|  |  |
| --- | --- |
| **Governmentwide DHA [ ]**  | **Agency-specific DHA [ ]**  |
| [**Selectee:**](#SectionC) | **Effective Date:**  |
| **NOAC/Nature of Action Code:** | **LAC/Legal Authority:** |
| **Announcement Number:**  | **Title, Pay Plan/Series/Grade:** |
| **Organization:** | **SF-52 or Request Date:** |
| **Date Open:**  | **Date Close:** |
| **# Applied:** | **# Qualified:** |
| **Referral Number:** | **Total # of Referrals Issued** |
| **Date Certificate Issued:** | **Date Certificate Returned:** |
| **Referred** | **Selected** |
| **# VP** | **# NV** | **# VP** | **# NV** |

**References:** [5 U.S.C. 3304(a)(3)](https://www.law.cornell.edu/uscode/text/5/3304), [5 U.S.C. 3327](https://www.law.cornell.edu/uscode/text/5/3327), [5 U.S.C. 3330,](https://www.law.cornell.edu/uscode/text/5/part-III/subpart-B/chapter-33) [5 CFR 330 subpart G](https://www.law.cornell.edu/cfr/text/5/part-330/subpart-G), [5 CFR 337 subpart B](https://www.law.cornell.edu/cfr/text/5/part-337/subpart-B), [Delegated Examining Operations Handbook (DEOH) Chapter 2A](https://www.opm.gov/policy-data-oversight/hiring-information/competitive-hiring/deo_handbook.pdf), Direct Hire Authority – OPM.gov, *\*Agency policies, procedures, memos, etc.*

**INSTRUCTIONS:** This form should be used when reviewing an agency’s overall use of direct hire authority, along with DHA case file review.

* [Section A – Agency Use of DHA – ***To be completed by Team Lead only***](#SectionA)
* [Section B – DHA Case file Review Items](#SectionB)

[Quick Link to "Case File Summary/Comments"](#_Other_Comments:)

|  |
| --- |
| **SECTION** **A: AGENCY USE OF DIRECT HIRE AUTHORITY *(FOR TEAM LEAD USE ONLY)*** |
| **Y** | **N** | **Review Item** | **Comments** |
|  |  | For Agency-specific Direct Hire Authority: **\*Note: See DHA approval letters for agency-specific requirements and any additional documentation for amendments to the initial DHA request.** |  |
|  |  | External sources outside of USAJOBS are used to recruit for DHA vacancies (e.g. Agency website, career/job fairs, etc.)**\*Note: While external recruitment efforts are encouraged, applications must only be accepted when there are open DHAvacancies.**  |  |
|  |  | DHA vacancies are managed through other methods outside of USAJOBS/USA Staffing (e.g.-SharePoint, internal email, third party software programs, etc.)**\*Note: Agencies are required to post DHA vacancies to USAJOBS, which should be managed through an automated staffing system to ensure accountability and compliance.**  |  |
|  |  | The Agency tracks the number of positions approved for direct hire. |  |
|  |  | The number of hires made is within the allotted number of approved positions for DHA use. |  |
|  |  | The Agency adheres to reporting requirements set forth by OPM in the conditions for DHA authorization.  |  |
|  |  | The Agency requested an extension of the approval to use DHA and properly adheres to newly established time frames.  |  |
|  |  | The Agency does not extend beyond the end date for the approved DHA. |  |
|  |  | Overall use of DHA is for new hires vs. converting existing employees.**\*Note:****Agencies may use a Direct-Hire Authority (DHA) to appoint a qualified employee from an excepted service or time-limited appointment to a permanent career or career-conditional appointment. Given the intent of DHA to meet agency needs, agencies should balance DHA with opportunities to offer current employees new opportunities through upskilling and training.** |  |
|  |  | The Agency’s use of direct hire authority is supportive of one or more of the following:* Strategic workforce planning
* Agency Strategic Plan (ASP)
* Human Capital Operating Plan (HCOP)
 |  |
|  |  | The Agency’s use of DHA is supportive of workforce planning efforts to address retention and/or succession. |  |

