



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

SAMR (RN 690-300)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Increasing the Use of Direct Hire Authority

1. References:

- a. 5 United States Code § 2301, Merit system principles.
- b. 5 United States Code § 3304, Competitive Service; examinations, subsection (a)(3)(B).
- c. 5 Code of Federal Regulations Part 337, Examining System, Subpart B, Direct-Hire Authority.
- d. Office of the Undersecretary of Defense (Personnel and Readiness) memorandum, (Increasing the Use of Direct, Expedited, and Military Spouse Hiring Authorities for the Civilian Workforce of the Department of Defense), 12 December 2019.
- e. Office of the Assistant Secretary Manpower and Reserve Affairs, SAMR, memorandum, (Use of Direct and Expedited Hiring Authorities), dated 3 May 2018 (superseded).
- f. The Army People Strategy, October 2019.
- g. The Army People Strategy, Civilian Implementation Plan, 14 May 2020.

2. Reducing time-to-hire remains a key initiative as the Army continuously strives for a modernized, 21st century approach to attract, recruit, and hire top civilian talent. This approach, combined with competition from other federal agencies and industry for specialized skills and top talent, demands the Army use all available direct hire authorities (DHAs) to the maximum extent possible. Department of Defense direct hire authorities enable the Army to fill positions quickly and efficiently through modified or eliminated public notice requirements, as well as elimination of competitive rating and ranking procedures and veterans' preference. I call upon all Army leaders, hiring managers, and human resources professionals to support this critical matter by actively increasing the use of all available DHAs for covered positions, when practicable.

3. Furthermore, the Civilian Implementation Plan to the Army People Strategy charges the Army to mandate the use of direct hire authority, when appropriate. Under my strategic direction, I direct the use of all available direct hire authorities and/or non-

competitive hiring authorities (e.g. Schedule A hiring authority for Individuals with Disabilities, Veterans' Recruitment Appointment etc.) for the hiring of students and/or recent graduates as the Army builds the bench for top civilian talent when doing so is in the best interest of the Army and the organization seeking to hire students or recent graduates. This mandate must be followed when direct hire authority and/or non-competitive hiring authorities are determined as the best mechanism to quickly hire top civilian talent with emerging and/or demanded knowledge, skills, behaviors, and preferences.

4. Maximizing the use of DHAs requires commands, organizations, and units to continuously conduct workforce planning to determine talent requirements. Commands, in collaboration with the Army Civilian Career Management Activity, are expected to develop strategic workforce plans which forecast short and long-term civilian requirements; as well as recruitment and outreach plans to build a pipeline of civilian talent. Commands, as well as the Civilian Human Resources Agency (CHRA), shall ensure hiring managers and human resources practitioners are knowledgeable on available hiring authorities to acquire the right talent, for the right position, at the right time. The use of DHA is subject to Merit System Principles, which include requirements that selection and advancement be determined solely on the relative ability, knowledge, and skills of the applicant IAW 5 U.S.C. 2301.

5. The Office of the Deputy Assistant Secretary of the Army (Civilian Personnel), in coordination with the Office of the Assistant G-1 for Civilian Personnel and CHRA, will continuously monitor and assess the usage of DHAs to meet the hiring time reduction goals established annually by the ASA(M&RA). Assessments on the overall usage, effectiveness, and impact to Army's ability to acquire civilian talent and advance diversity, equity, inclusion, and accessibility to Army employment shall be provided annually to me, or to the Deputy Assistant Secretary of the Army (Civilian Personnel) on my behalf.

6. A series of "Frequently Asked Questions and Answers" is enclosed for additional information. Please work with your servicing Civilian Personnel Advisory Center for advice and assistance on the usage of DHAs.

7. This policy is effective immediately for non-bargaining unit vacancies. Bargaining obligations must be fulfilled at the local level prior to implementation for bargaining unit positions.

8. I appreciate your continued leadership and support of this critical effort. My points of contact for this action are Ms. Stephanie Fallarme-Dove, Office of the Deputy Assistant Secretary of the Army (Civilian Personnel) (ODASA(CP)), (703) 695-5154, stephanie.j.fallarme-dove.civ@army.mil or Ms. Maria Ciepiela, (ODASA(CP)), (703) 695-5155, maria.l.ciepiela.civ@army.mil.

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Encl

MARK R. LEWIS

Senior Official Performing the Duties of the
Assistant Secretary of the Army
(Manpower and Reserve Affairs)

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