



National Capital Region
Medical Directorate
ADMINISTRATIVE INSTRUCTION



NUMBER 1400.09

OCT 04 2017

PERS

SUBJECT: Direct Authority for DoD Post-Secondary Students and Recent Graduates NDAA
FY 17 Section 1106

References: See Enclosure 1

1. PURPOSE. This Administrative Instruction (AI), in accordance with (IAW) the authority and in References (a) through (g):

a. Establishes the National Capital Region Medical Directorate (NCR MD) policies, responsibilities, and procedures to recruit and appoint qualified current post-secondary students and recent graduates directly into competitive service positions in professional and administrative occupations.

b. Enables NCR MD to expedite hiring by eliminating competitive rating, ranking, and veterans' preference procedures and Priority Placement Programs.

2. APPLICABILITY. This AI applies to the NCR MD; Walter Reed National Military Medical Center, Fort Belvoir Community Hospital, and the Joint Pathology Center. Hereafter, these facilities are collectively referred to as Joint Medical Treatment Facilities (MTFs) and Center.

3. APPOINTING AUTHORITY. Appointments may be made using the following legal authority codes:

a. Term appointments of current post-secondary students: ZSCF/Direct-Hire Authority (Department of Defense (DoD) Post-Secondary Student Appointment), Section 1106, Public Law 114-328, December 23, 2016.

b. Noncompetitive conversions to career or career-conditional appointments of post-secondary students completing academic and program requirements: ZSCG/Direct-Hire Authority (DoD Post-Secondary Student Conversion), Section 1106, Public Law 114-328, December 23, 2016

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c. Career or career-conditional appointments of recent graduates: Z5CH/Direct-Hire Authority (DoD Recent Graduates Appointment), Section 1106, Public Law 114-328, December 23, 2016.

d. All positions recruited under this authority must comply with the Public notice requirements under 5 United States Code §§ 3327 and 3330.

e. If the provisions of this AI differ from the negotiated labor agreements, the negotiated agreements will apply until renegotiated except where such agreements are specifically superseded by applicable law or regulation.

f. Provisions of this AI will not be further supplemented without NCR MD approval. Where compliance with this instruction is omitted properly or improperly, the flexibilities provided by the regulation or guidance from higher authority are still applicable.

g. MTFs and Center Directors may establish internal procedures to ensure compliance with the provisions of this AI.

4. AUTHORIZED POSITIONS. See Enclosure 2
5. DEFINITIONS. See Glossary
6. RESPONSIBILITIES. See Enclosure 3
7. PROCEDURES. See Reference 2-AI, Merit Promotions Plan, dated 02 June 17
8. QUALIFICATIONS. See Enclosure 4
9. REQUIREMENTS FOR POST-SECONDARY STUDENTS AND RECENT GRADUATES. See Enclosure 5
10. EFFECTIVE DATE. This AI:
 - a. Is effective for non-bargaining unit employees upon publishing to the NCR MD Website. For bargaining unit employees, it will go into effect upon the completion of statutory bargaining obligations; and
 - b. Is cancelled on September 30, 2021 unless extended by future legislation in accordance with Section 11 National Defense Authorization Act (NDAA) Fiscal Year (FY) 17.

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Enclosures

1. References
2. Authorized Positions
3. Responsibilities
4. Qualifications
5. Requirements for Post-Secondary Students and Recent Graduates

Glossary

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ENCLOSURE 1

REFERENCES

- (a) Deputy Secretary of Defense Memorandum, "Direct-Hire Authority for the DoD for Post-Secondary Students and Recent Graduates," February 6, 2017
- (b) National Capital Region Medical Directorate Administrative Instruction, "Merit Promotion and Placement," June 2, 2017
- (c) Office of Personnel Management, Delegated Examining Operations Handbook, May 2007, Appendix D
- (d) Recruitment, Selection, and Placement (General), 5 Code of Federal Regulations (CFR) 330
- (e) Title 5, United States Code (USC) of Federal Regulation
- (f) Merit System Principles, 5 USC § 2301
- (g) Deputy Secretary of Defense Memorandum, "Priority Placement Program Exemption for Positions Filled by Post-Secondary Students and Recent Graduates through Direct-Hire Authority," July 7, 2017

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ENCLOSURE 2

AUTHORIZED POSITIONS

1. Limitation on Appointments. The total number of employees appointed during the FY may not exceed the number equal to 15 percent of the number of hires made into professional and administrative occupations of the Department at the GS-11 level and below (or equivalent) under competitive examining procedures during the previous fiscal year.

2. Allocations. Each fiscal year, NCR MD will be notified by Defense Health Activity (DHA) of their allocations to fill positions based on its total percentage of positions filled during the previous fiscal year. If the percentage of authorized positions does not equate to a whole number, the number of allocations shall be rounded down to the next lower number. By October 31st of each calendar year, allocations will be determined by Defense Civilian Personnel Advisory Service (DCPAS), and DHA will notify NCR MD of their allocations. NCR MD will conduct an annual needs assessment to determine if additional allocations are required.

