



DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-1
300 ARMY PENTAGON
WASHINGTON, DC 20310-0300

DAPE-CPZ

APR 28 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Department of Army Expedited Hiring Authority (EHA) Supplemental Policy Guidance and Reporting Instructions for Select Acquisition Workforce Positions

1. References:

- a. Memorandum, ASA (M&RA), 21 Apr 11, subject: Delegation of Civilian Human Resources Authorities—Version 2011-01.
- b. Memorandum, USD (P&R) and USD (AT&L), 28 Aug 10, subject: Implementation of Expedited Authority for Select Defense Acquisition Workforce Positions.
- c. Memorandum, ASA (M&RA), 24 Feb 09, subject: Delegation of Authority - Implementation of Expedited Hiring Authority for Acquisition Positions (superseded).
- d. Memorandum, USD (P&R) and USD (AT&L), 23 Dec 08, subject: Implementation of Expedited Hiring Authority for Acquisition Positions in Accordance with Subsection 1705(h) of Title 10, United States Code (U.S.C.), as amended by Section 833 of the Duncan Hunter National Defense Authorization Act for Fiscal year 2009 (2009 NDAA), Public Law 110-417 (superseded).
- e. United States Code, Subsection 1705(h) of title 10, as amended by section 831 of the National Defense Authorization Act for Fiscal Year 2010, Public Law 111-84, 28 Oct 2009.
- f. United States Code, Section 1721 of Title 10.

2. The Under Secretary of Defense (USD) for Personnel and Readiness (P&R) and Under Secretary of Defense for Acquisition, Technology, and Logistics (AT&L) memorandum, dated 28 August 2010, delegates and provides expedited authority to Secretaries of military departments and Directors of Defense agencies to appoint individuals to select acquisition positions. This authority supersedes previous authority issued by memorandum December 23, 2008, and differs from it primarily in that:

- a. candidates no longer have to meet the Highly Qualified criteria to be appointed, and;

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b. appointments may be made to entry level positions for acquisition career fields identified in the above referenced memo.

3. The enclosed Department of the Army Supplemental Guidance for the Use of Expedited Hiring Authority for Acquisition Positions, contains guidance and instructions for the use of this authority and replaces the supplemental guidance attached in reference 1.c., (Department of the Army Supplemental Implementation Guidance for the Use of Expedited Hiring Authority for Acquisition Positions).

4. Reference 1.b., Section IX, A., establishes reporting requirements in connection with the use of the EHA for acquisition positions.

a. My office will compile the necessary data to meet the requirements of Section IX, A., numbers 1 through 4., and number 6.

b. To enable the Army to fully comply with the requirements of Section IX, A.5., Army Commands, Army Service Components, Direct Reporting Units, using EHA will provide this office with quarterly narrative reports on the effectiveness of the use of this authority in meeting your staffing needs. Items such as those listed below should be considered in preparing the narrative report:

(1) hiring flexibility and timeliness;

(2) ability to meet mission needs;

(3) use of the authority alone or with other recruitment tools and/or incentives;

(4) number of available highly qualified candidates;

(5) any other information that addresses the use of this authority in meeting your recruiting goals.

c. These factors should be used to evaluate the effectiveness of your recruitment plans. We are also interested in any best practices that you establish in conjunction with the use of this authority. This may include sources of recruitment that you have used such as; job fairs, professional associations, and paid advertising.

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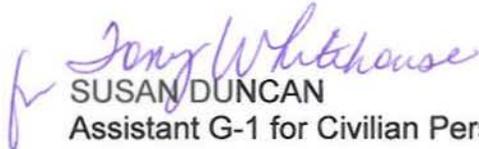
SUBJECT: Department of Army Expedited Hiring Authority (EHA) Supplemental Policy Guidance and Reporting Instructions for Select Acquisition Workforce Positions

d. Army activities using this authority will begin capturing data as of 1 April 2011. Your report should include, the names and justifications for all appointments made under this authority. Reports must be submitted electronically to this office no later than 30 days following the end of each quarter. Data for the first report should cover the period of 1 April 2011 to 30 June 2011, and is due on 30 July, 2011.

