



## NATIONAL GUARD BUREAU

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23 MAR 23

### MEMORANDUM FOR THE ADJUTANTS GENERAL AND THE COMMANDING GENERAL OF THE DISTRICT OF COLUMBIA NATIONAL GUARD

Subject: National Guard Accelerated Hiring Authority of Certain Shortage or Critical  
Need Positions (J1-P-2023-001)

References: See Attachment A

1. This National Guard (NG) hiring authority enables the Chief, National Guard Bureau (CNGB), The Adjutants General, and The Commanding General, District of Columbia National Guard, hereinafter referred to as TAGs, to strengthen mission readiness in certain shortage or critical need positions. This memorandum is effective upon signature and will expire twelve months from the date of signature.
2. The CNGB authorizes NG accelerated hiring for certain shortage or critical need positions in accordance with (IAW) references a through d. Appointments of Title 5 and Title 32 NG employees under this authority is designated to TAGs. Limits of this authority are in Attachments B and C and Tables 1 and 2 of Attachment D.
3. Point of contact is Mr. Charles W. (Wes) Nichols, Jr., NGB-J1-P; 703-601-2980.

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WENDY B. WENKE  
Major General, USAF  
Director, Manpower, and Personnel  
National Guard Bureau

Attachments:  
As stated

## ATTACHMENT A

### REFERENCES

- a. Public Law 114-328, December 2016, "National Defense Authorization Act for Fiscal Year 2017"
- b. Title 10, United States Code, Section 10508, "National Guard Bureau: General Provisions"
- c. Title 5, United States Code, Section 3320, "Excepted Service; Government of the District of Columbia; Selection"
- d. Title 5, Code of Federal Regulations, Section 302.102, "Method of Filling Positions and Status of Incumbent"
- e. Title 5, United States Code, Section 9905, "Direct Hire Authority for Certain Personnel of the Department of Defense"
- f. Title 5 United States Code, Chapter 33, Subchapter 1, Sections 3301 – 3330e, "Examination, Certification, and Appointment"
- g. Chief of the National Guard Bureau Memorandum, 16 February 2017, "Designation of The Adjutants General to Appoint, Employ, and Administer National Guard Employees"
- h. Title 5, Code of Federal Regulations, Section 300.103, "Basic Requirements"
- i. DoD Directive 8140.01, 05 October 202, "Cyberspace Workforce Management"

### RELATED REFERENCES

1. Department of Defense Instruction 1400.25, 01 December 1996, "DoD Civilian Personnel Management System"
2. Chief of the National Guard Bureau Instruction 1400.25A, 11 May 2020, "National Guard Technician and Civilian Personnel"

## ATTACHMENT B

### ACCELERATED APPOINTMENT AUTHORITY OF NG EMPLOYEES TO CERTAIN SHORTAGE OR CRITICAL NEED POSITIONS

#### 1. NG hiring under this authority.

a. The Secretary of Defense has identified positions in the Department of Defense as certain shortage or critical need positions for direct hire appointments in the competitive service under the provisions of reference e. This competitive service appointment authority does not extend to the NG as NG appointments are in the excepted service.

b. The CNGB authorizes appointment of qualified candidates to certain shortage or critical need positions in the excepted service in the State NGs. NG appointments are subject to most of the provisions, in law and regulations, which apply to Federal employees, however, appointments under this authority are made without regard to chapter 33, subchapter 1 of title T5 USC, other than § 3328. As a matter of policy, Sections 3323 and 3326 of chapter 33, subchapter 1 of title T5 USC continue to apply (reference f).

c. The CNGB directs those individuals selected under this NG authority will not be given appointments in the competitive service because these appointments are in the NG excepted service under T5 USC Sections 2103 or 3101. They may, however, receive a temporary, indefinite, or a permanent appointment that is equivalent to a competitive service appointment in the excepted service.

d. Attachment C and Tables 1 and 2 of Attachment D provides the limits, implementing procedures, and career fields and series/occupation titles of this authority.

e. Appointment of qualified persons under this NG hiring authority is designated to TAGs IAW reference g.

f. This authority should primarily be used to appoint qualified candidates who are not existing NG employees with permanent tenure status.