3. Covered Positions. Positions covered by this AI are filled based on the OPM and DoD preauthorized yearly allocation. NCR MD Personnel Branch will provide the MTFs and Center with designated allocations annually.

a. The direct hiring authority may be used for positions in the professional and administrative occupations at the General Schedule (GS) – 11 level and below (or equivalent).

b. A listing of the OPM GS Professional, Scientific and Administrative series positions may be found at <https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=Group-Standards>

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ENCLOSURE 3

RESPONSIBILITIES

1. SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS. The Secretary of Defense for Personnel and Readiness is responsible for the development of DoD implementation guidance and policies, including determination of yearly allocations for DoD Components.

2. DEFENSE CIVILIAN PERSONNEL ADVISORY SERVICE (DCPAS). The DCPAS shall oversee and monitor the use of these authorities throughout the Department and ensure compliance with any reporting requirements related to the authorities.

3. NCR MD PERSONNEL BRANCH. The NCR MD Personnel Branch is responsible for oversight, accountability, and reporting for the NCR MD and the MTFs and Center.

Documentation for appointments made under these authorities must be sufficient to allow reconstruction of the actions and must be maintained for a time frame consistent with other appointing authorities. In addition, appointments under these authorities will be evaluated as a part of the DoD Human Capital Framework. CHRC will not be required to submit PPP requisitions when filling positions affecting noncompetitive conversions under this authority.

4. MTFs AND CENTER DIRECTORS. The MTFs and Center Directors will ensure that the approved numbers of authorized positions are IAW their Joint Table Distribution in advance of all recruitment activity.

5. CIVILIAN HUMAN RESOURCE CENTER (CHRC). The CHRC is responsible for:

a. Administering the guidance of this AI to ensure the requirements, spirit, and intent of OPM, DoD, legal, and regulatory guidelines are met.

b. Disseminating information and providing expert advice, guidance, and assistance on workforce planning, recruitment strategies, conditions of employment, staffing and placement, position management and classification, compensation and pay, and labor and management employee relations.

c. Participating and/or providing advisory guidance on boards and councils at staff meetings, job fairs, and college recruitment events under the direct hiring authorities recruitment flexibilities.

d. Initiating the Request for Personnel Action upon request from authorized officials. CHRC will contact management to discuss all aspects of the recruitment process to include the area of

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consideration in order to ensure the availability of a reasonable number of best-qualified candidates; and educate management on the difference in conversion options for the Recent Graduate IAW this DHA and the Pathways Programs.

e. Conducting job analysis, post vacancy announcements or approved form of public notice, determine minimally qualified candidates, issue referral lists, extend tentative and final job offers, and establish effective dates. CHRC will ensure legal requirements are met before making the final job offers.

f. Annotating in the remarks section of all applicable request for personnel actions, "PPP exemption - Office of the Deputy Assistant Secretary of Defense (Civilian Personnel Policy) memorandum dated July 7, 2017." The use of this remark expires on September 30, 2021 unless expansion of the program has been approved.

g. Ensuring applicants are electronically advised of their status and provide accurate updates immediately when changes occur.

h. Auditing certificates of referral and validate selections IAW legal and regulatory guidance.

i. Providing a timely response to inquiries and to all parties IAW approved standards

6. MANAGERS AND SUPERVISORS. The managers and supervisors are responsible for:

a. Communicating the provisions of this AI to employees as appropriate and when warranted.

b. Anticipating personnel requirements and initiating appropriate action on a timely basis.

c. Establishing internal functions to support efficiencies and eliminate duplication of external support capabilities to the maximum extent possible.

d. Reviewing and monitoring selection procedures to ensure compliance with the spirit of the merit systems principles of Reference (f).

e. Develop an effective assessment strategy to differentiate among the qualified and non-qualified candidates.

f. Obtaining any required organizational approvals for recruitment action prior to submission to CHRC.

g. Returning referral lists in a timely fashion, preferably within 14 days.

7. APPLICANTS. The applicants are responsible for:

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- a. Seeking job opportunities on designated applicable web sites (i.e., USAJobs) for vacancy announcements.
- b. Reviewing announcement to ensure all required skills, experience, and training requirements for the position are met.
- c. Providing all information and forms required on vacancy announcements.
- d. Notifying the CHRC of acceptance or declination of a job offer after notification of selection.

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ENCLOSURE 4

QUALIFICATIONS

Qualified individuals are those who:

1. Meet the minimum standards for the position as published in the OPM's operating manual, "Qualification Standards for General Schedule Positions," and any DoD qualification standards specific to the position to be filled;
2. Meet any selective placement factor(s) and/or competencies identified as necessary for appointment to the position.
3. Appointments may be made to any covered position for which the individual is qualified. The duties of the position to which the individual is appointed should be related to either the participant's academic or career goals. DoD Components may not require the completion of educational requirements or specific coursework for occupations that do not have a positive education requirement.

