

**OFFICE OF HUMAN CAPITAL SERVICES
HUMAN RESOURCES CENTER
HIRING FLEXIBILITIES**

Use of these hiring flexibilities is entirely at the discretion of the agency; eligibility for appointment under any of the hiring authorities is not an entitlement and does not guarantee selection for a federal position. In addition to meeting basic eligibility requirements, candidates must also meet qualification requirements for the position.

There are two types of hiring processes. In the **non-competitive** hiring process, agencies use a special authority to hire individuals without requiring them to compete for the job. In the **competitive** process, applicants compete with each other through a structured process.

Hiring Authority	Eligibility Requirements	Terms and Conditions of Employment	References
<p>Veterans Recruitment Appointment (VRA): The VRA is a special authority by which agencies can appoint an eligible qualified Veteran without competition.</p>	<ul style="list-style-type: none"> • Disabled Veterans; OR • Veterans who served on active duty in the Armed Forces during a war, or in a campaign or expedition for which a campaign badge has been authorized; OR • Veterans who, while serving on active duty in the Armed Forces, participated in a United States military operation for which an Armed Forces Service Medal was awarded; OR • Recently separated Veterans (within the last 3 years); AND • Separated under honorable conditions 	<ul style="list-style-type: none"> • Non-competitive; posting on USA Jobs is not required. • Time-in-grade requirements do not apply • VRA eligibles may be appointed to any position for which qualified up to GS-11 or equivalent (promotion potential is not a factor) • When two or more VRA applicants are preference eligibles, the agency must apply Veterans' preference as required by law • 2-year excepted appointment • After 2 years of substantially continuous service in a permanent position under VRA, the appointment will be non-competitively converted to a career or career-conditional 	<ul style="list-style-type: none"> • 38 U.S.C. 4214; • Public Law 107-288; • 5 CFR 307; • 5 CFR 330; • VA Handbook 5005, Part II Chapter 2 and Part III Chapter 3; • 5 CFR 752.401(c)(3); • HRML 05-08-01

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		<p>appointment in the competitive service</p> <ul style="list-style-type: none"> • VRA appointees with less than 15 years of education must complete a training program established by the agency • May be used for permanent or time-limited appointments (such as term or temporary appointments), however, time-limited appointments made under VRA will not be converted to the competitive service 	
<p>Schedule A: This excepted authority is used to non-competitively appoint individuals, including eligible veterans, who have a severe physical, psychiatric, or intellectual disability.</p> <p>The appointee can be a Veteran or a non-Veteran.</p>	<ul style="list-style-type: none"> • Show proof of disability • Medical Documentation must distinguish the nature of the disability (i.e. physical, psychiatric, or intellectual) 	<ul style="list-style-type: none"> • Non-competitive; posting on USA Jobs is not required • Time-in-grade requirements do not apply • No grade limitation • Veterans' preference is not applicable for appointments filled under 5 CFR 213.3102(u) • 2-year excepted appointment • After 2 years of substantially continuous service in a permanent position under Schedule A, the agency may non-competitively convert to competitive service 	<ul style="list-style-type: none"> • 5 CFR 213.3102(u) & (II) Subpart C; • 5 CFR 302; • VA Handbook 5005, Part II Chapter 2; • HRML 05-07-04; • HRML 05-12-02; • 5 CFR 330

