DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-2
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WASHINGTON, DC 20310-1000

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: DCIPS Direct to Public Hiring and On-the-Spot Hiring Authority for External Recruitment. (Policy Interpretation)

1. References:

a. U.S. Code, Title 10, Subtitle A, Part II, Chapter 83, Subchapter I, 1612, Civilian Defense Intelligence Employees.

b. Army Policy Volume 2005 Defense Civilian Intelligence Personnel System, Employment and Placement.

2. Defense Civilian Intelligence Personnel System (DCIPS) provides authority to hire from any source, to include direct to public and on-the-spot. If on-the-spot hiring is used, Veteran's preference would not apply as there is only one candidate involved. The following guidance provides the ability to directly appoint an individual without having to go through the normal recruitment process when it's known that using that process will most likely not result in qualified candidates.

3. Pursuant to reference (a) and (b), positions are staffed on the basis of merit, fitness, and qualifications without regard to political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, non disqualifying physical handicap or age, and shall be based solely on job-related criteria.

4. Flexibility in Sources. DCIPS recruitment and placement is intended to provide maximum flexibility within statutory and regulatory guidelines to recruit high-quality, diverse candidates from both internal (Federal) and external (non-Federal) sources. In issuing internal DCIPS guidance, Army Commands, Army Service Component Commands, Direct Reporting Unites, Administrative Assistant to the Secretary of the Army and Joint Command with DCIPS positions shall allow for varying areas of consideration depending on the nature and level of the positions to be filled. Recruitment and placement procedures may include any combination of internal and external recruitment sources, allowing concurrent consideration of all sources identified. Procedures shall provide for management's right to select from any appropriate source. Joint Department of Defense and/or Intelligence Community (IC)-wide recruiting efforts, where appropriate, are encouraged.

5. Authority to directly consider applications from the public versus obtaining applications from the Office of Personnel Management (OPM). DCIPS, as an Excepted Service System under

Title 10 authorities permits "direct to public" recruitment. We are **not** bound by using the public examining process overseen by OPM (also known as delegated examining (DE) (i.e. applicants are given a numeric score and referred in score order, rule of three applies, compensable vets "float" to the top of the list of candidates, etc.). This means that we may post a job announcement, consider candidates from all sources under the same recruitment process, and do not have to use DE for external applicants.

6. Authority to Offer a Position "On-the-Spot". Direct, "On-the-Spot" hiring authority can be used in DCIPS when recruitment history has shown that qualified candidates are scarce or when there are very unique skills required, and it's known that the positions will be hard to fill or for college recruitment efforts, for emergency hires, and for other similar situations. This gives us the ability to directly appoint an individual without having to go through the normal recruitment process when it's known that using that process will most likely not result in qualified candidates. Selecting Commanders should always work with their servicing Civilian Personnel Advisory Center in advance to obtain agreement on the proper use of this authority.

7. In summary, DCIPS provides authority to hire from any source, to include direct to public and on-the-spot, (ability to identify a highly qualified candidate and hiring without competition). Great care needs to be exercised to ensure that this type of hiring is not abused and it should certainly not be used to avoid a competitive process if there are clearly other well-qualified candidates available. If on-the-spot hiring is used, Veteran's preference would not apply as there is only one candidate involved. Again, if other candidates are readily available, it's always a good idea to open the position up to competition and thereby avoid any claim of disparate treatment.

8. The Office of the Deputy Chief of Staff, G-2 point of contact is Ms. June Ricard, (703) 695-1063, DSN 225-1063, email: june.f.ricard@us.army.mil.

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