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ENCLOSURE 5REQUIREMENTS FOR POST-SECONDARY STUDENTS AND RECENT GRADUATES1. POST-SECONDARY STUDENTS

a. Requirements. This authority may be used for term appointments of post-secondary students. Post-secondary students may be noncompetitively converted to permanent appointments upon completion of their academic program requirements.

b. Schedules. Post-secondary students may work full-time or part-time schedules. There are no limitations on the number of hours a student can work per week, but the student's work schedule should not interfere with the student's academic schedule.

c. Participant Agreement. NCR MD must execute a written participant agreement with each program participant that clearly identifies expectations, including but not limited to: a general description of duties; work schedules expected date of completion of academic and program requirements; mentorship opportunities; training requirements, as applicable evaluation procedures that will be used for the participant; and requirements for continuation and successful completion of the program.

d. Appointments and Conversions.

(1) Position Types upon Appointment and Conversion. Students may be initially appointed to one-grade interval positions for which they qualify in order to prepare them for conversion to the target position in a related two-grade interval occupational series upon completion of their academic program. Students being converted to positions requiring the Administrative Career with America assessment must be assessed as described in Appendix D of reference (c).

(2) Educational Requirements. Individuals being considered for initial appointments to positions leading to target positions with positive education requirements (e.g., biologist, auditor) should be enrolled in directly related degree programs in order to meet the qualification requirements for the target position upon completion of their academic program.

(3) Initial Appointment and Conversion.

(a) Post-secondary students will be initially appointed to a term appointment in the competitive service for an initial period expected to last more than one year and not to exceed the time limits stated in section 316.301, subpart C of title 5 of the CFR, to include any future legislative and/or regulatory modifications to these time limits. Requests for extensions beyond these time limitations should be rare and must be submitted through the NCR MD to DCPAS at least 60 days in advance to provide time for adjudication.

(b) Post-secondary students may be noncompetitively converted to a career or career

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conditional appointment within 120 days of successful completion of their academic program requirements. The 120-day period for noncompetitive conversion starts when the student completes his or her academic requirements (as determined by the educational institution). NCR MD will defer to the educational institution for a determination of when degree requirements have been met. Students may continue to work during the 120-day administrative processing period. While the intent is to convert post-secondary students to permanent employment, conversion is neither automatic nor guaranteed. As a condition of employment, a student's appointment expires 120 days after completion of the designated academic course of study, unless the student is selected for noncompetitive conversion pursuant to this authority. NCR MD will consult with the CHRC and Labor Management Employee Relations office regarding potential non-conversions.

(c) The conversion of a student to permanent appointment does not result in the use of a new allocation for the respective NCR MD activity. A student continues to occupy the original activity's allocation throughout the duration of the appointment and conversion pursuant to this authority.

e. Eligibility Criteria. Activities may use requirements such as the ability to work a specified number of hours per week or be in good academic standing as eligibility criteria.

f. Sunset of Authority. Noncompetitive conversions of students to permanent appointments may occur following the sunset date of this authority.

2. RECENT GRADUATES

a. Requirements. Qualified applicants who are United States Citizen must have completed, within the previous two years, a qualifying associates, bachelors, masters, professional, doctorate, vocational, or technical degree/certificate from a qualifying educational institution. Veterans unable to apply within two years of receiving their degree, due to military service obligation, have as much as 6 years after degree requirement completion to apply. Eligibility for these veterans cannot exceed 6 years from the date on which he or she completed their degree requirements (or certification).

b. Appointments and Conversions. This authority may be used for permanent appointment conversions of recent graduates.

c. Sunset of Authority. Noncompetitive conversions of Recent Graduates to permanent appointments may occur following the sunset date of this authority.

GLOSSARYPART 1. ABBREVIATIONS AND ACRONYMS

AI	Administrative Instruction
CFR	Code of Federal Regulations
CHRC	Civilian Human Resource Center
DHA	Defense Health Agency
DoD	Department of Defense
DCPAS	Defense Civilian Personnel Advisory Service
FY	Fiscal Year
GS	General Schedule
IAW	In accordance with
MTFs	Military Treatment Facilities
NCR MD	National Capital Region Medical Directorate
NDAA	National Defense Authorization Act
OPM	Office of Personnel Management
PPP	Priority Placement Programs
USC	United States Code

PART 1. ABBREVIATIONS AND ACRONYMS

The term "current post-secondary student" means a person who:

- a. Is currently enrolled and in good academic standing at a full-time program at an institution of higher education; and
- b. Is making satisfactory progress toward receipt of a baccalaureate or graduate degree; and

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- c. Has completed at least one year of the program.

The term "recent graduate" means a person who was awarded a degree by an institution of higher education not more than two years before the date of the appointment of such person, except that in the case of a person who has completed a period of obligated service in a uniformed service of more than four years, such term means a person who was awarded a degree by an institution of higher education not more than four years before the date of the appointment of such person.

The term "institution of higher education" has the meaning given the term in section 1001 of the Higher Education Act of 1965 (20 U.S.C 1001).

The term "AWCA" stands for Administrative Career With America. Refer to OPM's case information for details: http://archive.opm.gov/luevano_archive/luevano-archive.asp