



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

SAMR CQ

20130612

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Additional Guidance to Backfill Vacancies During the Army-wide Hiring Freeze

1. References:

a. ASA M&RA memo, subj: Department of Army Hiring Freeze and Release of Terms and Temporary Civilian Personnel, dated 22 January 2013.

b. SAMR CQ memo, subj: Policy Guidance and Clarification for Army-wide Hiring Freeze and Release of Terms and Temporary Civilian Personnel, dated February 27, 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. Reference 1a, paragraph 6a provided an exception to the hiring freeze for employees in long-term training who require outplacement upon completion of training. Reference 1b, paragraph 5 provided a blanket exception to select current permanent Army employees within the commuting area as long as the selection does not violate Veterans' preference, merit system principles or specific Command hiring freeze guidance.

4. The Civilian Senior Leader Management Office (CSLMO) recently opened the Senior Enterprise Talent Management (SETM) website for acceptance of applications from GS-14/15 and equivalent employees for the SETM program. Army employees in the same grades are also applying for selection to Senior Service Colleges (SSC) and Defense Senior Leader Development Program (DSLDP). Army senior leaders will be able to identify employees for selection to various academic, developmental and leadership programs and ensure those with outstanding potential are prepared for assignment to positions of greater importance, responsibility and impact across the Army.

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5. In order to encourage our high performing employees to apply for academic, developmental or leadership programs and to support leaders who will endorse their employees' applications, Army wants to ensure that commanders and managers are aware they already have the authority to backfill the vacancy created by an employee selected for one of these opportunities through the exception to the hiring freeze outlined in reference 1b, paragraph 5. In addition, Army is providing a blanket exception to backfill those vacancies through any recruitment source as long as the organization has sufficient funds. Before automatically recruiting to backfill the vacant position, commanders and managers should consider various options. The following questions should be asked:

a. Will the employee selected for an academic, developmental or leadership program encumber his or her current position and return to it upon completion of the program? If so, a temporary reassignment or temporary promotion should be considered instead of recruiting for a permanent employee.

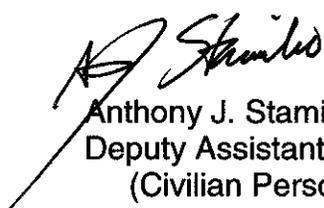
b. Will the selected employee be transferred to a centrally funded account, leaving the position unencumbered? If Army will continue to pay the salary for the selected employee, are there sufficient command resources to fund the backfill position?

c. Is the vacant position accurately classified? Should the vacant position be restructured due to new competencies or skills requirements?

d. Should the vacant position be realigned to another branch, division, etc.? Is the vacant position still required? Is there another more critical vacancy in the organization that is a higher priority for recruitment? Should the vacant position be abolished? Abolishing the vacancy will reduce endstrength without impacting a current employee.

e. Should the organization consider lowering the full performance level to a lower grade and create an upward mobility/career ladder position to select junior employees with high potential for future advancement?

6. Commanders and managers should continue to work closely with their Civilian Human Resources Director and the local Civilian Personnel Advisory Center specialist when considering to backfill a vacant position.


Anthony J. Stamilio
Deputy Assistant Secretary of the Army
(Civilian Personnel/Quality of Life)

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