

**EXPEDITED HIRING AUTHORITY FOR SELECT ACQUISITION
POSITIONS**

DEPARTMENT OF NAVY IMPLEMENTING GUIDANCE

Office of Civilian Human Resources

Effective date: 29 November 2011

**EXPEDITED HIRING AUTHORITY
FOR SELECT ACQUISITION POSITIONS
DEPARTMENT OF NAVY IMPLEMENTING GUIDANCE**

Contents

I. Introduction	3
II. Coverage	3
III. Authority.....	3
IV. Recruiting and Announcing Vacancies	4
V. Selection Certificates	4
VI. Assessments.....	4-5
VII. Merit Principles.....	6
VIII. Other Enhancements	6
IX. Recordkeeping.....	6
X. Reports.....	6

I. Introduction

Subsection 1705(h) of title 10, United States Code (U.S.C.) as amended by Section 831 of the National Defense Authorization Act for Fiscal Year 2010 (NDAA 2010), provides that the Secretary of Defense may designate any category of acquisition positions within the Department of Defense as positions for which there exists a shortage or there is a critical hiring need and utilize the authorities in sections 3304, 5333, and 5753 of title 5, United States Code, to recruit and appoint qualified persons to positions so designated.

This authority has been delegated to the Component Heads, Directors of Defense Agencies, and Directors of the DoD Field Activities, with independent appointing authority for themselves and their service organizations. This authority expires 30 September 2015.

This guidance supersedes Department of Navy Implementation Guidance dated 12 February 2009, Expedited Hiring Authority for Acquisition Positions in Accordance with Subsection 1705(h) of Title 10 United States Code (U.S.C.), as amended by Section 833 of Public Law 110-417-Duncan Hunter National Defense Authorization Act (NDAA) FY 2009.

II. Coverage

a. This authority covers positions at the mid-level (GS-9 through GS-13 and comparable levels) and higher level (GS-14 and GS-15 and comparable levels) in the following career fields: **Auditing (AUD); Business-Cost Estimating (BCE); Business-Financial Management (BFM); Contracting (CON); Facilities Engineering (FE); Information Technology (IT); Life Cycle Management (LCL); Production, Quality and Manufacturing (PQM); Program Management (PM); Science and Technology (S&T); Systems Planning, Research, Development, Engineering and Testing (SPRDE); and Test and Evaluation (T&E).**

b. Positions at the entry level (GS-5 and GS-7 and comparable levels) which are designated as included under section 1721 of Title 10, U.S.C., the Defense Acquisition Workforce Improvement Act (DAWIA) in the following career fields: **Auditing (AUD); Business-Cost Estimating (BCE); Business-Financial Management (BFM); Contracting (CON); Engineers (08XX) in any career field; Information Technology (IT); Life Cycle Management (LCL); Production, Quality and Manufacturing (PQM); Program Management (PM).**

III. Authority

Individuals appointed under this hiring authority will be given appointments using Legal Authority Code (LAC) Z5C/Direct-Hire Authority (Expedited Acquisition Hiring Authority Section 1705(h) of Title 10, U.S.C. 10-28-09). LAC Z5C will be used for Nature of Action Code (NOACs) 100, 101, 500, 501, 515, 108, 508, 120, and 520.

IV. Recruiting and Announcing Vacancies

Public notice is required and will be accomplished via an individual job announcement. In order to expedite the hiring process, individual job announcements may be posted for a minimum of two days. Announcements must identify the use of this Authority. Exceptions for one-day announcements may be approved by OCHR Staffing & Recruitment Division with appropriate justification and endorsement from the servicing HRSC.

A. Job Fairs/Recruiting Events. Selecting officials should work with the HRO/HRSC to implement a recruitment plan for conducting job fairs and other recruiting events and for coordinating public notice requirements that coincide with each event. When using this authority at job fairs and other recruitment events, interested candidates shall be referred to the vacancy announcement in order to apply for the position.

B. Name Requests. Selecting officials may identify potential candidates through "name requests". The candidate(s) may be selected if well qualified for the vacancy (to include meeting any selective placement factors and/or quality ranking factors) and within reach on a competitive selection certificate.

C. Veterans' Preference. The Department of the Navy will apply veterans' preference using category rating procedures. When a veteran's preference eligible applies for and is found well qualified for a specific vacancy (to include meeting any selective placement factors and/or quality ranking factors) he/she will be selected before a non-preference eligible is selected if ranked in the same category as the non-preference eligible.

D. Objection or Passovers of a Preference Eligible. An Objection to a preference eligible is an agency's request to remove a preference eligible from consideration on a particular selection certificate. A passover request is an objection filed against a preference eligible that results in the selection of a non-preference eligible. The Office of Personnel Management (OPM) Delegated Examining Operations Handbook provides guidance on how an agency may request an objection or a passover of preference eligibles.

