

NCR MD Guidance for Requesting 180-Day Waivers for Hiring Retired Military Members

The 2017 National Defense Authorization Act removed the exception which allowed the hiring of retired military members into the federal service within 180 days of retirement.

In accordance with DoD Instruction 1402.1, we must delay hiring a retired member of the Armed Forces to a civil service position for 180 days from the date of the military retirement, unless an individual waiver is submitted and approved.

Walter Reed National Military Medical Center, Fort Belvoir Community Hospital and the Joint Pathology Center (MTFs/Center) have the option to hire a retired military member within the 180 days of retirement through the application and approval of a waiver. However, in order to submit a waiver, we must verify that full consideration was given to all other eligible career employees, the vacancy was publicized to give interested candidates opportunity to apply for a minimum of five (5) days, and that no unfair advantage was given to the retired military member. MTFs/Center must show the retired military member's knowledge, skills, and abilities are clearly superior to other available candidates.

To assist with the process, the NCR MD developed a form for requesting 180-day waivers (attached). The form must be completed in its entirety and submitted with each waiver request before a final job offer can be made. The requirements include the request form containing specific information, a copy of the retired service members DD214 or Statement of Service, applicants resume, current position description, USAJobs Announcement validating the position was announced for five (5) days, copy of the depicting selective placement factors, copy of the certificate of eligibles and a signed hiring fair and open competition certification. If any selective placement or quality ranking factors were used, those must be documented as well. In addition to the documents, management must prepare a summary paragraph on how the proposed appointee is superior to each applicant given consideration; a written statement about hiring efforts and placement and promotion procedures followed. Completion of the waiver form and the required attachments does not constitute approval.

Waiver requests for positions at the GS-13 level and below are submitted through the NCR MD Personnel Branch to the Director of NCR MD for review and final approval.

For positions at the GS-14 level and above, the waiver request must be routed through the NCR MD Personnel Branch who will review for accuracy and forward to the Defense Health Agency for the Deputy Director's final approval.

My point of contact for this action is Ms. Clodeth C. Findlay, Chief, Personnel Branch at email address: clodeth.c.findlay.civ@mail.mil or telephone number: (301) 319-4789.