|  |
| --- |
| **SECTION B: DIRECT HIRE AUTHORITY CASE FILE REVIEW** |
| **Y** | **N** | **Review Items** | **Comments** |
|  |  | Occupation, grade, and geographic location of the positions(s) announced is consistent with OPM-approved direct hire authority. [[5 CFR 337.201](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-337/subpart-B/section-337.201)] |  |
|  |  | Public notice meets requirements. [[5 U.S.C. 3327](https://www.law.cornell.edu/uscode/text/5/3327) and [5 U.S.C. 3330](https://uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title5-section3330&num=0&edition=prelim); [5 CFR 330.102](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-330/subpart-A/section-330.102) and [330.707(a)](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-330/subpart-G/section-330.707#p-330.707(a))] and is announced in USAJOBS. |  |
|  |  |  |
|  |  | Complies with career transition requirements (CTAP/ICTAP) [[5 CFR part 330](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-330)]. Documentation shows clearance of applicable priority placement programs:1. CTAP [[5 CFR 330.608](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-330/subpart-F/section-330.608)] or For DoD Only: DoD Priority Placement Program authorized by OPM in lieu of CTAP [[5 CFR 330.601(c)](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-330/subpart-F/section-330.601#p-330.601(c)) and [DoD 1400.20-1-M](https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/140020p.pdf)]2. RPL [[5 CFR 330.207](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-330/subpart-B/section-330.207)]3. ICTAP [[5 CFR 330.708](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-330/subpart-G/section-330.708)] |  |
|  |  | Qualification requirements for the position have been determined [[5 CFR part 338](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-338)] and applications are reviewed for legally required information:1. Date of birth (age is a factor for certain law enforcement, firefighter, air traffic controller, and other positions). [[5 U.S.C. 3307](https://uscode.house.gov/view.xhtml?req=granuleid%3AUSC-prelim-title5-chapter33&saved=%7CZ3JhbnVsZWlkOlVTQy1wcmVsaW0tdGl0bGU1LXNlY3Rpb24zMzI3%7C%7C%7C0%7Cfalse%7Cprelim&edition=prelim) and [5 CFR 338.601](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-338/subpart-F/section-338.601)]
2. Applicant is a citizen or national of the United States [[5 CFR 7.3(a)](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-A/part-7/section-7.3#p-7.3(a)); [5 CFR 338.101(a)](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-338/subpart-A/section-338.101#p-338.101(a)); and [8 U.S.C. 1408](https://uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title8-section1408&num=0&edition=prelim)]
3. Verification of Selective Service registration is conducted prior to appointment. [[5 CFR 300](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-300), subpart G and [5 U.S.C. 3328](https://uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title5-section3328&num=0&edition=prelim)] Note: Original signatures are no longer required on applications.
 |  |
|  |  | **\* Note: DoD only – Retired members of the Armed Forces may be appointed to positions in the civil service in or under DoD during the 180 days immediately after retirement or when still in a terminal leave status without regard to obtaining authorization under** [5 U.S.C. 3326(b)(1)](https://uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title5-section3326&num=0&edition=prelim)**. [DoD Memorandum September 24, 2001, Appointment of Retired Members of the Armed Forces to Positions in the Department of Defense.]**  |  |
|  |  | DHA for Cyber positions only: 1. Position identifies IT knowledge and IT competencies are identified
2. Work in the position is coded to include cybersecurity functions as supported by the job codes in the Guide to Data Standards and the NICE Cybersecurity Workforce Framework,2017
3. Cybersecurity work is performed the majority of the time
 |  |
| **Y** | **N** | **Review Item** | **Comments** |
|  |  | Vacancy announcement provides: [[5 CFR 330.707(b)](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-330/subpart-G/section-330.707#p-330.707(b))] |  |
|  |  | 1. Position title and duties
 |  |
|  |  | 1. Agency name
 |  |
|  |  | 1. Announcement number
 |  |
|  |  | 1. Type of appointment (i.e., permanent, term, or temporary, including NTE dates)
 |  |
|  |  | 1. Series and grade
 |  |
|  |  | 1. Salary Range
 |  |
|  |  | 1. Promotion potential
 |  |
|  |  | 1. Opening date
 |  |
|  |  | 1. Closing date (including use of cut-off dates, if any)
 |  |
|  |  | 1. Duty locations
 |  |
|  |  | 1. Number of vacancies
 |  |
|  |  | 1. Who may apply for the position
 |  |
|  |  | 1. How to apply
 |  |
|  |  | 1. Procedures for obtaining additional information
 |  |
|  |  | 1. Qualification requirements for each grade level including selective factors, if any
 |  |
|  |  | 1. Agency definition of well-qualified and how CTAP and/or ICTAP candidates may apply, including proof of eligibility
 |  |
|  |  | 1. EEO Statement
 |  |
|  |  | 1. Reasonable accommodation provided
 |  |
|  |  | 1. Point of Contact and telephone number
 |  |
|  |  | Announcements are consistent with the agency policies. |  |
|  |  | Agency follows agency-wide policy and procedures for accepting and processing applications from all applicants. |  |
|  |  | Agency avoids the use of prescribed assessment and rating procedures.  |  |
|  |  | Documentation for referral is retained: [[DEOH Appendix C](DEOH%20Appendix%20C)] |  |
|  |  | 1. Position description
 |  |
|  |  | 1. Job Analysis
 |  |
|  |  | 1. Reference to the applied qualification standard
 |  |
|  |  | 1. Basic qualifications, including selective placement factor determinations, are documented for each applicant
 |  |
|  |  | 1. Copy of OMB-approved supplemental application form, if used
 |  |
|  |  | Case files can be reconstructed for audit purposes.  |  |
| **SECTION C. SELECTEE**  |
| **Y** | **N** | **Review Item** | **Comments** |
|  |  | Selectee(s) meets qualification requirements |  |
|  |  | Codes and authorities on SF 50/SF 52 are correct: |  |
|  |  | 1. NOAC/NOA is:
 | * + 100 Career Appt
	+ 101 Career-Conditional Appt
	+ 108 Term Appt NTE (date)
	+ 115 Appt NTE (date)
	+ 500 Conv to Career Appt
	+ 501 Conv to Career-Conditional Appt
	+ 508 Conv to Term Appt NTE (date)
	+ 515 Conv to Appt NTE (date)
 |  |
|  |  | 1. LAC/LA is:

1st authority2nd authority | 1st: AYM 5 CFR 337.2012nd: either* BYO - OPM approved agency authority, or
	+ BAB, BAC, BAD, BAE, BAG, BAH, BAI, BAJ - [Governmentwide DHA](https://www.opm.gov/policy-data-oversight/hiring-information/direct-hire-authority/#url=Governmentwide-Authority)
 |  |
|  |  | 1. Veterans’ preference
 |  |
|  |  | 1. Tenure group
 |  |
|  |  | 1. FEGLI
 |  |
|  |  | 1. Retirement plan
 |  |
|  |  | 1. Pay determination proper
 |  |
|  |  | 1. Qualification standard annotated on SF 52 if other than OPM
 |   |
|  |  | Remarks entered on SF 50 are correct: |   |
|  |  | 1. Probationary period
 |  |
|  |  | 1. Service counting towards career tenure
 |  |
|  |  | 1. Date appointment affidavit signed
 |  |
|  |  | 1. Creditable military service
 |  |
|  |  | 1. Previous retirement coverage
 |  |
|  |  | 1. Retirement coverage
 |  |
|  |  | *And, if appropriate:*  |
|  |  | 1. Pay set using superior qualifications
 |  |
|  |  | 1. Full performance level of the position
 |  |
|  |  | 1. Supervisory/managerial probationary period
 |  |
|  |  | 1. Credit for non-Federal service for leave purposes
 |  |
|  |  | 1. Reason for temporary appointment (reason stated)
 |  |
|  |  | 1. Supervisor certified that employment need is truly temporary
 |  |
|  |  | 1. Conditions explained in statement dated \_\_\_\_\_ (not required for conversions). Employee’s statement is filed on left side of OPF.
 |  |
|  |  | 1. Appointment limited to one year or less and subject to termination at any time
 |  |
|  |  | 1. Temporary/term appointment does not confer eligibility to be promoted or reassigned to other positions or the ability to be converted to a career-conditional appointment.
 |  |
|  |  | 1. Eligibility for life insurance/health benefits
 |  |
|  |  | Forms filed on right (long-term) side of OPF: |  |
|  |  | * Application for Federal employment e.g., OF 612, resume, etc. (only those used for appointments)
* SF 61 (Appointment Affidavit) unless action is a conversion.
* OF 306 (Declaration of Federal Employment)
* Copy of SF 50 (Notification of Personnel Action)

*When applicable:** SF 144 (Statement of Prior Federal Employment)
* DD 214 (Certificate of Release or Discharge from Active Duty)
* SF 15 (Application for 10-Point Veteran Preference)
* VA letter or active service retirement orders certifying service-connected disability.
* Health and life insurance forms
* Transcripts when education was used for qualifications
 |  |
|  |  | * Certification of Investigation Notice
* Retirement forms
* Selective service certification for males born after 12-31-59
 |  |
| Case File Summary/Comments: |

Reviewer/Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_