D. Selective Placement Factors. A selective placement factor of 3.5 grade point average (GPA) on all undergraduate work will be used in filling entry level vacancies in occupations with positive education requirements with this authority.

E. Quality Ranking Factors. A quality ranking factor of 3.5 grade point average (GPA) on all undergraduate work will be used in determining which applicants will likely be better qualified for an entry level position in occupations with no positive education requirement with this authority.

V. Selection Certificates

A. Selection Certificates. A selection certificate will be issued with qualified candidates placed on the certificate using criteria established below. Selection certificates may be re-used up to 90 days after the closing date of the announcement provided that the job opportunity announcement indicated that the organization may fill more than one vacancy.

VI. Assessments

A. Entry level Positions (GS-5/7 and equivalent):

(1) Veterans' preference eligibles and/or fifteen (15) or more applicants who meet the selective placement factor or quality ranking factor:

Candidates for entry level positions who meet the selective placement factor or possess appropriate quality ranking factors (GPA of 3.5) will be assessed using the Administrative Careers with America (ACWA) Examination or the appropriate assessment tool for occupations not covered by ACWA. Total scores will then be used to place the applicant in one of three categories for referral. Disabled veterans with a 10 point preference will be placed ahead of all other candidates in the "best qualified" category regardless of overall score. Other veterans' preference eligibles will be placed ahead of all other candidates in the category appropriate for their rated score.

(2) Less than fifteen (15) applicants who meet the selective placement factor or quality ranking factor and no veterans' preference eligibles

Candidates for entry level positions who meet the selective placement factor or possess the appropriate quality ranking factors (GPA of 3.5) will be assessed using the ACWA or the appropriate assessment tool for occupations not covered by ACWA. Candidates may be referred in alphabetical order with no category rating required. Hiring managers may select any candidate from the selection certificate.

B. Full Performance Level Positions (GS-9 through GS-15 and equivalent):

Candidates for mid- and senior-level positions must be assessed against basic qualifications. In addition, candidates must meet the quality ranking or selective placement factors determined to be critical for the position and demonstrate successful job performance. Accordingly, the focus is on the specific technical experience and its applicability to the position requirements—work performed that clearly demonstrates that the candidate possesses knowledge, skills, and abilities at a highly qualified level.

(1) Veterans' preference eligibles and/or fifteen (15) or more applicants who meet the quality ranking factors:

Candidates for full performance level positions who meet the quality ranking factors for a specific position will be assessed using the appropriate crediting plan for the position. Total scores will then be used to place the applicant in one of three categories for referral. Disabled veterans with a 10 point preference will be placed ahead of all other candidates in the "best qualified" category regardless of overall score. Other veterans' preference eligibles will be placed ahead of non-preference eligibles in their category.

(2) Less than fifteen (15) applicants who meet the quality ranking factors and no veterans' preference eligibles

Candidates for full performance level positions who meet the quality ranking may be referred in alphabetical order with no category rating required. Hiring managers may select any candidate from the selection certificate.

VII. Merit Principles

Recruitment shall be from qualified individuals from appropriate sources in an endeavor to achieve a workforce from all segments of society. Selection and advancement must be determined solely on the basis of relative ability, knowledge, and skills, which assures that all receive equal opportunity.

VIII. Other Enhancements

Participants of the Science, Mathematics, and Research for Transformation (SMART) Defense Education Program who have successfully completed academic requirements may be directly appointed to shortage category or critical need acquisition positions using this authority.

IX. Recordkeeping

HRSCs are required to maintain records pertaining to the selection process. All documentation pertinent to the selection process shall be maintained to allow reconstruction of the placement action. These records may be destroyed after three years or after the program has been formally evaluated (whichever occurs first) if the time limit for grievance has lapsed and destruction would otherwise be consistent with DoD PPP requirements. Where there is an identified third party action, records shall be maintained until all forms of adjudication have been completed.

X. Reports

Major commands, working with the HRSCs, will provide OCHR quarterly input beginning 31 January 2012, on the effectiveness of this Authority in meeting staffing needs. This input should address items (e) and (f) below. Information for items (a) through (d) will be extracted from the Defense Civilian Personnel Data System (DCPDS) by OCHR. The consolidated information will be forwarded by OCHR to CPMS via the Director, Human Capital Initiatives, USD (AT&L).

- a. Number of employees hired under each of the authorities by position, series, and grade/pay band
- b. Race, gender, age, national origin of those selected
- c. Number of veterans hired
- d. Race and national origin (RNO) information for all applicants who apply for an ACWA covered position. Reports must indicate the total number of respondents by series, grade, and geographical area in each RNO category. Activities must request RNO information from all individuals who apply.
- e. Use of incentives in conjunction with the authority, e.g., recruitment/relocation incentives; student loan repayments
- f. Effectiveness of the authority in meeting Component staffing needs, i.e., did it facilitate the reduction of number of vacancies by title, series, grade