



PERSONNEL AND
READINESS

OFFICE OF THE UNDER SECRETARY OF DEFENSE

4000 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-4000

FEB - 1 2019

MEMORANDUM FOR CHIEF MANAGEMENT OFFICER OF THE DEPARTMENT OF
DEFENSE

SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
CHIEF OF THE NATIONAL GUARD BUREAU
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
DIRECTOR OF COST ASSESSMENT AND PROGRAM
EVALUATION
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
DIRECTOR OF OPERATIONAL TEST AND EVALUATION
CHIEF INFORMATION OFFICER OF THE DEPARTMENT OF
DEFENSE
ASSISTANT SECRETARY OF DEFENSE FOR LEGISLATIVE
AFFAIRS
ASSISTANT TO THE SECRETARY OF DEFENSE FOR PUBLIC
AFFAIRS
DIRECTOR OF NET ASSESSMENT
DIRECTORS OF DEFENSE AGENCIES
DIRECTORS OF DOD FIELD ACTIVITIES

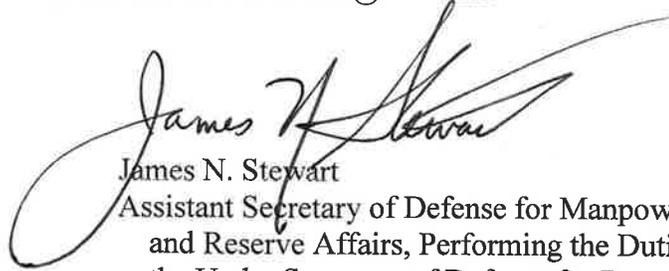
SUBJECT: Department of Defense Temporary Direct Hire Authority for Certain Competitive Service Positions.

Section 9905 of Title 5, United States Code, authorizes the Secretary of Defense to non-competitively appoint qualified individuals in the competitive service, to positions involving:

- Department maintenance activities, such as maintenance of weapon systems, hardware, equipment, software, installation infrastructure, or any combination thereof, including maintenance and repair;
- Cybersecurity as defined in DoDD 8140.01, to include positions which involve securing, defending, and preserving data, networks, netcentric capabilities, and other designated systems by ensuring appropriate security controls and measures are in place, and taking internal defense action;
- Acquisition workforce management of services contracts necessary to the operation and maintenance of programs of the Department; or
- Science, Technology, or Engineering, including any such position at the Major Range and Test Facilities Base, in order to develop new systems or provide for the maintenance of legacy systems.

The policies and procedures applicable to use of this authority are attached. No appointments may be made under this authority after September 30, 2025.

For more information, my point of contact is Ms. Melissa Lalonde, Associate Director, Employment and Compensation, Defense Civilian Personnel Advisory Service, whom you may reach at (571) 372-1557, or by email at melissa.a.lalonde.civ@mail.mil.

A handwritten signature in black ink, appearing to read "James N. Stewart". The signature is fluid and cursive, with a large loop at the beginning and a long, sweeping tail that extends to the right.

James N. Stewart
Assistant Secretary of Defense for Manpower
and Reserve Affairs, Performing the Duties of
the Under Secretary of Defense for Personnel
and Readiness

Attachment:
As stated

DEPARTMENT OF DEFENSE TEMPORARY DIRECT HIRE AUTHORITY FOR CERTAIN
COMPETITIVE SERVICE POSITIONS

1. Authority

a. Section 9905 of Title 5, United State Code (U.S.C.) authorizes the Secretary of Defense to non-competitively appoint qualified candidates to certain positions in the competitive service in the Department of Defense (DoD) without regard to chapter 33, subchapter I of Title 5, U.S.C., other than sections 3303 and 3328 of such title. For purposes of this policy, sections 3321, 3323, and 3326 of Title 5, U.S.C., and the corresponding Code of Federal Regulations (CFR) provisions related to selection and appointment will continue to apply.

(1) The authority to appoint qualified persons under this direct hire authority (DHA) is delegated to Secretaries of the Military Departments; and the Directors of Defense Agencies and DoD Field Activities with independent appointing authority; all of them and hereafter referred to as “DoD Components.”

