***Note on format/how to read:*** *This content primarily covers three areas:*

1. *Recruiting best practices 2) Fellowship programs 3) Brief coverage of other hiring mechanisms(IPA, consultant pay)*

*Please bear in mind the ultimate goal of web content when reading. Sections 1, 2, and 7-9 address “tour of duty” approaches in the aggregate. For web content, Sections 3- 6 are likely to have distinct content areas broken out to align to the 3 areas described above.*

**Vertical 7. Tour of Duty Talent: Term Hiring / People/Culture**

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| **Sections:**   1. **An “elevator pitch,” which provides highlights of the content, such as why the approach is important, how it works, and examples of where it has worked** 2. **A short, digestible summary of underlying premises and rationales, supported by research (i.e., not a report)** 3. **Profiles of major categories of candidate users, including specific examples of when, and under what circumstances, the approach may be employed, supported by research into the target audience and their needs** 4. **One or more “success stories” or other learning narratives that highlight the impact of and justification for using this approach.** 5. **Documentation of challenges to deployment, and potential limitations of the approach, including barriers or obstacles encountered within agencies employing the approach** 6. **A “How-To” document, detailing key steps for deploying the approach, including promising practices in adaptation and deployment** 7. **An online inventory of resources** 8. **Examples of policy (e.g. legislation, Executive Order, etc.) that have enabled or encouraged the approach** 9. **Future directions (next practices as opposed to best practices)** |

**Pull quotes**

“Unless we can quickly and effectively hire a candidate into a relevant position, the strongest technical talent experts will likely drop out of the process. Hiring is like riding a bike. If you stop moving, you fall over.” ["Building the Hiring Process for USDS,” United States Digital Service, Unpublished Case Study, 2016.]

"Recruitment hasn't been an issue. It's been a pleasant surprise how many people have accessed the call in really large numbers." **Jennifer Tress, Director of Talent Team at 18F [**Tress, J., phone interview with Policy Design Lab, August 2nd, 2016.]

"You can do this too. We are not special snowflakes; these are hiring authorities that are available to every agency in government." **Jennifer Anastasoff, Founding Member at US Digital Service** [Anastasoff, J., in-person interview with Policy Design Lab, Washington DC, August 9th, 2016.]

### **Deliverable 1: Elevator pitch summary**

**Tour of Duty Hiring: Attracting Top Talent With a 21st Century Call to Serve**

The caliber of the people that Federal departments and agencies are able to recruit, hire, and retain has a decisive impact on public sector performance. Agencies already draw on the efforts of a diverse and talented workforce, but many could additionally benefit by continuing to actively recruit individuals who can help build a more effective, efficient, and innovative government. Framing employment opportunities as temporary “tours of duty” can tap into new talent willing to answer the call to serve their country. [Anastasoff, J., personal communication with Policy Design Lab, Washington DC, December 7th, 2016.]By augmenting their traditional recruitment channels with the use of flexible hiring authorities, agencies can recruit executives, entrepreneurs, technologists, and other innovators willing to enter government service for a short period of time. [“[A Strategy for American Innovation](https://www.whitehouse.gov/sites/default/files/strategy_for_american_innovation_october_2015.pdf),” Economic Council and Office of Science and Technology Policy, October 2015.] Drawing in fresh, outside talent is an important avenue for infusing new, innovative thinking into Federal work. When coupled with active recruitment methods, tour of duty hiring approaches can help agencies rapidly address technical skill gaps and tackle emerging challenges.

This guide lays out the rationales and use cases for “tour of duty” hiring. Instances where “tour of duty” stints have been impactful for agencies are highlighted. Agency leadership and human resource officers can find information regarding:

* **How to use flexible authorities,** including the Intergovernmental Personnel Act (IPA), Direct Hire Authority (with permission from OPM), Schedule A Part R hiring authority, and Expert and Consultant Pay
* **How to pitch to talent in the private sector with a “call to serve”**
* **How to effectively recruit top talent into government by adopting private-sector best practices**
* **How to recruit for both technical expertise and cultural fit**
* **How to build collaborations between innovators and career Federal employees** so that the influx of new talent serves as a “force multiplier” for the entire Federal workforce
* **How to ensure that innovators are supported** during their tenure for maximal impact.