5. My point of contact for this action is Sonja Crownover, (703) 325-6563, DSN 221, or email: sonja.r.crownover@us.army.mil.

Encls

1. HQDA Supplemental Guidance
2. DoD Memo, 28 Aug 10


SUSAN DUNCAN
Assistant G-1 for Civilian Personnel

DISTRIBUTION:

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SUBJECT: Department of Army Expedited Hiring Authority (EHA) Supplemental Policy
Guidance and Reporting Instructions for Select Acquisition Workforce Positions

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SUPERINTENDENT, U.S. MILITARY ACADEMY
DIRECTOR, U.S. ARMY ACQUISITION SUPPORT CENTER

CF:

DIRECTOR, CIVILIAN HUMAN RESOURCES AGENCY
DEPUTY CHIEF OF STAFF FOR INTELLIGENCE, ATTN: DAMI-CP
OFFICE, ASSISTANT SECRETARY OF THE ARMY (MANPOWER AND RESERVE
AFFAIRS), ATTN: SAMR-CQ
ASSISTANT SECRETARY OF THE ARMY (ACQUISITIONS, LOGISTICS, AND
TECHNOLOGY), ATTN: SFAE
OFFICE OF THE GENERAL COUNSEL, ATTN: SAGC (MS. JOHNSON)
OFFICE OF THE JUDGE ADVOCATE GENERAL, ATTN: DAJA-LE (MS. NUGENT)

DEPARTMENT OF THE ARMY SUPPLEMENTAL GUIDANCE FOR THE USE OF EXPEDITED HIRING AUTHORITY (EHA) FOR ACQUISITION POSITIONS

1. PURPOSE. This guidance supplements the Department of Defense (DOD) implementing guidance for the EHA for acquisition position issued by the Under Secretary of Defense (Personnel and Readiness) memorandum dated 28 August 2010. Previous DoD authority and guidance issued by memorandum on 23 December 2008, and corresponding Army implementing guidance dated 24 February 2009 referencing EHA for acquisition positions have both been superseded.

2. AUTHORITY. Under the current EHA, Army activities may recruit and appoint qualified individuals to shortage category and critical hiring need acquisition positions as outlined in the DoD memorandum and the accompanying Expedited Hiring Authority For Select Acquisition Positions Implementation Procedures. The significant difference between the 23 Dec 08 authority and this new authority are:

- a. candidates no longer have to meet highly qualified criteria to be appointed;
- b. the former authority only allowed for the appointment to mid through high level positions (GS-9 and higher grade levels or equivalent), whereas the current authority allows for appointment to entry level position for the acquisition career fields identified in the DoD guidance..
- c. Appointments made under this authority may not be made after 30 September 2015. An annual assessment of the usage of this authority will be conducted to ensure that conditions warrant its usage through Fiscal Year 2015.

3. AUTHORITY PRINCIPLES.

- a. Comply with all relevant laws to the extent that DoD is not exempted from such laws.
- b. Meet all applicable labor relations obligations.
- c. Adhere to displaced employee procedures.
- d. Adhere to merit principles (5 U.S.C)
- e. Continue to make employment offers to qualified candidates with Veteran's Preference, whenever practical.

4. RECRUITMENT. Army activities will comply with the implementation guidance outlined USD (P&R) and USD (AT&L) memo, Subject: "Implementation of Expedited Authority for Select Defense Acquisition Workforce Positions" dated 28 August 2010.

a. Vacancy Announcements. Activities will comply with public notification using OPM's USAJOBS on a one-time individual basis or with an open continuous announcement (OCA) for all actions. No minimum open announcement period is required. The open period shall be based on the type of position being filled and the availability of qualified candidates in the labor market. Resumes will be submitted using the Army's automated application tools. DoD standard announcement templates will be used when possible. Vacancy announcements must identify the use of the expedited hiring authority.

