



DEPARTMENT OF THE AIR FORCE  
WASHINGTON DC

OFFICE OF THE ASSISTANT SECRETARY

March 1, 2025

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

FROM: SAF/MR  
1660 Air Force Pentagon  
Washington, DC 20330-1665

SUBJECT: Department of the Air Force Hiring Freeze

Pursuant to Secretary of Defense Memorandum "Immediate Civilian Hiring Freeze for Alignment with National Defense Priorities," 28 February 2025, I direct an immediate civilian employee hiring freeze.

Effective immediately, all Department of the Air Force (DAF) organizations (including the Headquarters, MAJCOMs, FLDCOMs, FOAs, and DRUs) shall cease onboarding new employees and rescind all tentative and final job offers. For the duration of the hiring freeze DAF organizations may not fill vacant civilian positions or create new civilian positions.

Vacant positions may not be converted to performance through contracted services to circumvent the hiring freeze. Further guidance will be forthcoming regarding the process to review contract actions to ensure contracts are not being used for this purpose.

Further guidance will be forthcoming regarding the process for submitting exemption requests for positions essential to immigration enforcement, national security, public safety, and positions that support such functions as well as the process for submitting exemption requests to establish a new civilian position.

The points of contact for this memorandum are Ms. Aquila Ehle, HAF/A1C, who may be reached at [aquila.ehle@us.af.mil](mailto:aquila.ehle@us.af.mil) and Ms. Georgia Erimee, HAF/S1C, who may be reached at [georgia.erimee@spaceforce.mil](mailto:georgia.erimee@spaceforce.mil).

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

Attachment:

Secretary of Defense Memorandum, "Immediate Civilian Hiring Freeze for Alignment with National Defense Priorities," 28 February 2025

cc:

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