**Why**

Agencies may find flexible hiring models useful for more rapidly recruiting top-class talent with specialized skills. By drawing upon an additional talent pool from the private sector, tours of duty also help to infuse new technologies and innovative practices into agencies. Programs like the [Presidential Innovation Fellows](https://presidentialinnovationfellows.gov/), 18F, and the [United States Digital Service](https://www.usds.gov) (USDS) have demonstrated the benefits of recruiting technical and design talent to significantly improve the delivery of digital services and experiment with new approaches to solving problems. Agencies can reap similar benefits from using flexible hiring authorities to bring in domain experts in other critical areas besides digital technology, including process improvement, data science and data-driven decision-making, financial innovation, human-centered design, open source, and agile approaches. The benefits of detailing world-class talent extend beyond filling critical skill gaps; they can help agencies define their frontier problems and stretch goals. [Chopra, A., “[Memoranda for the National Science and Technology Council Committee On Technology](https://www.whitehouse.gov/sites/default/files/microsites/ostp/openinnovatortoolkit_nstcmemo.pdf),” National Science and Technology Council, February 8th, 2012.]

**How**

A “tour of duty" refers to temporary employment hiring process under flexible hiring authorities. Tour of duty hiring approaches allow agencies to meet critical hiring needs at a faster pace than the traditional Federal hiring process, Examples of flexible hiring authorities that can facilitate tour of duty stints include the [Intergovernmental Personnel Act](https://www.opm.gov/policy-data-oversight/hiring-information/intergovernment-personnel-act/) (IPA), [Direct Hire Authority](https://www.opm.gov/policy-data-oversight/hiring-information/direct-hire-authority/) (with permission from Office of Personnel Management (OPM)), [Schedule A Part R hiring authority](http://www.ecfr.gov/cgi-bin/text-idx?rgn=div5&node=5:1.0.1.2.22#sg5.1.213.c.sg0), and [Expert and Consultant Pay.](http://www.ecfr.gov/cgi-bin/text-idx?rgn=div5;node=5:1.0.1.2.34)

This hiring method may be an attractive option for agencies looking for specific talent to join on a temporary basis to address a new or challenging issue. It is a complement -- not a replacement - to traditional competitive hiring practices. Understanding and properly using all available flexible hiring authorities can help each agency's human capital team meet agency hiring needs more efficiently. The Office of Personnel Management (OPM) offers [additional guidance](https://www.opm.gov/policy-data-oversight/pay-leave/reference-materials/handbooks/humanresourcesflexibilitiesauthorities.pdf) on different hiring authorities and recruitment approaches that agencies may use to meet hiring needs. [see below for potential embed text]

How can agencies attract top talent on a temporary basis? Domain experts and outside leaders can be drawn by an active recruitment strategy framed around a “call to serve,” explains Jennifer Tress, the Director of Talent at 18F. [Tress, J., phone interview with Policy Design Lab, August 2, 2016.] An effective public service appeal tells prospective hires that they have tremendous skills and directly asks them to use those skills to serve their country. Particularly with the use of fellowship authority ([Schedule A sub-part R](http://www.ecfr.gov/cgi-bin/text-idx?rgn=div5&node=5:1.0.1.2.22#sg5.1.213.c.sg0)), talent can be hired under 2 year appointments with the option of being extended another 2 years. The tour of duty model can be especially alluring to talent with technical expertise who might not have otherwise considered public service, Tress explains: “These [2-year] terms actually do a good job of saying [to recruited hires], ‘We want you here for a focused period of time, and we want you here to disrupt in a respectful way.’” [Tress, J., phone interview with Policy Design Lab, August 2, 2016.] [[Crosslink to “Fact Sheet: Fellowships and Industry Exchange Programs Hiring Authority”, housed in D6]]

[[Accordion drop-down/crosslink text for “How” section:]]