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		<ul style="list-style-type: none"> • May be used for permanent or time-limited appointments (such as term or temporary appointments) • There is no limit to the number of times an individual can use Schedule A • There is no requirement for an updated Schedule A letter 	
<p>Veterans Employment Opportunities Act of 1998 (VEOA): This authority permits an agency to appoint an eligible Veteran who has applied under an agency merit promotion announcement that is open to candidates outside the agency.</p>	<ul style="list-style-type: none"> • Must be a preference eligible Veteran; OR • Veteran separated after substantially completing 3 years of continuous active-duty service performed under honorable conditions. 	<ul style="list-style-type: none"> • Competitive; All vacancies filled via the VEOA hiring authority must be posted on USA Jobs. • No grade limitation • Career or career-conditional appointment in the competitive service. • Can only be used when filling permanent competitive service positions. 	<ul style="list-style-type: none"> • 5 CFR 315.611; • 5 CFR 330; • VA Handbook 5005, Part II Chapter 2 and Part III Chapter 3; • HRML 05-08-01
<p>30 Percent or More Disabled Veterans: The 30 Percent or More Disabled Veteran authority allows an agency to non-competitively appoint any Veteran with a 30 percent or more service-connected disability.</p>	<ul style="list-style-type: none"> • Must be retired from active military service with a service-connected disability rating of 30 percent or more; OR • Have a rating decision by the Department of Veterans Affairs showing a compensable service-connected disability of 30 percent or more 	<ul style="list-style-type: none"> • Non-competitive; If the expected duration of the time-limited appointment is 121 days or more, vacancies must be posted on USA Jobs to clear RPL/CTAP/ICTAP before filling positions under this hiring authority. • Time-in-grade requirements do not apply • No grade limitation 	<ul style="list-style-type: none"> • 5 U.S.C. 3112; • 5 CFR 316.302; • 5 CFR 316.402; • 5 CFR 315.707; • 5 CFR 330; • VA Handbook 5005, Part II Chapter 2; • HRML 05-08-01

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		<ul style="list-style-type: none"> • Veteran is placed on a time- limited appointment of at least 60days • Can be non-competitively converted to a career-conditional appointment (permanent status) at any time during the time-limited appointment. 	
<p>Pathways Programs: The Pathways Programs offer clear paths to Federal <i>internships</i> for students and Federal careers for <i>recent graduates</i> and provide meaningful training and career development opportunities for individuals who are at the beginning of their Federal service.</p>			<ul style="list-style-type: none"> • VA Handbook 5005, Part II Chapter 2; • 5 CFR 362; • 5 CFR 330; • 5 CFR 315.713; • Executive Order 13562
<ul style="list-style-type: none"> • Internship Program (Pathways): This program replaces the Student Career Experience (SCEP) and Student Temporary Employment Program (STEP). This program is for current students enrolled in a wide variety of educational institutions from high school to graduate level, with paid opportunities to work 	<ul style="list-style-type: none"> • Current students in an accredited high school, college (including 4-year colleges/universities, community colleges, and junior colleges); professional, technical, vocational, and trade school; advanced degree programs; or other qualifying educational institution pursuing a qualifying degree or certificate. 	<ul style="list-style-type: none"> • Competitive; All vacancies filled via the Pathways Programs must be posted on USA Jobs. • Veterans' preference rules apply • Each agency must sign a Participant Agreement with the Intern that sets forth the expectations for the internship. • Job will be related to the Intern's academic career goals or field of study. • Agencies may hire Interns on a temporary basis for up to one year for an initial period, or for an indefinite period, to complete the educational requirement. 	

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<p>in agencies and explore Federal careers while still in school.</p>		<ul style="list-style-type: none"> • Interns may be converted to a permanent position (or, in some limited circumstances, to a term position lasting 1-4 years) within 120 days of successful completion of the program. 	
<ul style="list-style-type: none"> • Recent Graduates Program (Pathways): This program is for individuals who have recently graduated from qualifying educational institutions or programs and seek a career development program with training and mentorship. 	<ul style="list-style-type: none"> • Applicants must apply within two years of degree or certificate completion. • Veterans unable to apply within two years of receiving their degree, due to military service obligation, have as much as six years after degree completion to apply. 	<ul style="list-style-type: none"> • Competitive; All vacancies filled via the Pathways Programs must be posted on USA Jobs. • Veterans' preference rules apply • Each agency must sign a Participant Agreement with the Recent Graduate that sets forth the expectations for the program. • Recent Graduates may be converted to a permanent position (or, in some limited circumstances, a term appointment lasting 1-4 years). 	
<p>Reinstatement: The Reinstatement hiring authority allows eligible qualified candidates to reenter the Federal competitive service workforce without competing with the public.</p>	<ul style="list-style-type: none"> • Individuals must have held a career or career-conditional appointment at some time in the past. If so, there is no time limit on reinstatement eligibility for those who: <ul style="list-style-type: none"> ○ have Veterans' preference; OR 	<ul style="list-style-type: none"> • Non-competitive; Vacancies must be posted on USA Jobs to clear RPL/CTAP/ICTAP before filling positions under this hiring authority. • No grade limitation • Veterans' preference is not applicable 	<ul style="list-style-type: none"> • 5 CFR 315 Subpart D; • 5 CFR 330; • VA Handbook 5005, Part II Chapter 2 and Part III Chapter 3

