



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
MANPOWER AND RESERVE AFFAIRS
111 ARMY PENTAGON
WASHINGTON, DC 20310-0111

SAMR CQ

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Guidance and Clarification for Army-wide Hiring Freeze and Release of Terms and Temporary Civilian Personnel

1. Reference: ASA M&RA memo, subj: Department of Army Hiring Freeze and Release of Terms and Temporary Civilian Personnel, dated 22 January 2013.
2. The information set forth within this memorandum pertains to Army positions only and is subject to revision based upon receipt of future guidance from either the Office of the Secretary of Defense or the Office of the Secretary of the Army. This guidance is based on Deputy Secretary of Defense and Assistant Secretary of the Army (Manpower and Reserve Affairs) (ASA (M&RA)) guidance issued as of this date. Should OSD or ASA (M&RA) subsequently issue new guidance that alters the content of this memorandum, the guidance set forth herein will be modified accordingly.
3. The paragraphs below provide additional policy guidance and/or clarification for actions that are authorized Army-wide. Commanders and the Administrative Assistant to the Secretary of the Army (AASA) with delegated authority to implement the Army hiring freeze and release of terms and temporary civilian personnel as stated in the reference may place further restrictions and requirements upon their own commands.
4. Release of Temporary Employees (reference memo, para 3.b.). Temporary employees who have a tenure of "0" should be released unless a waiver is approved by the Administrative Assistant to the Secretary of the Army (AASA) or Commander of an ACOM, ASCC, or DRU. The appointments of temporary employees who have a tenure of "3" will be allowed to expire in the same manner as the appointments of term employees. Reduction in force has not been authorized for early release of tenure "3" terms or temporary personnel.
5. Internal Recruitment (reference memo, para 5.b.). Selection of current permanent Army employees within the commuting area from recruitment efforts that were previously open to applicants beyond the Army is permissible as long as the selection does not violate Veterans' preference, merit system principles, or specific Command hiring freeze guidance. Positions may be upgraded due to accretion of duties and internal promotions may continue. However, Commands must fully consider the impact of associated cost increases on budget reduction plans.

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6. Defense Acquisition Workforce Development Fund (reference memo, para 6.h.). Employees hired/to be hired under Section 852, FY2008 National Defense Authorization Act, who are funded by the Defense Acquisition Workforce Development Fund (DAWDF), are approved Army-wide exceptions to the hiring freeze. Disregard "intern" in its applicability to DAWDF employees in paragraph 6.h. since all DAWDF-funded personnel are covered by this exception.

7. Conversion Actions. Employees on temporary appointments in positions who are eligible to convert to permanent positions may be converted. Examples of temporary appointments leading to permanent appointments include 30% Disabled Veteran Appointments, VRA appointments, Pathways Appointments, etc.

8. Civilians Deployed to Theater of Operations (reference memo, para 6.d.). This exception is not limited to Iraq and Afghanistan, and it applies to all civilians deploying to theaters of operations supporting contingencies; emergency operations; humanitarian missions; disaster relief; restoration of order, drug interdiction; and stability operations (e.g., Afghanistan, Iraq, Saudi Arabia, Kuwait, Qatar, Philippines, Georgia, Thailand, Lebanon).

9. Foreign Military Sales (FMS) Positions. FMS positions are exempt from the Army-wide hiring freeze. Their salaries are funded by FMS and the profit generated by FMS goes back into Army's budget.

10. Non-Army and COCOM Positions. Positions that are not funded by Army are exempt from the Army-wide hiring freeze. An example is a position in NATO. Army positions assigned to COCOMs are exempt from the hiring freeze and release of temporary or term personnel.

11. Nonappropriated Fund (NAF) Positions. NAF positions are exempt from the Army-wide hiring freeze and release of temporary or term personnel.

12. Internal Placement Programs. Many downsizing commands have instituted internal placement programs such as the MEDCOM Placement Program (MP2) in order to provide job placements to their employees who are in receipt of separation notices prior to the employees' registering for the DoD Priority Placement Program. Placements made as a result of any command's internal placement program are exempt from the hiring freeze.

13. Scholarship Program Graduates. DoD and Army have various scholarship programs that lead to the employment of graduates who have incurred a service agreement. Examples of these scholarship programs are National Security Education Program (NSEP) and Information Assurance Scholarship Program (IASP). To the extent that a mission critical need and funding exists, candidates who are graduates of a scholarship program may be hired without an exception.

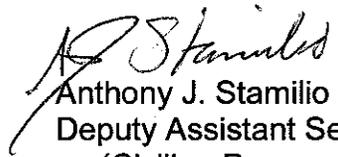
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14. Employees Temporarily Deployed. Those employees who are deployed either by TDY or TCS may apply to positions at their permanent duty station and be considered "within the commuting area."

15. Career Development Group/Army Acquisition Fellows (CDG/AAF). The CDG/AAF Program is a three-year developmental program that offers developmental assignments in Program Executive Offices (PEOs), Assistant Secretary of the Army for Acquisition, Logistics and Technology Offices (ASA(ALT)), AMC Headquarters and functional organizations. In addition, the Program provides expanded training, leadership, experiential and other career development opportunities. Applicants apply for this program competitively through a vacancy announcement. The best-qualified applicants are then board-selected to fill multiple CDG/AAF centrally-funded developmental leadership positions. The CDGs have return rights to their former organization. The CDG/AAF Program is exempt from the hiring freeze.

16. Army Acquisition Centralized Selection List - Command Selection List, Product Managers and Project Managers (PMs). Individuals selected for these positions serve for 3 years and are recognized as being members of a select group of professionals who are involved in developing critical systems and services. Rotating civilian PMs do not have a program in place that will automatically place them into a position that matches their skills and knowledge levels. In addition to the requirements imposed by the Acquisition Placement Policy on Rotating Civilian Project/Product Managers (dated 13 Sep 2006), the ASA(ALT) encourages the Program Executive Officers and Program Managers to give serious placement consideration to our rotating PMs and to identify high-grade open vacancies within their organizations to be used for potential PM placements. This program is exempt from the Army hiring freeze.

17. My point of contact is Linda Logan, linda.l.logan1@us.army.mil or 703-695-5154.


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