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| **Human Resources Flexibilities and Authorities in the Federal Government**  Office of Personnel Management, August 2013  Selected flexible hiring authorities available to agencies include:   * Bring in temporary assignees from state and local governments, colleges and universities, Indian tribal governments, and eligible not-for-profit organizations under the Intergovernmental Personnel Act (IPA) Mobility Program. Assignments should be made for the mutual benefit of the Federal Government and the non-Federal entity, and are for 2 years. Assignments may be extended for an additional 2 years, allowing for a maximum term of 4 consecutive years. Assignees are either temporarily appointed to the Federal agency or serve while on detail. Cost-sharing arrangements for mobility assignments are negotiated between the participating organizations. The Federal agency may agree to pay all, some, or none of the costs associated with the assignment. Such costs may include basic pay, supplemental pay, benefits, and travel and relocation expenses. (5 U.S.C. 3371- 3375; 5 CFR part 334) * Use temporary appointments for short-term needs not expected to last longer than one year. Recruitment is accomplished through the competitive process. (5 CFR part 316, subpart D) * Use term appointments for more than one and up to four years in circumstances where the need for the employee's services is not permanent, including but not limited to: project work; extraordinary workload; scheduled abolishment, reorganization, or contracting out of the function; uncertainty of future funding; or the need to maintain permanent positions for placement of employees who would otherwise be displaced from other parts of the organization. Recruitment is accomplished through the competitive process. (5 CFR part 316, subpart C) * Employ experts or consultants for temporary or intermittent employment. The excepted service appointment is used to hire experts and consultants under 5 U.S.C. 3109, to perform temporary (not to exceed one year) or intermittent expert or consultant work. (This differs from employing experts and consultants through procurement contracts, which are covered by regulations issued by the Federal Acquisition Regulation Council.) Under 5 CFR part 304, an expert is someone who is specifically qualified by education and experience to perform difficult and challenging tasks in a particular field beyond the usual range of achievement. A consultant is someone who can provide valuable and pertinent advice generally drawn from a high degree of broad administrative, professional, or technical knowledge or experience. (5 U.S.C. 3109; 5 CFR part 304; agency specific legislation) * Use commercial temporary help services for brief periods (120 days, with extension of additional 120 days) for short-term situations. This option may be used only when regular recruitment and hiring procedures are impractical, and the commercial service is purchased through the Federal procurement system. (5 CFR part 300, subpart E)   Excerpted directly from: [“[Human Resource Flexibilities and Authorities in the Federal Government](https://www.opm.gov/policy-data-oversight/pay-leave/reference-materials/handbooks/humanresourcesflexibilitiesauthorities.pdf),” Office of Personnel Management, August 2013.] |

### **Deliverable 2: Summary of underlying rationales */* empirical research**

**Benefits of “Tour of Duty” Approaches:**

For agencies, tour of duty hiring can help mitigate specific challenges in traditional hiring authorities. Specifically, flexible hiring can provide:

* Faster time-to-hire
* Sourcing of applicants with skillsets better aligned to agency need
* Infusion of innovative methods and problem-solving frameworks
* Gateway to longer-term government service

Faster time-to-hire

The process for flexible hiring authorities can be considerably accelerated compared to traditional vacancy announcements. The federal hiring process is built around an 80 day hiring model. [Kluger, B., phone interview with Policy Design Lab, November 29th, 2016.] This timeline is at odds with the rapid pace required to hire top talent: for a strong chance at landing competitive talent in the private sector, hiring organizations need to move from first contact to formal offer within 30 to 60 days. ["Building the Hiring Process for USDS,” United States Digital Service, Unpublished Case Study, 2016.]A longer timeline risks losing a candidate to another opportunity, and generally the more competitive the candidate, the higher the risk of losing them if hiring is delayed. Though many flexible hiring experts caution that “rapid hiring” still entails a process that is not instantaneous, it can be possible to complete hiring in weeks instead of months. After the U.S. Digital Service invested in building a streamlined hiring process, their average time-to-offer decreased from 150 business days to 34 business days, according to Jennifer Anastasoff. [Anastasoff, J., in-person interview with Policy Design Lab, Washington DC, August 9th, 2016.] Decreasing time-to-hire metrics is critical for sourcing talent for short term needs, and it has a direct impact on the quality of candidates who are hired. [Anastasoff, J., in-person interview with Policy Design Lab, Washington DC, August 9th, 2016.]