2. This authority enables the NG to recruit and appoint qualified persons through a process without applying competitive rating and ranking procedures. The following principles shall be followed when exercising this authority:

a. A highly-qualified workforce is critical to missions of the DoD, NGB, and the States in performing missions of the CNGB, and the State NGs.

b. Recruitment efforts should be expansive enough to ensure, to the extent possible, that a diverse candidate pool exists.

c. Merit factors shall be the basis for selecting individuals for positions.

d. TAG must ensure transparency, accountability, and auditability in hiring processes.

3. The following definitions apply to this NG hiring authority.

a. A critical hiring need and shortage may occur when the need to fill positions creates an operational hardship in meeting the mission requirements brought about by circumstances such as, but not limited to, unusual or unanticipated events, extraordinary workload, or new or emerging mission requirement creating the need to fill positions (e.g. aircraft operations, air traffic controller professionals and, positions supporting National Guard Resiliency Outreach efforts).

b. For the purposes of Attachment C, paragraph c and d, qualified candidates meet or will meet Defense Acquisition Workforce Improvement Act certification requirements within the required timeframe for appointment to the position being filled.

c. For the purposes of Attachment C, paragraph g, qualified candidates are defined as individuals who possess a finance, accounting, management, or related degree from an accredited college or university, or equivalent experience relevant to the functions of the position being filled. In addition, qualified candidates meet or will meet the DoD Financial Management Certification Program requirements, within the required timeframe, for appointment to the position being filled, as applicable.

d. For the purposes of Attachment C, paragraph h, business transformation is defined as the processes of fundamentally changing the systems, processes, people, and technology across a whole business or business unit, to achieve measurable improvements in efficiency, effectiveness and stakeholder satisfaction.

(1) To use Attachment C, paragraph h, positions must involve work executing continuous process improvement and/or organizational change across the agency; and

(2) Business transformation and management innovation appointees must have:

(a) A management or business background;

(b) Experience working with large or complex organizations; and

(3) Demonstrated expertise executing, via recognized, repeatable business improvement methods, at least one of the following: management or organizational change, data analytics, or business process design.

4. Announcement and assessment process for this NG hiring authority.

a. Public notice is not required; however, if posting job opportunity announcements, TAG must use announcements that are concise and easily understood. Public notice is appropriate if the Area of Consideration and categories for recruitment include current Federal employees from DoD or other agencies; or Federal re-employable eligible candidates who have or held a permanent status.

(1) TAG may establish recruiting procedures that are in addition to their established Merit Placement procedures for identification of qualified individuals for referral to management for selection and appointment.

(2) TAG must ensure that Merit System Principles are followed when posting advertisements and announcements, receiving applications, referring candidates, and notifying applicants regarding receipt and status of their applications.

(3) Potential applicants should have ready access to information about how to apply for positions, and the basis on which they will be assessed to meet the qualifying criteria.

b. State staffing specialists will assess candidates against job-related criteria, ensuring they have the skills, education, training, and behavioral attributes that provide for successful job performance.

c. Selectees for entry level positions must be assessed IAW T5 CFR 300.103 (reference h).

d. Appointments under this authority are subject to the Priority Placement Program. Procedures for the Priority Placement Program may be found in the Priority Placement Program Handbook available at: (<https://www.dcpas.osd.mil/sites/default/files/2021-09/PPP%20Handbook%20-%20Nov%202019.pdf>)

5. Legal Authority for appointments under this NG hiring authority.

a. For appointments under T5 USC § 2103, State staffing specialists will use the applicable excepted service Nature of Action Code for appointment type (for

example, 170), and the Nature of Action is: Excepted Appointment, the Authority Code is: ZLM, and the Legal Authority is: Public Law 114-328, December 2016, Section 932; T10 USC § 10508.

b. For appointments under T5 USC § 3101, State staffing specialists will follow the directions in paragraph 5. a. above with a Secondary Authority Code of V8K.

c. Any individual appointment under T5 USC § 3101 must meet the requirements of T32 USC § 709(b).

d. Appointments may be made on a temporary, indefinite, or permanent basis.

