



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, D.C. 20350-2000

IN REPLY REFER TO:

12300
Ser N26/3U549370
4 Jun 03

From: Chief of Naval Operations (N2)

Subj: CIVILIAN PERSONNEL HIRING POLICY CHANGE

Ref: (a) CNO ltr 12000 Ser N20C/9U548919 of 14 Jan 99

1. The purpose of this letter is to redelegate the authority to use direct hire authority for hard-to-fill positions, entry-level positions covered under a formal training program, and intelligence specialist positions.
2. As you recall, reference (a) was implemented due to concerns expressed by the Office of the Deputy Assistant Secretary of Defense (Civilian Personnel Policy) and the Office of Personnel Management over widespread use of direct hire within the Department of the Navy Civilian Intelligence Personnel Management System community. Since implementation of reference (a), we have effectively limited the use of direct hire authority to ensure our personnel management program is consistent with the merit principle of fair and open competition.
3. After careful review and analysis of our past recruitment actions and future recruitment needs, I am redelegating to Heads of intelligence commands/activities and to Senior Intelligence Officers or Directors of non-intelligence commands/activities, the authority to approve direct hire appointments for:
 - a. Hard-to-fill positions in the following occupational groups: GG-0800, Engineering Group; GG-1300, Scientific Group; GG-1500, Mathematics Group; and GG-2200, Information Technology Group, and
 - b. All occupations at the GG-5, 7, and 9 grade levels covered under a formal training program. To use this authority, a training plan specific to the position must be developed and forwarded with the direct hire personnel action. Within 30 days after assignment to the position, the respective supervisor must develop an Individual Development Plan for the trainee.

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4. In addition to the above delegation, I am redelegating the authority to approve direct hire appointments for all intelligence specialist, GG-132, positions to the Flag/Senior Intelligence Executive Service (SIES) level within each respective chain of command. This authority may not be redelegated. Flag/SIES approvals must be submitted with the direct hire personnel action.

5. These redelegations will allow our commands/activities to successfully hire civilian employees who have a variety of experiences, academic disciplines and competencies to help meet critical mission needs. Commands and activities are still required to fill all other occupational series or groups not listed above through open competitive procedures. Use of other than open competitive hiring procedures will be reviewed on a case basis following the procedures outlined in reference (a).

6. The Civilian Intelligence Personnel Office is available to assist you in implementation and proper application of this policy change.


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Director of Naval Intelligence

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