



PERSONNEL AND  
READINESS

UNDER SECRETARY OF WAR  
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JUN - 9 2026

MEMORANDUM FOR SENIOR PENTAGON LEADERSHIP  
COMMANDERS OF THE COMBATANT COMMANDS  
DEFENSE AGENCY AND DOW FIELD ACTIVITY DIRECTORS

SUBJECT: Procedures for Using the Direct Hire Authority for Domestic Industrial Base Facilities and Major Range and Test Facilities Base in the Department of War

- References:
- (a) Section 1125 of the National Defense Authorization Act for Fiscal Year 2017 (Public Law 114-328), as amended
  - (b) Official Performing the Duties of the Under Secretary of Defense for Personnel and Readiness Memorandum, "Extension of Temporary Direct Hire Authority for Domestic Defense Industrial Base Facilities and the Major Range and Test Facilities Base in the Department of Defense," August 26, 2024 (hereby rescinded)
  - (c) Under Secretary of Defense for Personnel and Readiness Memorandum, "Direct Hire Authority for Domestic Defense Industrial Base Facilities and the Major Range and Test Facilities Base in the Department of Defense," June 23, 2023 (hereby rescinded)

This memorandum provides guidance, as set forth in the attached procedures, for the temporary direct hire authority for Domestic Industrial Base Facility or Major Range and Test Facilities Base in the Department of War authorized by reference (a). References (b) and (c) are hereby rescinded.

For more information, my point of contact is Michael A. Cogar, Deputy Assistant Secretary of War for Civilian Personnel Policy, at [michael.a.cogar3.civ@mail.mil](mailto:michael.a.cogar3.civ@mail.mil).



Anthony J. Tata

Attachment:  
As stated

**PROCEDURES FOR USING THE DIRECT HIRE AUTHORITY FOR DOMESTIC  
INDUSTRIAL BASE FACILITIES AND MAJOR RANGE AND TEST FACILITIES  
BASE IN THE DEPARTMENT OF WAR**

1. Authority

a. Section 1125(a) and (c) of the National Defense Authorization Act (NDAA) for Fiscal Year (FY) 2017 (Public Law 114–328), as amended by section 1102 of the NDAA for FY 2018 (Public Law 115–91); section 1107 of the NDAA for FY 2020 (Public Law 116–92); section 1107 of the NDAA for FY 2024 (Public Law 118–31); and section 1111 of the Servicemember Quality of Life Improvement and NDAA for FY 2025 (Public Law 118–159); provides temporary authority for the Secretary of Defense to appoint qualified candidates to positions in the competitive service at any domestic Defense Industrial Base facility or Major Range and Test Facilities base without regard to Chapter 33, Subchapter I of title 5, U.S. Code, other than sections 3303 and 3328 of such title. As a matter of policy, the Department will continue to apply 5 U.S.C. §§ 3321 and 3323, and the corresponding Code of Federal Regulations provisions related to selection and appointment.

b. The authority to appoint qualified individuals under this temporary direct hire authority (DHA) is delegated to the Secretaries of the Military Departments, Directors of the Defense Agencies, and Directors of DoW Field Activities, with independent appointing authority for their respective organizations and any serviced organizations, as defined in their respective DoW chartering directives, hereafter referred to as “DoW Components.” The authority may be used for covered positions throughout DoW and will be delegated to the lowest practical level.

c. Appointments under this authority may not be made after September 30, 2030, unless the temporary DHA is extended past this date by future legislation.

2. Use of DHA

This DHA enables the Department to recruit and appoint qualified persons directly without applying competitive rating and ranking procedures. Merit system principles will be followed when exercising this authority.

- a. A highly-qualified workforce is critical to the Department’s mission.
- b. Merit factors will be the basis for selecting individuals for positions.
- c. DoW Components must ensure transparency, accountability, and auditability in hiring processes.

3. Definitions

For the purposes of section 1125(a) and (c) of the NDAA for FY 2017, as amended:

- a. “Qualified candidates” are defined as individuals who:

1. Meet the minimum standards for the position as published in the applicable Office of Personnel Management (OPM) qualification standard and any DoW qualification standards specific to the position to be filled; and

2. Meet any selective placement factor(s) and/or competencies identified as necessary for appointment to the position.

b. “Defense Industrial Base Facility” means any DoW depot, arsenal, or shipyard located within the United States.

c. “Major Range and Test Facilities Base” means those ranges and facilities which, pursuant to Department of Defense Instruction 3200.18, “Management and Operation of the Major Range and Test Facility Base (MRTFB),” February 1, 2010, as amended, comprise the list published and disseminated, at least annually, by the Director, Test Resource Management Center.

#### 4. Announcement and Assessment Process

a. If using vacancy announcements, DoW Components will use job opportunity announcements that are concise, easily understood, and meet OPM and Merit Hiring Plan standards, as appropriate.

b. Potential applicants should have ready access to information about how to apply for positions, as well as the basis upon which they will be assessed to meet the qualifying criteria.

c. DoW Components will assess candidates against job-related criteria, ensuring they have the skills that lead to success.

#### 5. Appointing Authority

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

Z5CBA/Direct-Hire Auth (Domestic DIB, MRTFB), Sec 1111, PL 118-159, 12/23/2024.

#### 6. Oversight and Accountability

Hiring managers may make determinations in filling the General Schedule (GS) or Federal Wage System (or equivalent pay bands/levels), but not for positions above GS-15 (or comparable levels), such as Senior Executive Service positions, ensuring implementation is in accordance with merit system principles and applicable collective bargaining agreements.

a. The Under Secretary of War for Personnel and Readiness is responsible for establishing policies and developing implementation guidance.

b. The Deputy Assistant Secretary of War for Civilian Personnel Policy will provide oversight of this authority throughout DoW.

c. The Director, Defense Civilian Personnel Advisory Service (DCPAS), will monitor the use of this authority throughout the Department and ensure compliance with any related reporting requirements.

d. The Secretaries of the Military Departments, Directors of the Defense Agencies, and Directors of the DoW Field Activities are responsible for oversight, accountability, and reporting for their respective DoW Component.

e. DoW Components must maintain records on their use of this authority for themselves and for their serviced organizations until the authority expires.

f. Documentation for appointments made under this authority must be sufficient to allow the reconstruction of actions taken and must be maintained for a time frame consistent with other appointing authorities.

g. Appointments under this authority will be evaluated as part of the DoW Human Capital Framework.

## 7. Reporting

At the beginning of each fiscal year, DoW Components will submit reports regarding their use of this DHA during the immediate past FY to DCPAS. Reports should be developed with input from the Domestic Defense Industrial Base Facilities, Major Range and Test Facilities Base, and Component Human Resources Specialists, and should include the following:

a. A description of the effectiveness of this authority on the management of the Department's civilian workforce during the most recently ended FY; and

b. The number of employees by position, series, and grade/pay band:

(1) Hired pursuant to this authority during the most recently ended FY; and

(2) Expected to be hired pursuant to this authority during the current FY.