



How Do I Use Direct Hire Authority?

I. How Does Direct Hire Work? Direct hire authority streamlines the recruitment process and authorizes hiring without regard to certain competitive procedural requirements:

- Allows applicants to be selected without first being "rated" or "ranked"
- Allows applicants to be appointed without regard to the "rule of three"
- Allows applicants to be hired without applying veterans' preference (except those covered under II.A below)
- Requires adherence to career transition assistance program requirements (CTAP/ICTAP)
- Requires that the vacancy be announced to the public (except those in II.A below)

II. What Authorizes Direct Hire? [Direct Hire Authority](#) was granted under several authorities for the positions listed in A and B below:

A. Department of Defense (DoD) Appropriations Act for FY04 covers:

- GS-0602 Medical Officer
- GS-0603 Physician's Assistant
- GS-0610 Nurse
- GS-0660 Pharmacist
- GS-0662 Optometrist
- GS-0665 Audiologist
- GS-0668 Podiatrist
- GS-0680 Dentist
- GS-0682 Dental Hygienist



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Use of this authority requires application of veteran's preference. There is no requirement to rate and rank applications; simply refer all qualified veteran's preference eligibles ahead of non-preference eligibles. Selection must be made from the veteran's preference group unless objections are sustained and no other preference eligibles are available. **(Authority expires 1 October 2004)**

NOTE: Although these positions do not require Public Notice, announcements for the more frequently filled positions (GS-0602, GS-0603, GS-0610, GS-0660, and GS-0682) have been posted on USAJOBS for publicity purposes.

B. Office of Personnel Management (OPM) Government-wide Direct Hire covers:

- GS-0647 Diagnostic Radiologic Technologist
- GS-0602 Medical Officer
- GS-0610 Nurse
- GS-0620 Practical Nurse
- GS-0660 Pharmacist
- GS-2210 IT Management (Information Security) GS-9 and above (in support of efforts to carry out requirements of the Gov't Information Security Reform Act and the Federal Information Security Management Act)
- Iraq Reconstruction Efforts - positions requiring fluency in Arabic/other middle eastern languages (FWS/GS-09 and above U.S. citizens)

As of 4 July 2004, Public Notice has been posted on USAJOBS for all positions covered under this authority, which does not require application of veteran's preference, but has [ICTAP](#) clearance requirements. Candidates claiming ICTAP eligibility are directed in the announcement to submit proof of eligibility. Candidates have also been asked to submit copies of transcripts, licenses, certificates, etc. including DD214 and SF15. The DD214 is not for veteran's preference purposes, but to obtain documentation needed for appointment purposes. **(Authority is indefinite)**

III. How Do I Receive Resumes? Information on how to apply is provided to applicants on the USAJOBS announcement and on the [AFPC/DPC Employment Webpage](#). This site includes a listing of all Air Force installations and the address where applicants can mail their resume. Some CPFs have requested to be removed from this list and some have asked that information be posted under their address regarding acceptance of resumes (e.g. accepting resumes for Nurse positions only at this time). The address of an organization can also be listed instead of the CPF. For example, the personnel liaison for the base hospital can be designated as the POC. Due to security concerns, we will not post names, only office symbols and addresses.

IV. Do I Rate and Rank the Resumes I Receive? There is no requirement to rate and rank resumes; however, you may wish to conduct a cursory review to see if they meet basic qualifications. There is also no requirement to provide any type of notice of rating to the applicant. For those positions that require the application of veteran's preference (GS-0603, GS-0662, GS-0665, GS-0668, GS-0680, and GS-0682) you will want to insure that the applicants are fully qualified before referring their resume to the selecting official. If the POC for receipt of resumes is not a personnelist, a HR Specialist must validate qualifications before a job offer is extended.

V. How Long Do I Have to Keep Resumes on File? There is no time limit on how long resumes should remain active. We suggest an initial short letter be issued to the applicant acknowledging receipt of the resume and stating how long the resume will be kept on file.

VI. What Are the Procedures for Referring Resumes? The CPF can establish procedures for referring candidates. You may want to refer candidates on a "quasi certificate" or just simply a typed list of names. For inquiries or reporting purposes or complaints, you may want to keep a record of candidates referred and selection/non-selection. Remember, for those

A. Severe Shortage exists when candidates with the required competencies for the job cannot be found despite:

- Extensive recruitment
- Extended announcement periods
- Use of hiring flexibilities (if applicable)

B. Critical Hiring Need may be triggered by:

- A national emergency
- Threat or potential threat
- Environmental disaster
- Other unanticipated or unusual event or mission requirement

CPFs should document and submit their requests through their MAJCOM who will in turn submit it to HQ USAF for OPM's consideration. OPM will then consider the following to grant an agency-specific direct hire authority:

- Whether a nationwide or geographical skills shortage exists
- Extent to which positions are located in an undesirable geographic location
- Requirement of the incumbent to perform onerous or undesirable duties
- Requirement of the incumbent to work under extraordinary or extreme conditions