b. Qualified Determination. Candidates must meet Office of Personnel Management (OPM) Qualification Standards for the grade or comparable levels; and must meet any DoD specific qualifications, selective placement factors and/or competencies identified for the position being filled. Defense Acquisition Workforce Improvement Act (DAWIA) requirements must be met within the specified time frames. Candidates for entry level position which meet Administrative Careers with America (ACWA) criteria must be assessed using the ACWA examination or a validated alternative assessment instrument. All processes used in making qualification determinations must be job-related and consistent with merit system principles.

c. Referrals. The Civilian Human Resources Agency (CHRA) has the responsibility for ensuring candidate eligibility under the established referral process. Applicants will be reviewed by the Civilian Personnel Advisory Center (CPAC) for minimum OPM qualification requirements and DAWIA requirements and provide a list of candidates to the manager. Once a selection is made, the supporting rationale for the selection will be provided on the referral and returned to the servicing CPAC for processing.

d. Reuse of Selection Certificates. Certificates issued from an OCA may be reused for multiple vacancies that occur during the duration of the certificate (90 days). Multiple selections can be made from the same certificate and they should be made in priority order in case of a declination.

e. Job Fairs/Recruiting Events. Selecting officials should work with the CPAC to implement a recruitment plan for conducting job fairs and other recruiting events. In utilizing this authority when attending job fairs or recruitment events, tentative offers may be made to potential candidates pending clearance of Priority Placement Program, Interagency Career Transition Assistance Plan, and other conditions of employment (i.e., any associated security clearances, certifications, etc.). Tentative offers should not be made to candidates for entry level positions which require ACWA assessment or a validated alternative assessment instrument.

f. Name Requests. The selecting official may identify candidates through name requests and will initiate their request by electronically submitting requests for personnel actions, (RPAs). The RPA must identify the candidate, the position information and the DAWIA requirements. Public notice and priority consideration requirements apply to name request actions. Selected candidates must meet the qualification requirements, to include ACWA assessment or a validated alternative assessment, for the position being filled.

5. RECORD KEEPING. The CPAC will maintain the official Department of Army records of all selections associated with candidate qualifications. The selecting official will provide vacancy announcement, resumes, and any other information used during the recruitment process to document the candidate selection. Selecting officials are encouraged to maintain information on the number of candidates to facilitate future reporting requirements. Records must be maintained in accordance with applicable records management protocols.

6. REPORTS. HQDA, Memorandum, Subject: Department of Army Expedited Hiring Authority (EHA) Supplemental Guidance and Reporting Instructions for Select Acquisition Workforce Positions, outlines the reporting parameters for Army acquisition positions. In so much as possible, automated human resources systems will be used to retrieve the required data. Commands may be asked to assist in this effort if available information is not sufficient to meet the DoD reporting requirements.

7. SUPPLEMENTAL GUIDANCE. Copies of the approved Command supplemental guidance must be provided to the Assistant G-1 for Civilian Personnel (AG-1 CP) and the CHRA. AG-1 CP and CHRA are available to assist in resolving concerns associated with the implementing guidance.



OFFICE OF THE SECRETARY OF DEFENSE

WASHINGTON, DC 20301-1000

AUG 28 2010

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
DIRECTORS OF THE DEFENSE AGENCIES

SUBJECT: Implementation of Expedited Hiring Authority for Select Defense
Acquisition Workforce Positions

- References:**
- a. USD(P&R) and USD(AT&L) memo, "Implementation of Expedited Hiring Authority for Acquisition Positions" dated December 23, 2008, superseded
 - b. Subsection 1705(h) of title 10, United States Code, as amended by section 831 of the National Defense Authorization Act for Fiscal Year 2010, Public Law 111-84, dated October 28, 2009
 - c. Section 1721 of title 10, United States Code

As set forth in the attachment, this memorandum delegates the authority to appoint individuals to select acquisition positions and provides implementation guidance for exercise of authority. This delegation and the attached implementation guidance supersede that which was issued under Reference (a).

