



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-1
300 ARMY PENTAGON
WASHINGTON, DC 20310-0300

DAPE-CPP

23 APR 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Extension of Schedule A Authority for Cyber Security Positions

1. On November 27, 2009, the Office of Personnel Management (OPM) granted the Department of Defense (DOD) a Schedule A authority to staff certain cyber security positions worldwide. The Schedule A authority was extended on December 18, 2012, until December 31, 2013. The enclosed DOD memorandum provides guidance on the use of the authority.
2. The authority is limited to positions that require unique qualifications not currently established by OPM to perform functions such as cyber risk and strategic analysis, incident handling and malware/vulnerability analysis, program management, distributed control systems security, cyber incident response, cyber exercise facilitation and management, cyber vulnerability detection and assessment, network and systems engineering, enterprise architecture, intelligence analysis, investigation, investigative analysis, and cyber related infrastructure inter-dependency analysis.
3. The authority applies to the following occupational series: security (GS-0080), intelligence analysts (GS-0132), computer engineers (GS-0854), electronic engineers (GS-0855), computer scientist (GS-1550), operations research (GS-1515), criminal investigators (GS-1811), telecommunications (GS-0391), and IT specialist (GS-2210). All positions will be at the General Schedule (GS) grade levels 09 through 15 or equivalent. In addition to being limited to the series listed above, this authority may only be used for positions that require the unique cyber security skills and knowledge covered by this Schedule A authority to the extent that a selective placement factor is both justified and used.
4. Please note the miscellaneous administrative and program (0301) series is omitted from this authority. Use of this authority in the 0301 series is limited to US Cyber Command and does not authorize its use outside this command. Effective immediately, no appointments in occupational series 0301 may be made until further notice. We are working with DOD and OPM to include the 0301 series for Army usage.
5. Positions filled under this authority must adhere to veterans' preference procedures when applicants have been solicited. In addition, the Command allocations issued in April 2010 remain unchanged. Commands needing additional requirements please contact the POC listed below for additional information.

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6. The Civilian Human Resources Agency and Civilian Personnel Advisory Centers are advised that the authority for these appointments is Schedule A, 213.3106(b)(11), legal authority code XZM.

7. Questions concerning this authority should be directed to Ms. Sylvia Godfrey at sylvia.d.godfrey.civ@mail.mil or (703)806-3854, DSN 656-3854.

Encl
ASD(RFM) 27 Mar 13 memo


JAY D. ARONOWITZ
Assistant G-1 for Civilian Personnel

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SUBJECT: Extension of Schedule A Authority for Cyber Security Positions

DISTRIBUTION: (CONT)

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DIRECTOR, CIVILIAN HUMAN RESOURCES AGENCY

DEPUTY CHIEF OF STAFF FOR INTELLIGENCE, ATTN: DAMI-CP

OFFICE, ASSISTANT SECRETARY OF THE ARMY (MANPOWER AND RESERVE
AFFAIRS), ATTN: SAMR-CQ

OFFICE OF THE GENERAL COUNSEL, ATTN: SAGC (MS. JOHNSON)

OFFICE OF THE JUDGE ADVOCATE GENERAL, ATTN: DAJA-LE (MS. NUGENT)



READINESS AND FORCE
MANAGEMENT

OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE
4000 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-4000

MAR 27 2013

MEMORANDUM FOR: SEE DISTRIBUTION

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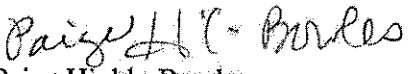
The Office of Personnel Management (OPM) has approved an extension to the Schedule A appointing authority for cyber security positions. The attached extended authority is effective through December 31, 2013.

Requirements:

- This appointing authority may not be used when other appointing authorities are suitable. This authority is intended to enable the Department to fill positions where the Department has special requirements that are not currently reflected in the existing OPM qualification standards.
- Only the U.S. Cyber Command is authorized to hire individuals in the 0301 series when those positions require unique cyber security skills and knowledge.
- Appointments may be either permanent or temporary in accordance with section 213.104 of title 5, Code of Federal Regulations (CFR) or time-limited to mirror the service limitations stated in section 316.301(a) of title 5, CFR.
- This Schedule A appointing authority is not covered by section 302.101 (c) of title 5, CFR, "Positions exempt from appointment procedures." Positions filled under this authority for which applicants have been solicited must follow the veterans' preference provisions stipulated in part 302 of title 5, CFR.
- All appointments under this authority must be documented on the Notification of Personnel Action, SF-50, with authority code "XZM/Sch A, 213.3106(b)(11)."
 - The XZM authority code may be used together with nature of action codes 170, 171, 570, 571, or 760. Use of this code for new appointments expires on December 31, 2013.
 - NOTE: Accurate coding of use of this authority is critical for information reporting purposes.
- Use of the authority remains limited to a specific number of positions and the allocations remain unchanged based on previously projected needs. If an adjustment to the allocation is needed, a request should be submitted through the appropriate chain.

- The Office of the Secretary of Defense, Military Departments, Defense Agencies, Department of Defense Field Activities with independent appointing authority, and other entities and organizations that use this authority must submit quarterly reports detailing its use until the authority expires. Reports should include the information shown on the attached sample report. Please submit your reports to staffing@cpms.osd.mil, attention Special Hiring Authorities. The next report is due on April 15, 2013, and subsequent reports are due on the 15th of the month following the end of the quarter until the authority expires.
- Schedule A authority allocations are attached. Additional allocations are available, if required.

Should you have any questions regarding the use of this authority, my point of contact for this guidance is Mr. Jeff Nelson, DCPAS, Chief, Staffing Policy Advisory Branch. Mr. Nelson may be reached at (571) 372-1540 or Jeffrey.Nelson@cpms.osd.mil.


Paige Hinkle-Bowles
Deputy Assistant Secretary
Civilian Personnel Policy

Attachments:
As stated

DISTRIBUTION: ASSISTANT G-1 FOR CIVILIAN PERSONNEL POLICY
(DEPARTMENT OF THE ARMY)
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DIRECTOR FOR HUMAN RESOURCES
(WASHINGTON HEADQUARTERS SERVICES)
EXECUTIVE DIRECTOR, HUMAN RESOURCES
(DEFENSE CONTRACT MANAGEMENT AGENCY)

Allocation and Usage Summary Report for

Component	Projected	FY13Q1	FY13Q2	FY13	FY13Q4
Air Force	683				
XVIII Airborne Corps NCO Academy	2				
Defense Information Systems Agency (DISA)	151				
Defense Logistics Agency (New Cumberland, PA)	26				
Defense Logistics Agency (DLA/DES-SI)	2				
Defense Threat Reduction Agency (DTRA)	20				
Fort Detrick NEC (DOIM)	4				
Missile Defense Agency (MDA)	25				
Naval Safety Center Norfolk, VA	1				
Department of Navy	1,012				
USA TRADOC	15				
USJFCOM	15				
HQ USMC	31				
Department of Army	180				
Defense Acquisition University	10				
Defense Finance and Accounting Service	13				
	2190				

Submit on 15 Jan., 15 Apr., 15 Jul. and 15 Oct 2013 to STAFFING@CPMS.OSD.MIL

FY/Qtr _____

**Cyber Security
Usage Report**

Organization (e.g. Army, Navy, AF, etc.)	Pay Plan	Series	Grade	Position Title	Number of Positions Filled	Nature of Action Code	Nature of Action	Legal Authority Code	Legal Authority

Please forward completed report to staffing@cpms.osd.mil
POC: (571)372-1528