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

REPLY TO
ATTENTION OF

DAPE-CPZ

15 JUL 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Department of the Army Implementation Guidance - Use of Government wide Direct Hire Authorities

1. References.

a. 5 United States Code (U.S.C.), § 3327 and § 3330.

b. 5 Code of Federal Regulations (C.F.R.), Parts 330 and 337.

2. The Office of Personnel Management (OPM) has approved several Direct Hire Authorities (DHA) to be used government-wide. Government-wide DHAs permit agencies to appoint candidates to positions without regard to the requirements in 5 U.S.C. §§ 3309 through 3318, when OPM determines that there is either a severe shortage of candidates or a critical hiring need for a position or group of positions. The enclosed implementing guidance is prescribes appropriate use of these authorities.

3. The point of contact for this action is Mr. Daniel Hester, (703) 806-3884, DSN 656-3884, email daniel.j.hester4.civ@mail.mil or Ms. Colleen Dumas, (703) 806-3867, DSN 656-3867, email colleen.m.dumas.civ@mail.mil.

Encl
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for JAY D. ARONOWITZ
Assistant G-1 for Civilian Personnel

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DEPARTMENT OF THE ARMY IMPLEMENTATION GUIDANCE FOR THE USE OF OPM DIRECT HIRE AUTHORITY

1. PURPOSE. This guidance implements Direct Hire Authorities (DHA) authorized by the Office of Personnel Management (OPM).

2. AUTHORITY. Title 5 U.S.C. § 3304(a)(3) provides authority for agencies to appoint, without regard to the provisions of sections 3309 through 3318, candidates directly to positions for which:

a. public notice has been given; and

b. the Office of Personnel Management (OPM) has determined that there exists a severe shortage of candidates or that there is a critical hiring need.

3. AUTHORITY GUIDELINES.

a. Comply with relevant laws.

b. Meet applicable labor relations obligations.

c. Adhere to displaced employee procedures.

d. Adhere to merit system principles (5 U.S.C. § 2301).

4. RECRUITMENT.

a. Public Notice Requirement. Activities will comply with public notice requirements (see 5 U.S.C. § 3327 and § 3330, and Subpart A of 5 C.F.R. Part 330) using OPM's USAJOBS on a one-time individual basis or with an open continuous announcement for all DHA actions. The open period will be based on the number of positions to be filled as well as the availability of qualified candidates in the labor market. Vacancy announcements will identify the use of the Direct Hire Authority. [Note: When an agency solicits applications from the public pursuant to DHA, merit system principles require that qualifying applicants receive consideration.]

b. Qualified Determination. Candidates must meet the OPM Qualifications Standards for the grade or comparable level, and must meet any appropriate selective placement factors for the position being filled (minimum qualifications). Procedures used in making qualification determinations must be job-related and consistent with merit system principles.

c. By Name Requests. By name requests must be evaluated using the same criteria used for all other candidates who apply. Applications must be received during the open period of a public notice for the same position at the same grade level at the same organization in the same geographical location.

d. Job Fairs/Recruiting Events. Applications may be accepted at an event which coincides with the open period of the public notice. Tentative offers can be made at the event, if management also provides consideration to those who apply via the public notice for same/similar positions. Offers will remain tentative until clearance of Interagency Career Transition Assistance Plan eligible, Priority Placement Program matches, and other requirements of the position are met.

5. RECORDKEEPING. The servicing Civilian Personnel Advisory Center or Medcell, as appropriate, will maintain the official Department of the Army records of all recruitment and selections associated with use of DHA.