Sourcing of applicants with skillsets aligned to agency need

Because flexible hiring authorities give agencies more flexibility in how they advertise and recruit for talent, agencies can select and onboard the candidates who are best-suited for an agency’s priority needs. [Tress, J., phone interview with Policy Design Lab, August 2, 2016.] For example, in a February 2016 study conducted by the National Academy of Public Administration and ICF International, one third of the surveyed Federal leadership reported that a lack of employees with current digital skills was a significant barrier to realizing the full potential of digital technology in their agency. [“[Federal Leaders Digital Insight Survey](http://napawash.org/images/reports/2016/FLDIS_Feb_2016_Report_Final.pdf),” National Academy of Public Administration, February 2016.] Several agency leaders and staff have observed job applicants they may have deemed the most qualified are not always selected through the traditional hiring process, in part due to applicants’ lack of familiarity on how to optimize applications through USAJOBS (i.e. tailoring resumes for keyword matches). Disconnects between human capital offices and program offices can also result in misalignments between posted job requirements and the actual programmatic needs for domain experts. [Tress, J., phone interview with Policy Design Lab, August 2, 2016.]

When framed as a public appeal or call to serve, the use of flexible hiring authorities – coupled with active recruiting measures that seek out top talent – can help agencies more quickly find ideal candidates and bring them aboard to solve challenges. This is helped immensely by a dedicated talent team, which includes experienced technical recruiters who source candidates through events and direct outreach, and act as their advocate throughout the hiring process. [Anastasoff, J., in-person interview with Policy Design Lab, Washington DC, August 9th, 2016.] The increasing use of tour of duty approaches has already brought a significant amount of top talent in to solve pressing problems. From their program inceptions through late 2016, the U.S. Digital Service (2014), GSA’s 18F (2014), and the Presidential Innovation Fellows program (2012), more than 450 engineers, designers, data scientists, and product managers have signed on for a tour of duty to serve in over 25 agencies alongside dedicated civil servants. [Kalil, T. and Dorgelo, C., “[100 Examples of Putting Science in Its Rightful Place](https://www.whitehouse.gov/blog/2016/06/21/100-examples-putting-science-its-rightful-place),” White House, June 21st, 2016.]

Infusion of innovative methods and problem-solving frameworks

Outside talent should be seen as a vehicle for helping to realize career staff’s goals. At HHS, Susannah Fox describes using the Entrepreneur-in-Residence (EIR) program [crosslink to deep dive content] to graft an entrepreneurs into teams that have great ideas, but need specific skillset augmentation to execute them. [Fox S., in-person interview with Policy Design Lab, Washington DC, August 5th, 2016.]

Tour of duty hiring in the private sector [embed/popup content]

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| **Tours of Duty: The New Employer-Employee Compact**  Tours of duty are a valuable way for drawing in new talent to public service. The arrangement has also been effective in the private sector because it reflects the modern realities of employee-employer relations, argues Reid Hoffman, et al. in a 2013 piece from the Harvard Business Review:  “**The tour-of-duty approach works:** The company gets an engaged employee who’s striving to produce tangible achievements for the firm and who can be an important advocate and resource at the end of his tour or tours. The employee may not get lifetime *employment,* but he takes a significant step toward lifetime *employability.* A tour of duty also establishes a realistic zone of trust. Lifelong employment and loyalty are simply not part of today’s world; pretending that they are decreases trust by forcing both sides to lie.  Why two to four years? That time period seems to have nearly universal appeal. In the software business, it syncs with a typical product development cycle, allowing an employee to see a major project through. Consumer goods companies such as P&G rotate their brand managers so that each spends two to four years in a particular role. Investment banks and management consultancies have two- to four-year analyst programs. The cycle applies even outside the business world—think of U.S. presidential elections and the Olympics.  Properly implemented, the tour-of-duty approach can boost both recruiting and retention. The key is that it gives employer and employee a clear basis for working together. Both sides agree in advance on the purpose of the relationship, the expected benefits for each, and a planned end.  […]**Action item: Construct personalized, mutually beneficial tours.**  Work with key employees to establish explicit terms of their tours of duty, developing firm but time-limited mutual commitments with focused goals and clear expectations. Ask, “In this alliance, how will both parties benefit and progress?”  When possible, a tour of duty should offer an employee the possibility of a breakout entrepreneurial opportunity. This might involve building and launching a new product, reengineering an existing business process, or introducing an organizational innovation.”  [Hoffman, R., Casnocha, B. and Yeh, C., “[Tour of Duty: The New Employer-Employee Compact](https://hbr.org/2013/06/tours-of-duty-the-new-employer-employee-compact),” Harvard Business Review, June 2013.] |