(2) Appointments under this authority may not be made after September 30, 2025.

2. Use of Direct Hire Authority

This Direct Hire Authority (DHA) enables DoD to recruit and appoint qualified persons directly without applying competitive rating and ranking procedures. The following principles shall be followed when exercising this authority:

- a. A highly-qualified workforce is critical to DoD’s mission.
- b. Recruitment efforts should be expansive enough to ensure, to the extent possible, that a diverse candidate pool exists that is representative of all segments of society.
- c. Merit factors shall be the basis for selecting individuals for positions. All personnel programs and practices shall be administered in accordance with DoD Directive 1020.02E, “Diversity Management and Equal Opportunity in the DoD.”
- d. DoD Components must ensure transparency, accountability, and auditability in hiring processes.

3. Covered Positions

This DHA can be used to appoint individuals at the General Schedule (GS)-15 and below (or equivalent pay grades) to positions meeting one of the following specifications:

- a. Positions involved in or supporting Department maintenance activities, such as maintenance of weapon systems, hardware, equipment, software, installation infrastructure, or any combination thereof, including maintenance and repair.

b. Positions involved with Cybersecurity as defined in DoDD 8140.01, which involve securing, defending, and preserving data, networks, netcentric capabilities, and other designated systems by ensuring appropriate security controls and measures are in place, and taking internal defense action.

c. Positions in the Acquisition Workforce that are responsible for managing any services contracts necessary to the operation and maintenance of programs of the Department;

d. Positions in science, technology, or engineering, including any such position at the Major Range and Test Facilities Bases, in order to allow development of new systems and provide for the maintenance of legacy systems.

4. Announcement and Assessment Process

a. If posting vacancy announcements, DoD Components must use job opportunity announcements that are concise and easily understood.

(1) DoD Components will establish procedures for recruiting that facilitate the identification of qualified individuals for referral to management for selection and appointment.

(2) DoD Components must ensure that merit system principles are followed when posting advertisements and announcements, receiving applications, rating and referring candidates, and notifying applicants regarding receipt and status of their applications.

(3) Potential applicants should have ready access to information about how to apply for positions, and the basis on which they will be assessed to meet the qualifying criteria.

b. DoD Components will assess candidates against job-related criteria, ensuring they have the skills, education, training, and behavioral attributes that provide for successful job performance.

Selectees for entry level positions requiring the Administrative Careers With America (ACWA) assessment must be assessed using the most recent, streamlined ACWA examination or a validated alternative assessment instrument (e.g., select USA HIRE assessments).

c. Appointments under this authority are subject to the modified PPP procedures implemented by the Deputy Assistant Secretary Defense for Civilian Personnel Policy memorandum “Modified Priority Placement Program Procedures for Positions Filled Through the National Defense Authorization Act Direct-Hire Authorities,” dated July 17, 2017.

5. Appointing Authority - Appointments may be made on a permanent, term, or temporary basis using the following Legal Authority Code/Legal Authority:

Z5CAA/Direct Hire Auth (Certain Competitive Service), Section 1101; PL, 115-232, dated 08/13/2018.

6. Oversight and Accountability

Each DoD Component is responsible for determining the appropriate use of this DHA to meet workforce needs, ensuring implementation is in accordance with merit system principles and applicable collective bargaining agreements.

a. The Under Secretary of Defense for Personnel and Readiness is responsible for the development of implementing guidance and policies.

b. Defense Civilian Personnel Advisory Service will oversee and monitor use of this authority throughout the DoD.

c. DoD Components are responsible for oversight, accountability, and reporting for themselves and their serviced organizations. Components are required to report on the usage and effectiveness of the authority as requested by the Defense Civilian Personnel Advisory Service.

d. Documentation for appointments made under this authority must be sufficient to allow reconstruction of actions taken and must be maintained for a time frame consistent with other appointing authorities (e.g., resumes, job opportunity announcements, candidate referral lists, if applicable).

e. Appointments under this authority will be evaluated as part of the DoD Human Capital Framework.