Handwritten signature of Ashton B. Carter in black ink.

Ashton B. Carter
Under Secretary of Defense
(Acquisition, Technology, and Logistics)

ACTING

Attachment:
As stated

Handwritten signature of Clifford L. Stanley in black ink.

Clifford L. Stanley
Under Secretary of Defense
(Personnel and Readiness)

EXPEDITED HIRING AUTHORITY FOR SELECT ACQUISITION POSITIONS IMPLEMENTATION PROCEDURES

- I. Authority
 - A. Subsection 1705(h) of title 10, United States Code (U.S.C.), as amended by Section 831 of the National Defense Authorization Act for Fiscal Year 2010 (NDAA 2010), provides that the Secretary of Defense may designate any category of acquisition positions within the Department of Defense as positions for which there exists a shortage of candidates or there is a critical hiring need and utilize the authorities in sections 3304, 5333 and 5753 of title 5, United States Code, to recruit and appoint qualified persons directly to positions so designated.
 - B. The authority to appoint qualified individuals under the expedited hiring authority to positions for which there exists a shortage of candidates or there is a critical hiring need is delegated to DoD Component Heads, Directors of the Defense Agencies, and Directors of the DoD Field Activities, with independent appointing authority for themselves and their serviced organizations. This authority may be further re-delegated in writing.
 - C. This authority may be used to appoint individuals directly to shortage category or critical need acquisition positions for which the candidate is a participant in the Science, Mathematics, and Research for Transformation (SMART) Defense Education Program under section 2192a of title 10, United States Code.
 - D. Appointments under this authority may not be made after September 30, 2015. An assessment of the usage of the authority will be conducted annually, at the start of the Fiscal Year (FY), beginning FY 2012, to ensure that conditions warrant its usage through FY 2015.
- II. Use of Expedited Hiring Authority. The following principles shall be followed when exercising this authority:
 - A. Comply with all relevant laws to the extent that DoD is not exempted from such laws.
 - B. Adhere to displaced employee procedures.
 - C. Adhere to merit principles (5 U.S.C.).
 - D. Make employment offers to qualified candidates with veterans' preference whenever practicable.
- III. Shortage or Critical Needs Category Acquisition Workforce Positions - For purposes of this delegation, positions for which there exists a shortage of candidates

EXPEDITED HIRING AUTHORITY FOR SELECT ACQUISITION POSITIONS IMPLEMENTATION PROCEDURES

or there is a critical hiring need and for which this acquisition expedited hiring authority can be used are defined below:

A. Positions at the mid-level (GS-9 through GS-13 and comparable levels (e.g. YA-2)) and higher level (GS-14 and GS-15 and comparable levels (e.g. YA-3)), but not Senior Level, Senior Technical or Senior Executive Service, and which are positions designated as included under section 1721 of title 10, U.S.C., the Defense Acquisition Workforce Improvement Act (DAWIA), in the following career fields:

1. Auditing (AUD)
2. Business - Cost Estimating (BCE)
3. Business - Financial Management (BFM)
4. Contracting (CON)
5. Facilities Engineering (FE)
6. Information Technology (IT)
7. Life Cycle Logistics (LCL)
8. Production, Quality and Manufacturing (PQM)
9. Program Management (PM)
10. Science and Technology Management (S&T)
11. Systems Planning, Research, Development, Engineering and Testing (SPRDE)
12. Test and Evaluation (T&E)

B. Positions at the entry level which are designated as included under section 1721 of Title 10, U.S.C., the Defense Acquisition Workforce Improvement Act (DAWIA), in the following career fields:

