics:

RPA to HR inbox: ~ 3 business days

Announcement posting: ~ 3 business days to post on VAB

Announcement closes: ~ 3 business days to provide Referral List

Notification Process: ~ 3 business days to extend formal job offer

Data Resources/References:

- NAF Share drive folder: CPAC Strategic Plan – Business Process Maps

Status reports for all three Garrisons are posted in share drive folder, which tracks the status of recruitment actions. The RPA log is posted in this folder to maintain oversight of all RPA actions. NAF Business Process Maps are included in the CPAC Strategic Plan.