

FAX BACK FORM

Please fill out the following information and fax to Cheryl Thomas at (202) 606-1540.

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What Human Resources topics/questions would you like OPM-ES to address in upcoming issues of this newsletter?

Do you have any comments or suggestions for improving this newsletter?

Thank you for your input!

If you would like additional copies of this newsletter, or if you have further questions or comments, please email Cheryl Thomas at ckthomas@opm.gov. And be sure to check out our website at www.opm.gov/employ.

HIRING AUTHORITIES

You may use a wide range of hiring flexibilities when developing a hiring strategy:

- Make temporary appointments of up to 1 year [5 CFR part 316].
- Use part-time, intermittent or seasonal work schedules [5 CFR part 340].
- Make excepted service expert or consultant appointments (NTE 1 year) [5 U.S.C. 3341].
- Use special veteran's authority without competition up to GS-11 [5 CFR part 307].
- Use details in 120 day increments [5 U.S.C. 3341].
- Use commercial temporary help services for short-term requirements [5 CFR Part 300 subpart E].
- Use term appointments for work from 1 to 4 years in duration [5 CFR part 316].
- Make schedule A and B excepted service appointments when it is not practical to hold open competitive examinations [5 CFR part 213].
- Make Schedule C excepted service appointments for positions of confidential or policy determining nature (these require OPM authorization) [5 CFR part 213].
- Use transfers to move an employee of one agency, without a break in service, to another agency without having to compete [5 CFR part 315].
- Use reinstatement to reenter former career and career conditional employees without open competition [5 CFR part 315].
- Make noncompetitive appointments of current or former Peace Corps Personnel/Volunteers [5 CFR part 315].
- Make noncompetitive appointments of VISTA Volunteers under the Economic Opportunity Act of 1964 or the Domestic Volunteer Service Act of 1973 [5 CFR part 315].
- Make noncompetitive appointments of overseas employees returning to the United States [5 CFR part 301].
- Use the Presidential Management Intern Program for careers in analysis and management of public policies and programs.
- Use your agency developed Career Intern Program to fill entry level through managerial level positions.
- Use the Student Temporary Employment Program (STEP) for appointments not to exceed 1 year.
- Use the Student Career Experience Program (SCEP) to convert noncompetitively to a career status.
- Use the Outstanding Scholar Program as a supplement to competitive examining for the GS-5 and GS-7 positions included in the Luevano consent decree.
- Use Selective Placement Opportunities for appointments of people with disabilities.

NOTE: When making appointments using any of these flexibilities, keep in mind the Presidential Memorandum entitled "Career Transition Assistance for Federal Employees," under 5 CFR part 330.