1. Auditing (AUD)
2. Business – Cost Estimating (BCE)
3. Business – Financial Management (BFM)

EXPEDITED HIRING AUTHORITY FOR SELECT ACQUISITION POSITIONS IMPLEMENTATION PROCEDURES

4. Contracting (CON)
 5. Engineers (08XX) in any career field
 6. Information Technology (IT)
 7. Life Cycle Logistics (LCL)
 8. Production, Quality and Manufacturing (PQM)
 9. Program Management (PM)
- IV. Definitions -- Qualified individuals are defined as individuals who:
- A. Meet the minimum standards for the position as published in OPM's operating manual, "Qualification Standards for General Schedule Positions," and any DoD qualification standards specific to the position to be filled;
 - B. Meet or will meet DAWIA certification requirements, within required time frame, for appointment to the position being filled; and
 - C. Meet any selective placement factor(s) and/or competencies identified as necessary for appointment to the position.
- V. Announcement and Assessment Process
- A. Components, Defense Agencies, and DoD Field Activities shall comply with public notice requirements. Public notification can be on a one-time basis or via an open continuous announcement. Public notice should be expansive enough to ensure diverse candidates who are representative of all segments of society.
 - B. When using vacancy announcements, Components, Defense Agencies, and DoD Field Activities must use announcements that are concise, easily understood and user-friendly. The use of the Office of Personnel Management (OPM) announcement template for 1102 series positions, found on the OPM web-site, should be modeled in developing such vacancy announcements. DoD Components, Defense Agencies, and DoD Field Activities shall use any DoD developed standard announcement templates for the Acquisition Functional Community, where available.
 1. Components, Defense Agencies, and DoD Field Activities will establish procedures for recruiting that will ensure the identification of qualified individuals for referral to management for selection and appointment.

EXPEDITED HIRING AUTHORITY FOR SELECT ACQUISITION POSITIONS IMPLEMENTATION PROCEDURES

2. Potential applicants should have ready access to information about when, where, and how to apply for acquisition positions, and the basis on which they will be assessed to meet the qualified criteria.
- C. Components, Defense Agencies, and DoD Field Activities will assess candidates against job-related criteria, ensuring they have the skills and behavioral attributes to lead to success.
1. Selectees for entry level positions who meet the Administrative Careers with America (ACWA) criteria must be assessed using the ACWA examination or a validated alternative assessment instrument. If the ACWA examination is used as the assessment instrument, the latest, streamlined version of the exam, dated April 2007, must be used. An alternative streamlined process is being pursued by the Department with the Office of Personnel Management. In the interim, the ACWA streamlined instrument or another validated alternative assessment instrument must be used.
 2. Candidates for mid and senior-level positions must be assessed against basic qualifications and any selective placement factor(s), quality ranking factor(s) and/or key Defense acquisition competencies to determine which candidates best meet mission requirements. Streamlined assessment processes are strongly encouraged, e.g., assessment of a candidate against one or two key, job-related skills or competencies.
- VI. Merit Principles (5 U.S.C.)
- A. Recruitment shall be from qualified individuals from appropriate sources in an endeavor to achieve a workforce from all segments of society, and selection and advancement must be determined solely on the basis of relative ability, knowledge, and skills, which assures that all receive equal opportunity.
 - B. Components, Defense Agencies, and DoD Field Activities must ensure transparency in hiring processes.
- VII. Appointing Authority - Individuals appointed under this policy will be given appointments using Legal Authority Code (LAC) Z5C/Direct-Hire Authority (Expedited Acquisition Hiring Authority Section 1705(h) of Title 10, U.S.C., 10-28-09). LAC Z5C will be used for Nature of Action Codes (NOACs) 100, 101, 500, 501, 515, 108, 508, 120 and 520. Actions will be processed in the Defense Civilian Personnel Data System (DCPDS).

