DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
MANPOWER AND RESERVE AFFAIRS
111 ARMY PENTAGON
WASHINGTON, DC 20310-0111

SAMR

22 JAN 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Department of Army Hiring Freeze and Release of Terms and Temporary Civilian Personnel

1. References:

a. Deputy Secretary of Defense memo, January 10, 2013, subj: Handling Budgetary Uncertainty in Fiscal Year 2013.

b. Department of the Army memo, date January 16, 2013, subj: Risk Mitigation in the Face of Fiscal Uncertainty.

2. In Table 1 of reference 1a, Deputy Secretary of Defense authorized all Defense Department Components to begin implementing prudent measures to help mitigate the Department's budget execution risks. With exceptions for mission-critical activities, the Army is authorized to freeze civilian hiring and to release temporary and term employees. In reference 1b, the Secretary of the Army and the Chief of Staff, Army set forth their intent to implement an Army-wide hiring freeze and to terminate temporary and term employees.

3. Near-term actions:

a. In accordance with the references, effective as of the date of this memo, I am implementing an Army-wide hiring freeze for all types of appointments in all funding programs. As of the date of this memorandum, no new recruit actions may be generated except as provided in paragraphs 4, 5 and 6 of this memo. No new tentative or firm job offers of Civilian employment will be extended after the date of this memorandum. Firm job offers extended prior to the date of this memorandum will be honored provided that the individual's entry-on-duty date was established for a date certain. Firm job offers are those that are not conditional and where there are no additional unfulfilled pre-employment requirements. This hiring freeze will remain in effect until revoked in writing by me.

b. As required in the Secretary of the Army memo, dated 16 January 2013, temporary employees are to be terminated and term employees' appointments will lapse upon the expiration of their current appointments. Those commanders authorized by paragraph 4, may make exceptions to these requirements, subject to available funding, for mission-critical activities as described in paragraph 5.a. below.

4. I delegate to the Commanders of Army Commands (ACOM), Army Service Component Commands (ASCC), Direct Reporting Units (DRU) and the Administrative Assistant to the Secretary of the Army (AASA) for Headquarters, Department of the Army and its Field Operating and Staff Support Agencies the authority to approve exceptions to this hiring freeze, to the requirement to terminate temporary employees, and to approve extensions of term employees. These authorities will apply to affected employees in the grade of GS-15 (and equivalent) or below. Commanders and the AASA should use this authority sparingly. This authority may not be further delegated.

5. General guidance:

a. The Assistant Secretary of the Army (Financial Management and Comptroller) [ASA (FM&C)] has published guidance regarding the fiscal planning required in Table 2 of reference 1a. Commanders should begin now to review all Civilian positions both to identify vacancies with a high priority for fill and to determine whether or not to retain temporary or term employees such as those that support critical mission needs that, if left unfilled, will cause mission failure or breaches in national security, including the safety of human life or the protection of property. Additionally, careful consideration should be given to including as higher priority those positions performing humanitarian functions as well as those assigned to Mission Critical Occupations.

b. Internal recruitment actions that are limited to current Army employees may continue with an area of consideration no wider than the local commuting area associated with the position in question. Continuation of these internal Army recruitment actions is intended to provide some degree of flexibility but any action that adds to the civilian personnel rolls is prohibited except as provided in paragraphs 3, 4, 5 and 6 of this memorandum.

c. Commands are reminded to fulfill their statutory and contractual labor relations obligations in the implementation of the actions identified in this memorandum and to consult with union representatives in accordance with Executive Order 13522, as appropriate.

6. Approved Army-wide exceptions to the hiring freeze and/or extension of temporary and term appointments are limited to:

a. Army employees who are in long-term training (Senior Service College/ Defense Senior Leadership Programs) who require outplacement and Permanent Change of Station (PCS) upon completion of training.

b. Army employees who are returning to a CONUS position to which they have return rights from foreign employment at the completion of their overseas tours.

c. Victim Advocates, Sexual Assault and Response Coordinators, Alcohol and Substance Abuse Prevention Counselors and Behavioral Healthcare Providers.

d. Civilians deployed in the theater of operations.

e. Employees directly supporting Wounded Warrior programs.

f. Employees directly supporting the Integrated Disability Evaluation System (IDES) process.

g. Employees returning from workers' compensation rolls.

h. Centrally funded Army Civilian Training, Education and Development System (ACTEDS) intern employees and Defense Acquisition Workforce Development Fund (DAWDF) intern employees, including PCS costs if required.

i. Priority Placement Program actions generated as a result of internal Army recruitment actions.

7. Reporting requirements: Actions taken in accordance with this memo will be included in the monthly reports presented at the ASA (M&RA) and ASA (FM&C) Civilian Workforce Shaping Teleconferences.

8. Additional detailed guidance is being developed to address all Department of the Army Civilian Senior Executive (CSE) positions. The Secretary of the Army retains authority for personnel decisions for these employees. Point of contact for these actions is Jennifer Prater at 703-692-3309 or jennifer.l.prater4.ci@mail.mil.

SAMR
SUBJECT: Department of Army Hiring Freeze and Release of Terms and Temporary Civilian Personnel

9. Points of Contact are: Anna Miller, AG-1(CP), anna.l.miller40.civ@mail.mil, 703-806-3202; and Linda Logan, OASA (M&RA), linda.l.logan1.civ@mail.mil, 703-695-5154.

THOMAS R. LAMONT
Assistant Secretary of the Army
(Manpower and Reserve Affairs)

DISTRIBUTION:
Principal Officials Headquarters, Department of the Army
Commander
- U.S. Army Forces Command
- U.S. Army Training and Doctrine Command
- U.S. Army Materiel Command
- U.S. Army Europe
- U.S. Army Central
- U.S. Army North
- U.S. Army South
- U.S. Army Pacific
- U.S. Army Africa
- U.S. Army Special Operations Command
- Military Surface Deployment and Distribution Command
- U.S. Army Space and Missile Defense Command/Army Forces Strategic Command
- U.S. Army Network and Enterprise Technology Command/9th Signal Command (Army)
- U.S. Army Medical Command
- U.S. Army Intelligence and Security Command
- U.S. Army Criminal Investigation Command
- U.S. Army Corps of Engineers
- U.S. Army Military District of Washington
- U.S. Army Test and Evaluation Command
- U.S. Army Installation Management Command

Superintendent, U.S. Military Academy
Director, U.S. Army Acquisition Support Center

CF:
Commander, U.S. Army Cyber Command
Commander, Eighth U.S. Army
Commander, U.S. Army Reserve Command
Director, Army National Guard
Director, Office of Business Transformation