#### **Deliverable 3: Profiles of major categories of candidate users - examples of when to deploy**

**When, how to use:**

Flexible hiring authorities, accelerated hiring practices, and “tour of duty” hiring models to rapidly recruit top talent, can be used when there is a significant gap between world-class performance and current public-sector practices. Agencies report that time-limited stints work best where a role is concretely oriented around a discrete assignment, and new hires are deeply integrated alongside existing career staff. [Kluger, B., phone interview with Policy Design Lab, September 23rd, 2016.]

While tour of duty hiring approaches have frequently been used particularly for digital and technical talent in the last few years, they are not limited to recruiting for technologists. Tour of duty approaches can be a valuable way to acquire expert talent from a range of domains, including:

* Executives who can provide senior agency leadership (e.g. Chief Innovation Officers or Presidential Executive Fellows) [crosslink various CINOs and PEx cases, respectively]
* Entrepreneurs who can help deploy innovative advances [crosslink to HHSpreneurs case study]
* Domain specialists who have expertise in human centered design and other user-centered approaches [crosslink to HCD vertical]
* Academic experts who have deep subject matter expertise [Crosslink to Chris Gerdes CINO case study, individual case studies in p2]

**When is fellowship solution appropriate?**

Frequently, agency staffing needs are evaluated through a binary lens: Does the need require a hire, or contracting? For project-oriented challenges, fellowships may be a third, complementary approach to consider. [Kluger, B., phone interview with Policy Design Lab, November 29th, 2016.] "You're not cheating," adds one fellowship expert, combatting a common misperception: "Expert consultant and Schedule A-R are formally created programs authorized by Congress," and as such, are completely appropriate avenues for agencies to consider as part of an overall workforce strategy. [Kluger, B., phone interview with Policy Design Lab, November 29th, 2016.]

From deploying fellows on high priority challenges, program administrators have learned that most successful fellowship appointments share two qualities: A limited duration and well defined objectives. [Kluger, B., personal communication with Policy Design Lab, September 23, 2016.] Fellows confirm the importance of their appointment structure -- a time-limited tour in which they work on specific issues of national importance – as integral to their participation. [Kluger, B., phone interview with Policy Design Lab, September 23, 2016.] The short, set period of time “makes people feel like, ‘‘I don’t need to be here for 30 years to effect real change,’” notes Jennifer Tress. [Tress, J., phone interview with Policy Design Lab, August 2, 2016.]

#### **Deliverable 4: One or more “success stories” or learning narratives to underscore impact**

Tour of duty hiring approaches augment the capabilities of agencies to address their top priorities. A few (non-comprehensive) snapshots of success stories illustrate the impact that agencies, fellowship programs, small teams, and individuals can have.

**Case focuses:**

Agencies using ”tour of duty” approaches to increase recruiting and hiring efficiency

* 18F
* United States Digital Service (USDS)

Fellowship programs

* Presidential Innovation Fellows (PIF)
* Presidential Executive Fellows (PEx)

