

HIRING FLEXIBILITIES FOR CRITICAL POSITIONS DURING A PANDEMIC

PURPOSE

The purpose of this guide is to provide information to Hiring Managers on available hiring authorities which may be used to fill critical positions during a pandemic. These hiring authorities provide hiring managers and Human Resources specialists with a wide range of options to efficiently fill necessary positions during a pandemic. Use of these authorities may be subject to internal Component policy or procedures, therefore hiring managers should use this guide to initiate discussions with their Human Resources specialist to determine the best option to meet hiring needs during this time of national emergency. Some authorities specific to certain DoD Components or organizations may not be listed.

BACKGROUND

Direct and Expedited Hiring Authorities (DHA and EHA) These authorities allow for modified or exemption from public notice requirements, eliminate traditional rating and ranking procedures, and modify or exempt the application of veterans preference.

DEPARTMENT OF DEFENSE DIRECT AND EXPEDITED HIRING AUTHORITIES

Expedited Hiring Authority for Shortage Category and/or Critical Need Health Care Occupations, authorized by section 1599c(a) of title 10, United States Code (U.S.C.).

- Medical professionals in more than 37 occupational series (e.g. nurse, pharmacy technician) may be hired under this authority.
- Implementation procedures and covered positions can be found at:
<https://www.dcpas.osd.mil/Content/documents/EC/Expedited%20Hiring%20Health%20Care%20Professionals.pdf>

Department of Defense DHA for Police Officers- GS-5-9, authorized by 5 U.S.C. 9902(b)(2), 6/6/17

- Hiring Police Officers (0083) at the GS 5-9 grade level (or the equivalent) for vacancies worldwide.
- Implementation Guidance can be found at:
https://www.dcpas.osd.mil/Content/documents/EC/ApprovalDHAShortage_CriticalHiringNeed.pdf

DHA for Temporary and Term Appointments for Critical Hiring Needs, authorized by section 1105(b) of NDAA FY 2017

- This authority may be used to critical hires due to extraordinary workload or unanticipated events. Appointments may not exceed 18 months.
- Implementation procedures can be found at:
[https://www.dcpas.osd.mil/Content/documents/EC/Sec1105\(b\)_TEMP_TERMAPPPTS_MEET_CRITICAL_HIRING.pdf](https://www.dcpas.osd.mil/Content/documents/EC/Sec1105(b)_TEMP_TERMAPPPTS_MEET_CRITICAL_HIRING.pdf)

DHA for Select Technical Acquisition Positions, authorized by section 1113 of NDAA FY 2016

- Used to hire qualified individuals with scientific and engineering degrees into certain positions within the defense acquisition workforce.
- Implementation procedures and covered positions can be found at: https://www.dcpas.osd.mil/Content/documents/EC/Secs1112_1113_Tech%20Acquisition%20Positions.pdf

OFFICE OF PERSONNEL MANAGEMENT DIRECT HIRING AUTHORITIES

OPM DHA for Medical Occupations, authorized by GWO01, issued June 20, 2003

- All grade levels at all locations for the following medical occupations: Diagnostic Radiologic Technologist, GS-0647; Medical Officer, GS-0602; Nurse, GS-0610, GS-0620; Pharmacist, GS-0660
- OPM guidance can be found at: <https://www.opm.gov/policy-data-oversight/hiring-information/direct-hire-authority/#url=Governmentwide-Authority>

OTHER AVAILABLE HIRING AUTHORITIES

Robert T. Stafford Disaster Relief and Emergency Assistance Act

- For positions in support of state and local emergency response efforts.
- DoD Components may make appointments under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, which allows hiring of temporary staff, experts, and consultants to provide disaster relief during emergencies declared by the President.
- Consult with your local Office of General Counsel before utilizing this hiring authority.
- The law can be found at: https://www.fema.gov/media-library-data/1582133514823-be4368438bd042e3b60f5cec6b377d17/Stafford_June_2019_508.pdf

Request for New Department of Defense DHA

- As of June 6, 2017, in accordance with section 9902(b)(2) of title 5, U.S. Code, the Secretary of Defense (in coordination with the Director of OPM) assumes the responsibility for determining if there is a severe shortage of candidates or a critical hiring need for civilian occupations in the competitive service within the Department of Defense. This authority allows the Department to authorize a DHA.
- Such determinations are made using the established OPM criteria and must still follow the requirements in 5 CFR 337.
- New DoD DHA requests due to severe shortage should be coordinated with Component Headquarters Human Resources Offices for submission to DCPAS for approval.

ADDITIONAL INFORMATION

Additional Department of Defense guidance on the Coronavirus pandemic of 2019 and available hiring flexibilities may be found at: <https://www.dcpas.osd.mil/OD/EmergencyPreparedness>. Please direct questions to your local human resources office or dodhra.mc-alex.dcpas.list.emergency-preparedness@mail.mil.