



DEPARTMENT OF THE ARMY

DEPUTY CHIEF OF STAFF, G-2
1000 ARMY PENTAGON
WASHINGTON, DC 20310-1000

DAMI-CP (690)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Revised Guidance for Processing Direct Hire Appointments for Defense Civilian Intelligence Personnel System Positions

1. References:

a. Title 10, United States Code, Section 1601 (Civilian Intelligence Personnel: General Authority to Establish Excepted Positions, Appoint Personnel, and Fix Rates of Pay)

b. Department of Defense Instruction 1400.25, Volume 2005 (Defense Civilian Intelligence Personnel System, Employment and Placement)

c. Army Policy Volume 2005 (Army Defense Civilian Intelligence Personnel System, Employment and Placement) (Paragraph 6 is hereby superseded)

2. A review of our Army Defense Civilian Intelligence Personnel System (DCIPS) policies uncovered unintended constraints on our DCIPS authorities to expedite hiring of certain external candidates. As we continue to seek opportunities to expedite and shorten hiring times and compete for talent, this memo provides revised guidance to assist in recruitment efforts.

3. The DCIPS Title 10 authorities permit direct hire appointments of candidates without regard to the provisions of any other title or law. This authority can be used to direct hire all occupational series without public notification nor vacancy announcement when traditional methods are impractical.

4. This guidance supersedes reference 1c, paragraph 6. Direct hire appointments made in accordance with reference 1a will be identified by using the Title 10 DCIPS Authority. Commands and organizations will report the usage of this authority to the Office of the Deputy Chief of Staff, G-2 Intelligence Personnel Management Office, annually, via separate tasker.

5. The enclosed annex provides the administrative requirements and procedures commands and organizations will follow in processing Direct Hire Appointments. Utilize this guidance in conjunction with the above references.

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6. My point of contact for this memorandum is Mr. Mark Johnson, DAMI-CP, available at (703) 695-3689 or mark.a.johnson18.civ@army.mil.

Encl

LAURA A. POTTER
Lieutenant General, GS
Deputy Chief of Staff, G-2

PRINCIPAL OFFICIALS OF HEADQUARTERS, DEPARTMENT OF THE ARMY
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DIRECTOR OF ENTERPRISE MANAGEMENT
COMMANDER, EIGHTH ARMY

ANNEX

Revised Guidance for Processing Direct Hire Appointments for Defense Civilian Intelligence Personnel System Positions

1. The Defense Civilian Intelligence Personnel System (DCIPS) provides maximum flexibility to recruit and direct hire high-quality, diverse candidates without regard to the provisions of any other title or law. When recruiting from External (Non-Federal) sources, commands and organizations will select the most appropriate method that will provide a sufficiently diverse and highly qualified pool of candidates. Consistent with merit system principles, commands and organizations have the authority to identify, recruit, and select candidates directly from any non-Federal applicant source and the option to use a vacancy announcement and public notification. (See Flow Chart 1 – External Direct Hire Without Announcement, Flow Chart 2 – External Recruitment Outside USAJobs, and/or Flow Chart 3 – External Recruitment Using USAJobs).

2. Commands and organizations have:

a. Authority granted by section 1601 of Title 10, United States Code to structure DCIPS recruitment and appointment programs that provide the most direct access to local and national sources of high-quality diverse candidates.

b. Authority to directly identify and consider candidates for certain positions without vacancy notification when traditional methods are impractical. Justification must be provided by the selecting official to support the direct hire appointment and must indicate why the normal competitive process cannot be followed, e.g., the need for accelerated hiring due to specific mission requirements, unique skill sets or qualifications of the candidate, and must be consistent with merit system principles.

c. Authority to develop local policies and procedures for their external recruitment efforts which will:

(1) Be in writing and uniformly applied to all candidates for all vacancies and sources for which external applicants are accepted.

(2) Allow commands and organizations to determine when public notification and advertising are warranted; including when to announce vacancies using USAJobs or other recruitment platforms, and considering mission requirements, costs, and organizational benefits.

(3) Include instructions for selections commonly made through college recruitment programs or other Federal, Department of Defense, or Intelligence Community events.

