

## Affirmative Employment Staffing

U.S. Civilian

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The Affirmative Employment Staffing Specialist provides detailed information on New Hires, Promotions, Reassignment, Merit Promotion Program (USAJOBS), Priority Placement Program Registration, Time in Grade Restrictions, Security Clearance, and DEROS.

### Rules and Regulations for promotion and reassigning employees:

- Filling Overseas U.S. Positions – [AFM 36-204, OVERSEAS EMPLOYMENT](#)

### Federal Government Salary Tables:

- Official Government Pay Tables
  - o General Schedule (GS) Pay Tables – <http://www.opm.gov/oca/11tables/index.asp>
  - o Federal Wage System Pay Table - <http://www.opm.gov/oca/wage/wagesch.asp>

### Posting Federal Positions

- All Federal positions are open to interested U.S. candidates. Positions are posted on USAJobs.
- Local Military spouses, family members at Lajes, or interested CONUS candidates can find more information on Federal Jobs for Lajes on [USAJobs](#). Interested applicants may contact CPO for more information and guidance.

### Selecting Officials:

- As a supervisor and designated selecting official you will be dealing with the Air Force Personnel Center (AFPC) regarding recruitment issues. You Civilian Personnel Office (CPO) act as liaison between you and AFPC. Any assistance or concerns with AFPC please contact our office and we will help resolve any issues.

### Departing Employees:

- If your employee informs you that he/she is departing(PCS), the CPO can assistance you in requesting backfill, posting to USAJobs or other fill issues.

### Civilian Extension:

- Civilian tours to Lajes AB are 24 months in duration. Employees may be eligible to request an extension beyond their prescribed tour of duty. All extension requests must be processed through the CPO office.

### PCS MOVE:

- The CPO office will assist you in completing all required documents for your new employee's PCS orders. Once orders are received, the supervisor must assign a sponsor to the new employee.