**Agencies using “Tour of Duty” Authorities**

**General Services Administration (GSA):** [**18F**](https://18f.gsa.gov/)

**Summary**: Built in the spirit of America’s top tech startups, 18F is a team of top-notch designers, developers, and product specialists inside the [General Services Administration](http://www.gsa.gov). Begun in 2014, 18F is a civic consultancy for the government, inside the government, and enables agencies to rapidly deploy tools and services that are easy to operate, cost efficient, and reusable. [Smith, M. and Kalil, T., “[A Call to Action at the Consumer Electronics Show](https://www.whitehouse.gov/blog/2016/01/05/call-to-action-consumer-electronics-show),” White House, January 5th, 2016.] 18F’s philosophy focuses on collaborating to solve the “problem space” confronting agencies by providing “agile coaching, modular contracting expertise and technical advice to Federal agencies at cost-recovery prices.” [Read, R. L. and Black, T., “[A Story of an Agile Workshop](https://18f.gsa.gov/2015/02/11/a-story-of-an-agile-workshop/),” 18F, February 11th, 2015.]

**Key Accomplishments (Impact**)

When 18F changed their hiring process to screen applicants for technical expertise and fit with 18F’s open and agile approach, the result was an 80 percent reduction in hiring times and six-fold growth in only five months.

**How it works:**

18F developed a streamlined process for hiring, with sub-processes to coordinate and clear role delineations among the hiring team. Recruiters and hiring managers work together directly to create job listings. Recruiters are essential for 18F’s hiring process. They play a key role in “sourcing the right individual and then building the relationship with them to convince them that the Federal government is an employer of choice,” explains Jennifer Tress. [Tress, J., phone interview with Policy Design Lab, August 2, 2016.] Recruiters can also work directly with the agencies 18F serves to better clarify the specialized experience that is sought; agencies have found in talking with 18F recruiters that the role they were envisioning is not necessarily the role that they truly needed. Collaboration with the recruiting specialists can lead to reimagining and redefining the agency’s hiring goals, helping them better pinpoint the skillset or technical gap they are targeting. [Tress, J., personal communication with Policy Design Lab, December 7th, 2016.] (For more detail on the hiring process, see the Hiring Process Guide.)

Once recruiters understand the problem space that agencies are trying to solve, the path forward for sourcing talent becomes clearer. Recruiters can connect with the right individuals and organizations to link agency need directly to prospective candidates. Tress cautions that even for 18F, rapid hiring is often a three to four month process from candidate identification to start date. [Tress, J., phone interview with Policy Design Lab, August 2, 2016.] At the same time, because time has been invested in sourcing the best fit for the need, the resulting hires are able to quickly perform once brought on-board. [Tress, J., phone interview with Policy Design Lab, August 2, 2016.]

**Key learning insights:**

* A gateway to longer-term government service

Short-terms help to attract talent, but they can also help with retention. A majority of 18F’s employees have remained beyond their two-year terms, and many have gone on to new terms or career service at other agencies.

* To solve challenges, plan for the long-term

18F works with agencies to institutionalize progress with succession planning; an explicit goal is to eventually replace staff roles with permanent agency employees to help ensure the sustainability of initiatives.

**Read more:**

18F describes their [hiring process](https://pages.18f.gov/joining-18f/how-to-apply/), [benefits](https://pages.18f.gov/joining-18f/benefits/), and [what they’re looking for in applicants.](https://pages.18f.gov/joining-18f/who-we-are-hiring/)

[[UPLOAD: 18F Core Values Interview Guide]]

[[UPLOAD: 18F Hiring Process Guide]]

**The U.S. Digital Service (USDS)**

**Summary:**

The U.S. Digital Service (USDS) builds teams of problem solvers who deliver better government services to the American people through technology and design. [Smith, M. and Kalil, T., “[A Call to Action at the Consumer Electronics Show](https://www.whitehouse.gov/blog/2016/01/05/call-to-action-consumer-electronics-show),” White House, January 5th, 2016.] [[*Note: Language directly sourced*]]

**Key accomplishments (Impact):**

From its inception in 2014 through fall 2016, the U.S. Digital Service has hired over 160 professionals with expertise in software, design, and other technical skills. Below are specific examples of how they hired for tours of duty. ["Building the Hiring Process for USDS,” United States Digital Service, Unpublished Case Study, 2016.]