ANNEX

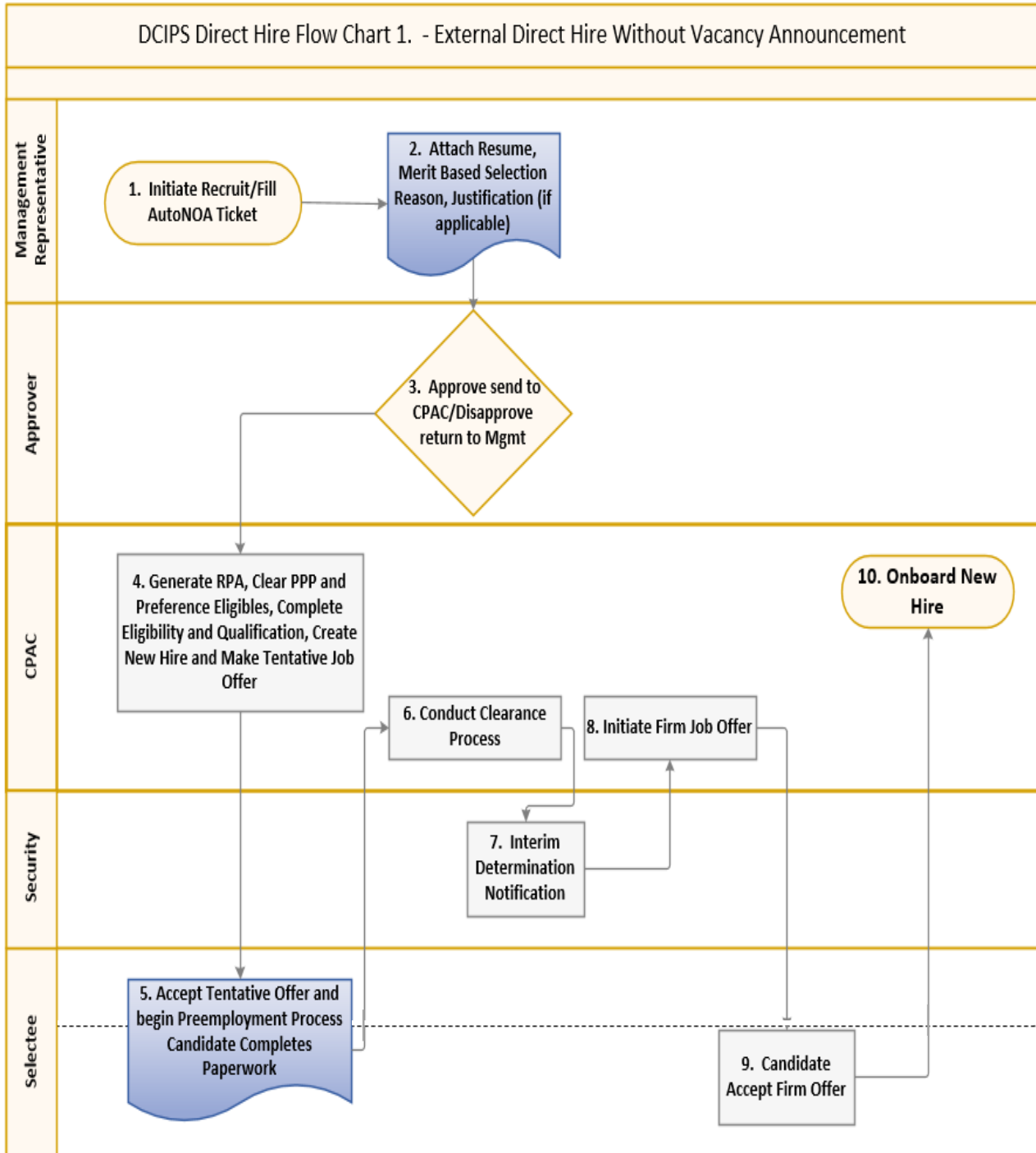
Revised Guidance for Processing Direct Hire Appointments for Defense Civilian Intelligence Personnel System Positions

(4) Identify any additional command and organization specific occupations or positions for which direct identification of candidates without public notification or vacancy announcement is authorized.