EXPEDITED HIRING AUTHORITY FOR SELECT ACQUISITION POSITIONS IMPLEMENTATION PROCEDURES

VIII. Oversight and Accountability

- A. The USD (P&R) and the USD (AT&L) are jointly responsible for this expedited hiring authority, the determination of shortage or critical need category positions, and the development of implementing guidance and policies.
- B. OUSD (AT&L) Director of Human Capital Initiatives, also serving as the OSD Functional Community Manager (FCM) for Acquisition, is responsible for oversight, accountability, and reporting for the acquisition community.
- C. DoD Component Heads, Directors of the Defense Agencies, and Directors of the DoD Field Activities are responsible for oversight, accountability and reporting for their respective component in coordination with their respective FCMs and DoD Component Acquisition Executives (CAEs).
- D. DoD Component Heads, Directors of the Defense Agencies, and DoD Field Activities shall provide information and data on the use of this appointing authority when requested by the Civilian Personnel Management Service (CPMS).
- E. Full documentation for appointments made under this authority, sufficient to allow reconstruction of the action, must be maintained.
- F. DoD CAEs will provide oversight, accountability and reporting for their respective acquisition community on issues such as workforce planning, expanded recruitment strategies and the use of recruitment incentives. The CAEs will provide information, as requested, to the USD (AT&L) via the Acquisition FCM.
- G. CPMS shall oversee and monitor use of this authority throughout the DoD and respond to reporting requirements from external parties on the authority and its use.
- H. Appointments under this authority will be evaluated as part of the DoD Human Capital Accountability Framework.

IX. Reports

- A. Components, Defense Agencies and DoD Field Activities, must provide the information below to CPMS, via the Director, Human Capital Initiatives, USD (AT&L), quarterly, beginning January 31, 2011 for the quarter ending December 31, 2010. Information should be developed with input of the Component Acquisition FCM and Human Resources staff. Much of the requested

EXPEDITED HIRING AUTHORITY FOR SELECT ACQUISITION POSITIONS IMPLEMENTATION PROCEDURES

information can be obtained through the Defense Civilian Personnel Data System. When retrieving reports from the Corporate Management Information System, search criteria must include the four character LAC Z5C4 and/or the clear text of the authority, Direct-Hire Authority (Expedited Acquisition Hiring Authority Section 1705(h) of Title 10, U.S.C., 10-28-09).

1. Number of employees hired under each of the authorities by position, series and grade/Pay Band
 2. Race, Gender, Age, National Origin of those selected
 3. Number of veterans hired
 4. Use of incentives in conjunction with the authority, e.g., recruitment/relocation incentives; student loan repayments
 5. Effectiveness of the authority in meeting Component, Defense Agency and/or DoD Field Activity staffing needs, i.e., did it facilitate the reduction of number of vacancies by title, series, grade
 6. Race and national origin (RNO) information for all applicants who apply for an ACWA covered position. Reports must indicate the total number of respondents by series, grade, and geographical area in each RNO category. Components and Directors of the Defense Agencies must request RNO information from all individuals who apply
- B. Components, Defense Agencies, and DoD Field Activities must provide a recruitment plan to CPMS, via the Director, Human Capital Initiatives, USD (AT&L), by October 1, 2010. The plan should be developed with input of the Component Acquisition FCM, Human Resources staff, and Manpower and Budget advisors and should address: 1) the numbers to be recruited; 2) the types and grades of positions to be recruited; and 3) specific recruitment strategies and sources.
- X. Request for Additional Position Coverage - The following data, at a minimum, must be submitted to support a request for inclusion of additional positions as shortage or critical need category positions under this authority. Information must be provided to the Civilian Personnel Management Service, via the Director, HCI, USD (AT&L).

A. Recruitment Needs

EXPEDITED HIRING AUTHORITY FOR SELECT ACQUISITION POSITIONS IMPLEMENTATION PROCEDURES

1. Current numbers of positions being recruited
 2. Projected recruitment needs
 - a. Projected retirements
 - b. Projected turnover
 - c. Increased/new workload, e.g., in-sourcing; expeditionary workforce requirements
 3. Total number of positions being recruited (current and projected)
- B. Supply Gap
1. Vacancy lapse rate, i.e., inability to find qualified applicants leads to inability to fill positions
 2. Market data analysis that shows the number of available applicants with the necessary skills is lower than the demand
- C. Past recruitment efforts, including the use of incentives, and evidence of their ineffectiveness, such as:
1. Job fairs
 2. Incentives (3Rs)
 3. Student Loan Repayment
 4. Use of Office of Personnel Management Shared Registers