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	<ul style="list-style-type: none"> ○ acquired career tenure by completing 3 years of substantially continuous creditable service. ● Individuals that do not have Veterans' preference or did not acquire career tenure, individuals may be reinstated within 3 years after the date of separation. 	<ul style="list-style-type: none"> ● May be used for permanent or time-limited appointments (such as term or temporary appointments) 	
<p>Transfer: A career or career-conditional employee of one agency may transfer, without a break in service of a single workday, to a competitive service position in another agency without competing in a civil service examination open to the public.</p>	<ul style="list-style-type: none"> ● Present Federal employees who are serving in the competitive service under a career or career-conditional appointment have eligibility for transfer to a position in the competitive service. 	<ul style="list-style-type: none"> ● Competitive; All vacancies filled via the Transfer hiring authority must be posted on USA Jobs. ● No grade limitation ● Veterans' preference is not applicable ● An employee may transfer to a position at the same, higher, or lower grade level. ● Generally, with a transfer, a career employee remains a career employee, and a career-conditional employee remains a career-conditional employee. 	<ul style="list-style-type: none"> ● 5 CFR 315 Subpart E; ● VA Handbook 5005, Part II Chapter 2 and Part III Chapter 3; ● 5 CFR 330

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<p>Non-Competitive Appointment of Military Spouses: Allows eligible military spouses who meet the qualification requirements to be non-competitively appointed.</p>	<ul style="list-style-type: none"> The hiring flexibilities apply to the spouses of active-duty Service members, spouses of military members who have a 100% disability rating from the Department of Veterans Affairs (VA) or the un-remarried widow or widower of Service members killed in the line of duty. 	<ul style="list-style-type: none"> Non-competitive eligibility for purposes of the military spouse hiring authority means it provides access to consideration, but a military spouse must apply to a job opportunity announcement to receive consideration along with eligible status candidates. No grade limitation Veterans' preference is not applicable Career or career-conditional appointment in the competitive service May be used for permanent or time-limited appointments (such as term or temporary appointments) VA can non-competitively appoint eligible military spouses to temporary, term or permanent positions in the competitive service. Military spouses must be currently married to an active or injured Service member at the time the agencies make their appointments. Military spouses are no longer limited to Federal jobs in the geographic area where their partners are assigned for active duty. The geographic and eligibility flexibilities are in effect until August 	<ul style="list-style-type: none"> Executive Order 13473; Executive Order 13832, Enhancing Noncompetitive Civil Service Appointments of Military Spouses; 5 CFR 315.612 Subpart F; 5 CFR 316.402-403; 5 CFR 315.707; 5 CFR 330 Subparts F-G; VA Handbook 5005, Part II Chapter 2; HRML 05-08-01

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		<p>13, 2023. Military spouses can also receive unlimited non-competitive appointments through August 13, 2023.</p> <ul style="list-style-type: none"> • After August 13, 2023, military spouses will only receive non-competitive appointments to a Federal position in the geographic area where his or her partner is stationed for permanent duty, unless there are no agencies with a position within that particular area. 	
<p>Direct-Hire Authority (DHA): A DHA is a hiring authority that the Office of Personnel Management (OPM)</p>	<ul style="list-style-type: none"> • Government-wide DHA use limited to the OPM approved critical positions listed on OPM's DHA webpage 	<ul style="list-style-type: none"> • Competitive; All vacancies filled via DHA must be posted on USA Jobs. • Veterans' preference is not applicable 	<ul style="list-style-type: none"> • 5 CFR 337.205; • HRML 05-18-03; • 5 U.S.C. Section 3304; • 5 CFR 330