(5) Prescribe the maintenance of records for all direct hire appointments and selection documents. Records must include documentation to ensure compliance with merit system principles and veterans' preference procedures. See below for flow charts depicting the different options and processes to externally recruit and direct hire candidates.

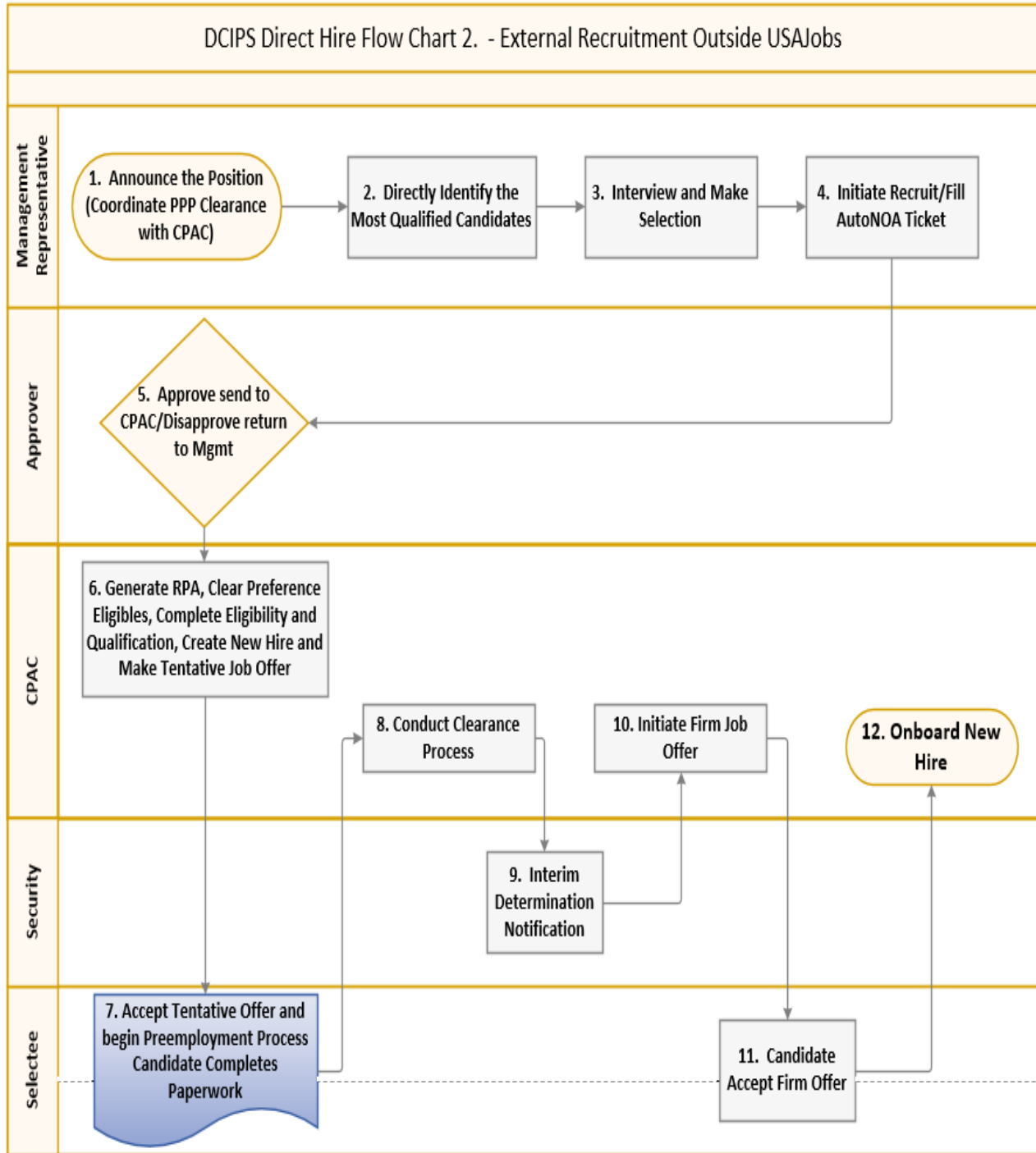
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