6. Oversight and Accountability of this NG hiring authority.

a. TAG is responsible for determining the appropriate use of this authority to meet workforce needs, ensuring implementation is in accordance with Merit System Principles and applicable collective bargaining agreements.

b. TAG is responsible for oversight, accountability, and reporting for themselves and their serviced organizations. TAG may be required to report on the usage and effectiveness of the authority as requested by NGB.

c. Appointments under this authority may be evaluated as part of the DoD Human Capital Framework.

7. The HRO will maintain records to meet the administrative requirements of this NG hiring authority. Consolidated records must include the following:

a. Number of employees hired by position, series, and grade level;

b. Number of veterans hired;

c. Number of military spouses hired;

d. Number of internal candidates (i.e. current employees) hired; and,

e. Quantifiable effectiveness in meeting NG staffing efforts.

8. The CNGB may rescind this NG hiring authority of any Adjutant General who does not follow the principles or procedures of this authority.

## ATTACHMENT C

### NG ACCELERATED HIRING AUTHORITY OF CERTAIN SHORTAGE OR CRITICAL NEED POSITIONS SPECIFICATIONS

1. This NG hiring authority can be used to appoint individuals in the GS -14 and below pay grades (or equivalent pay system) to positions meeting one of the following specifications:

a. Positions involved with DoD and NG maintenance and transportation activities, such as maintenance of weapon systems, aircraft operations, hardware, equipment, software, installation infrastructure, or any combination thereof, including depot-level maintenance and repair.

b. Positions in the cyber workforce (also known as "cyberspace workforce") as defined in reference i, designated with a cyberspace work role.

c. Positions in the acquisition workforce that are responsible for managing any services contracts necessary to the operation and maintenance of programs of the NG.

d. Positions in science, technology, engineering, or mathematics, including supporting technical positions, within the defense acquisition workforce, or any categories within the NG that are designated by DoD as a shortage or critical need category, as outlined in Attachment D, Table 1.

e. Positions in technology and engineering in the NG for which a qualified candidate is required to possess a bachelor's degree or an advanced degree, or for which a veteran candidate is being considered.

f. Positions in medical or health professions with the NG by DoD designation by the Secretary as a shortage category or critical need occupation, as outlined Attachment D, Table 2.

g. Positions in financial management, accounting, auditing, cost estimation, operational research, business, or business administration for which a qualified candidate is required to possess a finance, accounting, or management science degree or a related degree, or a related degree of equivalent experience.

h. Positions for the purpose of assisting and facilitating the efforts of the NG in business transformation and management innovation.

ATTACHMENT D

NG ACCELERATED HIRING AUTHORITY OF CERTAIN CRITICAL ACQUISITION,  
SOCIAL SCIENCE, PSYCHOLOGY, WELFARE, AND MEDICAL/HEALTH  
PROFESSIONAL POSITIONS IN THE EXCEPTED SERVICE

Acquisition Career Fields	
Auditing (AUD)	Production Quality and Manufacturing (PQM)
Business – Cost Estimating (BCE)	Program Management (PM)
Business – Financial Management (BFM)	Science and Technology Management (S&T)
Contracting (CON)	Engineering (ENGR)
Facilities Engineering (FE)	Testing and Evaluation (T&E)
Information Technology (IT)	Small Business (SB)
Life Cycle Logistics (LCL)	

**Table 1.** Acquisition Career Fields

Social Science, Psychology, Welfare, Medical or Health Professions Series/Occupation Title	
101 Social Science	603 Physician Assistant
180 Psychologist	610 Nurse
181 Psychology Aid & Technician	620 Practical Nurse
185 Social Worker	640 Health Aid & Technician
186 Social Services Aid & Assistant	671 Health Systems Specialist
602 Medical Officer / Physician	690 Industrial Hygienist

**Table 2.** Social Science, Psychology, Welfare, Medical or Health Professions  
Series/Occupation Title