



DEPARTMENT OF THE AIR FORCE
WASHINGTON DC

OFFICE OF THE ASSISTANT SECRETARY

April 2, 2025

MEMORANDUM FOR ALMAJCOM-FOA-DRU-FLDCOM-CCMD/CC
SAF/AM
DISTRIBUTION C

FROM: SAF/MR
1660 Air Force Pentagon
Washington, DC 20330-1660

SUBJECT: Department of the Air Force Civilian Workforce Hiring Freeze Guidance

References: (a) Secretary of Defense, "Immediate Civilian Hiring Freeze for Alignment with National Defense Priorities," 28 February 2025
(b) SAF/MR, "Department of the Air Force Hiring Freeze," 1 March 2025
(c) Secretary of Defense, "Guidance Regarding the Department of Defense Civilian Hiring Freeze," 14 March 2025
(d) USD(P&R), "Guidance on Hiring Freeze Exemptions for the Civilian Workforce," 18 March 2025

References (a) through (d) implemented a Department of the Air Force (DAF) hiring freeze, specifying that exemptions may be provided only for mission-critical positions that contribute to warfighting readiness by prioritizing positions directly linked to building readiness and providing essential services. This memorandum rescinds and replaces my previously provided memo, reference (b) "Department of the Air Force Hiring Freeze," dated 1 March 2025, clarifying the prior directives of references (a) through (c) in order to align with further directives under reference (d).

Implementation of the hiring freeze is a critical tool enabling reduction and strategic restructuring of the DAF civilian workforce in the coming months. DAF will prioritize personnel actions that enable internal realignment of civilian personnel from less critical to more critical positions and external hiring of new personnel into critical positions.

The attached "Catalog of Hiring Freeze Exemptions" identifies DoD approved exemption categories for which the DAF may hire and provides examples of positions essential to immigration enforcement, national security, public safety, recruiting, and readiness, consistent with references (c) and (d).

Reference (c) requires Secretary of the Air Force approval of hiring freeze exemptions, and reference (d) requires reporting of proposed exemptions to USD(P&R) each Tuesday.

DAF organizations (including the Headquarters, MAJCOMs, FLDCOMs, FOAs, and DRUs) may submit for Secretary of the Air Force approval:

- a. All positions paid from non-appropriated funds
- b. All Dual-status military technicians
- c. Internal personnel actions into critical positions consistent with the attachment that **do not add** to DAF onboard strength

DAF organizations may also submit for Secretary of the Air Force approval external new hires into critical positions that **add** to DAF onboard strength within the following parameters:

- a. Organizations should prioritize such requests within their existing funding.
- b. The Secretariat, Air Staff, and Air Force MAJCOMs, FOAs, and DRUs may submit new hire requests when their onboard strength, excluding employees approved for the OPM and DoD Deferred Resignation Programs, is less than 90% of their 20 January 2025 onboard strength.
- c. The Space Staff may submit new hire requests when their onboard strength, excluding employees approved for the OPM and DoD Deferred Resignation Programs, is less than 90% of their 20 January 2025 authorized strength. Space Force FLDCOMs, FOAs, and DRUs may submit new hire requests when their onboard strength, excluding employees approved for the OPM and DoD Deferred Resignation Programs, is less than 95% of their 20 January 2025 onboard strength.

SAF/MR, in coordination with AF/A1, SF/S1, and SAF/AM, will provide further guidance regarding adjudication of requests above the thresholds included above.

AF/A1C will provide further implementation instructions regarding the process for submitting exemption requests as described above.

The points of contact for this memorandum are Ms. Aquila Ehle, AF/A1C, who may be reached at aquila.ehle@us.af.mil and Ms. Georgia Erimee, SF/S1C, who may be reached at georgia.erimee@spaceforce.mil.

GWENDOLYN R. DeFILIPPI, SES, DAF
Acting Assistant Secretary of the Air Force for
Manpower and Reserve Affairs

Attachment: Catalog of Hiring Freeze Exemptions

cc:

AF/A1

USSF/S1

NGB/A1

AF/RE

MAJCOM/A1

FLDCOM/S1