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<p>can give to Federal agencies for filling vacancies when a critical hiring need or severe shortage of candidates exists. A DHA expedites hiring by eliminating competitive rating and ranking, Veterans' preference, and "rule of three" procedures.</p>	<ul style="list-style-type: none"> • VA Specific DHA use limited to the OPM approved critical occupations listed in HRML 05-18-03 through December 31, 2020. • No appointment may be affected using DHA beyond its respective expiration date. 	<ul style="list-style-type: none"> • May be used for permanent or time-limited appointments (such as term or temporary appointments) • Restrictions on movement following competitive appointment for the first 3 months 	
<p>Disabled Veterans Enrolled in VA Training Programs: Disabled Veterans eligible for training under the VA's Vocational Rehabilitation program may enroll for training or work experience at an agency under the terms of an agreement between the agency and VA.</p>	<ul style="list-style-type: none"> • Veteran must have completed VA Vocational Rehabilitation training program evidenced by a VA Certificate of Training showing the occupational series and grade level of the position for which trained. 	<ul style="list-style-type: none"> • Non-competitive; posting on USA Jobs is not required. • Veteran is placed on a status quo appointment • Can be non-competitively converted to a career-conditional appointment at any time during the status quo appointment 	<ul style="list-style-type: none"> • 38 U.S.C. Chapter 31; • 5 CFR 3.1; • 5 CFR 315.604; • HRML 05-08-01; • VA Handbook 5005, Part I Chapter 2 and Part II Chapter 2

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<p><u>Non-Competitive Eligibility</u>: Returned Peace Corps Volunteers are granted noncompetitive eligibility for 12 months upon successful completion of service.</p>	<ul style="list-style-type: none"> NCE allows U.S. federal government agencies in the executive branch to hire a returned Volunteers without having to go through the (lengthy) competitive hiring process. 	<ul style="list-style-type: none"> A hiring agency may be able to extend the 12-month NCE period for 2 more years to a total of 3 years if the person, after the qualifying service, is: <ul style="list-style-type: none"> In the military service; Studying at a recognized Institution of higher learning; or In another activity which, in the agency's view warrants extension. Work with HRC/ HR Specialist to complete online application according to instructions at: www.peacecorps.gov/returned-volunteers/careers/career-link/rpcv-job-posting-form/ 	<p><i>Executive Order 11103</i> https://www.archives.gov/federal-register/codification/executive-order/11103.html</p>

Miscellaneous Hiring Flexibilities		
<p>Term Appointments</p>	<ul style="list-style-type: none"> An agency may make a term appointment for a period of more than 1 year but not more than 4 years to positions where the need for an employee's services is not permanent. Reasons for making a term appointment include, but are not limited to: project work, extraordinary workload, scheduled abolishment, reorganization, contracting out of the function, uncertainty of future 	<ul style="list-style-type: none"> 5 CFR 316 Subpart C; VA Handbook 5005, Part II Chapter 2

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	<p>funding, or the need to maintain permanent positions for placement of employees who would otherwise be displaced from other parts of the organization.</p> <ul style="list-style-type: none"> • Agencies may extend appointments made for more than 1 year but less than 4 years up to the 4-year limit in increments determined by the agency. • The vacancy announcement should state that the agency has the option of extending a term appointment up to the 4-year limit. 	
Temporary Appointments	<ul style="list-style-type: none"> • An agency may make a temporary appointment for a specified period not to exceed 1 year. The appointment may be extended up to a maximum of 1 additional year (24 months of total service) where the need for an employee's services is not permanent. • An agency may make a temporary limited appointment (1) to fill a short-term position (i.e., one that is not expected to last longer than 1 year); (2) to meet an employment need that is scheduled to be terminated within the timeframe set out in 5 CFR 316.401(c) for such reasons as abolishment, reorganization, or contracting of the function, anticipated reduction in funding, or completion of a specific project or peak workload; or (3) to fill positions on a temporary basis when the positions are expected to be needed for placement of permanent employees who would otherwise be displaced from other parts of the organization. • The vacancy announcement should state that the agency has the option of extending a temporary appointment up to the 24-month limit. 	<ul style="list-style-type: none"> • 5 CFR 316 Subpart D; • VA Handbook 5005, Part II Chapter 2