



**DEPARTMENT OF DEFENSE**  
DEFENSE CIVILIAN PERSONNEL ADVISORY SERVICE  
4800 MARK CENTER DRIVE  
ALEXANDRIA, VA 22350-1100

FOR: CIVILIAN PERSONNEL POLICY COUNCIL MEMBERS

FROM: Defense Civilian Personnel Advisory Service Director, Ms. Michelle LoweSolis

SUBJECT: Office of Personnel Management Coronavirus Related Memorandums

AUDIENCE: Appropriated Fund

ACTION: Disseminate to Department of Defense Human Resources Practitioners and Hiring Managers

REFERENCES:

- a. Office of Personnel Management (OPM) Memorandum, "Coronavirus (COVID-19) Schedule A Hiring Authority," dated March 20, 2020  
<https://www.chcoc.gov/content/coronavirus-covid-19-schedule-hiring-authority>
- b. DCPAS Reference Guide "Hiring Flexibilities for Critical Positions during a Pandemic," March 2020
- c. Office of Personnel Management Memorandum, "Dual Compensation Waiver Requests for COVID-19 Emergency," dated March 20, 2020  
<https://www.chcoc.gov/content/dual-compensation-waiver-requests-covid-19-emergency>
- d. Department of Defense Instruction (DoDI) 1400.25, Volume 300, "DoD Civilian Personnel Management System: Employment of Federal Civilian Annuitants in the Department of Defense," dated December 10, 2008,  
<https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/140025/1400.25-V300.pdf>

BACKGROUND/INTENT: OPM issued reference (a), providing Federal departments and agencies the authorization to use excepted service appointments under 5 CFR 213.3102(i)(3) to address the need for hiring additional staff in response to COVID-19. The excepted service appointments authorized through this OPM memorandum are for temporary appointments, not to exceed one year, and may be extended an additional year for a total of 24 months. Appointments are limited to individuals needed in direct response to the effects of COVID-19. No new appointments may be made under this authority after March 31, 2021, or upon termination of this public health emergency, whichever occurs first. Additional procedures and requirements, to include appropriate legal authority codes, are contained within the OPM memorandum.

In addition to this temporary excepted service appointment, human resources (HR) practitioners are reminded there are competitive service hiring authorities available to the Department that may be more advantageous to recruit for positions needed in response to the COVID-19 pandemic. The attached resource guide for Hiring Managers, reference (b), provides a list of competitive service hiring authorities which may be used to recruit for necessary positions during this time. HR practitioners are highly encouraged to review these attachments and discuss all available hiring flexibilities with hiring managers to ensure recruitment sources are comprised of appropriate avenues that best fit the needs of the organization.

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OPM has also issued a memorandum, reference (c), encouraging the submission of dual compensation waivers for agencies within their authority. As a reminder, DoD statutory obligations for dual compensation are covered in section 9902(g)(1) of title 5, U.S. Code. For further guidance on compensation for reemployed annuitants within the Department, see DoDI 1400.25, Volume 300, reference (d).

POINT OF CONTACT: For COVID-19 related questions, please contact *dodhra.mcalex.dcpas.list.emergency-preparedness@mail.mil*

Attachments:  
As stated