**How it works:**

USDS has captured what they’ve learned so far from the iterative development of their recruitment process in an in-depth case study analysis to share with other agencies how they have iterated their hiring process and what lessons they’ve learned on recruitment. With regard to tour of duty hiring, USDS emphasizes that they use existing hiring tools, like the [**Schedule A hiring authority**](http://www.ecfr.gov/cgi-bin/text-idx?rgn=div5&node=5:1.0.1.2.22#sg5.1.213.c.sg0) or the ability to engage people as [**Intermittent Consultants**](http://www.ecfr.gov/cgi-bin/text-idx?rgn=div5;node=5:1.0.1.2.34). Specific examples include:

* + OMB and VA digital service teams are using the **Schedule A “pilot” authority**. It was explicitly created to allow the hiring of technical talent experts for two years, with the opportunity to renew for another two years. Only OMB, VA, and GSA are allowed to use this pilot authority. There are a limited number of slots available, and positions are tied to a position description.
  + A different version of [Schedule A, **Schedule A (i)(3),**](http://www.ecfr.gov/cgi-bin/text-idx?rgn=div5&node=5:1.0.1.2.22#se5.1.213_13102) has been used by the DDS, SSA, SBA and DHS digital service teams. It allows the hiring of people to fill positions related to Smarter IT Delivery Initiative projects funded in the 2016 budget for 1 year, with the opportunity to renew for 1 more year. It is available to **all** agencies through 2017. [(See 5 CFR 213.3102(i)(3); reference 2015 OPM guidance for using.)](https://www.chcoc.gov/content/smarter-it-delivery-schedule-hiring-authority)
  + OMB also uses [**Intermittent Consultants**](http://www.ecfr.gov/cgi-bin/text-idx?rgn=div5;node=5:1.0.1.2.34), which are a temporary appointment for less than 1 year. The ability to hire intermittent consultants is available to **all** agencies, and it is not limited to technical need. (See 5 U.S.C. 3109; 5 CFR part 304.)
  + [Directly sourced language: ["Building the Hiring Process for USDS,” United States Digital Service, Unpublished Case Study, 2016.]]

While hiring authorities have created an effective pathway for hiring, USDS has also deliberately focused on proactively recruiting the best product and technical talent, including those that are not seeking jobs. They have done this by maintaining a referral network of top tech talent and holding regular events around the country designed to showcase the quality and impact of their work to technical leaders. A team at USDS holds 100-125 person events around the country every quarter to expand the agency’s reach. Another team is dedicated to answering questions for potential candidates. [Anastasoff, J., in-person interview with Policy Design Lab, Washington DC, August 9th, 2016.]

**Key learning insights:** USDS’s knowledge on developing a streamlined hiring process can be distilled into four elements:

1. **Recruiting:** Actively recruit qualified individuals to apply, with a variety of targeted communications and outreach activities.

2.  **Selection:** Build a selection process that uses technical subject matter expert evaluation at every single stage of the applicant assessment.

3.  **Candidate Experience:** Prioritize candidate experience by making it easy to apply, quickly processing incoming applications and hires, and frequently communicating with applicants.

4. **Data driven decisions:** Collect relevant data throughout each of these three areas, benchmark it against industry, and use the data to identify bottlenecks and hold ourselves accountable. ["Building the Hiring Process for USDS,” United States Digital Service, Unpublished Case Study, 2016.]

USDS also cites the organization’s [deeply held values](https://medium.com/the-u-s-digital-service/our-values-1fc02b53598#.wu5h8qvv6) as a critical reason for their recruiting success.

**Read more:**

[The First 2 Years of USDS](https://medium.com/the-u-s-digital-service/two-years-of-the-u-s-digital-service-e14af5ce713b#.jizieatg1)

[Star Spangled Geeks](https://backchannel.com/inside-the-obama-tech-surge-as-it-hacks-the-pentagon-and-va-8b439bc33ed1#.ytvpswx9a)

[[UPLOAD: USDS case study]]

**FELLOWSHIP PROGRAMS**

Fellowship programs are one talent pipeline for deploying proven leaders on high priority initiatives. Using existing authorities and expertise, fellowship programs are positioned to immediately reach back into their pool of exceptional recruits to accelerate the staffing of priority challenges. [Kluger, B., phone interview with Policy Design Lab, September 23rd, 2016.] Like other flexible hiring models, fellowships complement -- not replace -- existing hiring methods. Agencies may consider:

* + Participating in existing Presidential fellowship initiatives to source their talent needs
  + Spinning up – with support – agency-specific fellowship programs

Several agencies have used presidential fellowships in recent years as one avenue for achieving agility in hiring and deploying talent. Prestige is an additional factor in attracting proven, senior leaders who may not have otherwise considered a tour of duty in the Federal government. Among the ranks of recent fellows are former top executives from Google, GM, Accenture, Pepsi, and Goldman Sachs. Although small in scale, Presidential fellowship programs have had outsized impact in recent years. Fellows have provided leadership on major initiatives including: [Kluger, B., personal communication with Policy Design Lab, September 23, 2016.]

* [HealthCare.gov](http://healthcare.gov/) relaunch
* [Build America Bureau](https://www.transportation.gov/buildamerica) of DOT -- $10 billion in financing for 21 projects
* [Rural Infrastructure Opportunity Fund](http://www.usda.gov/wps/portal/usda/usdahome?contentidonly=true&contentid=2015/07/0218.xml) -- $10 billion placed for rural investment
* [PROMESA](https://www.congress.gov/bill/114th-congress/senate-bill/2328/), the response to the Puerto Rico financial crisis

The creation of agency-specific fellowship programs is another potential avenue for sourcing top talent. How-to guidance provides a template agencies can use in the development of their own fellowship programs under Schedule A(r) authority.

[**Presidential Innovation Fellows**](https://presidentialinnovationfellows.gov/)

The Presidential Innovation Fellows (PIF) program brings the principles, values, and practices of the innovation economy into government. Begun in 2012, this highly competitive 12-month program pairs talented, diverse technologists and entrepreneurs with top civil servants to collaborate during focused “tours of duty.” These teams of government experts and Fellows take a user-centric approach to the intersection of people, processes, products, and policy. Fellows have leveraged the power of open data to create new products and jobs, improved the ability of the Federal government to respond effectively to natural disasters, designed pilot projects that make it easier for startup companies to do business with the Federal government, and more. [“[Presidential Innovation Fellows](https://www.whitehouse.gov/innovationfellows),” White House, 2016.]

**Selected accomplishments (Impact):** Because Fellows are on time-bounded assignments, they are often tasked with developing discrete products or platforms that can be the starting point for continued discussion and partnership. At the same time, Fellows have also worked with agencies on problem discovery and definition, culture transformation, and change management issues. Selected projects include:

* With the support of PIFs, the FDA launched [openFDA](https://open.fda.gov/) to provide easy access to public FDA datasets. The portal makes several valuable FDA public datasets—including millions of adverse event and medication error reports on FDA-regulated drugs—available to the public for the first time, via application programming interfaces (APIs) and raw structured files.
* [RFP-EZ](https://www.sba.gov/blogs/making-procurement-better-rfp-ez) is an online platform developed by the U.S. Small Business Administration and PIFs in only six months, making it easier for innovative small tech businesses to bid on government contracts, while also making it easier for Federal agencies to identify the bids that offer the best value for taxpayers. [[Read more](https://www.sba.gov/blogs/making-procurement-better-rfp-ez)]
* PIFs assisted HHS in expanding the reach of the [Blue Button Initiative](https://www.healthit.gov/patients-families/about-blue-button-movement) to over 150 million consumers across the country, providing secure, electronic access to their personal health records in order to make more informed decisions about their health care.
* At Veterans Affairs, PIFs helped develop an online [GI Bill Comparison Tool](https://www.vets.gov/gi-bill-comparison-tool) that makes it easier for Veterans, service members, and dependents to calculate their Post-9/11 GI Bill benefits and learn about VA’s approved colleges, universities, and available education and training programs across the country.

**How it works:** Begun in 2012, the Fellowship is a 12-month program during which Fellows are embedded within a Federal agency to collaborate on challenges with innovators inside government. Fellows, whose salaries are funded by their agency partners, operate with wide latitude for individual initiative in planning and executing solutions to problem, and they spend a significant portion of their time co-working and collaborating with other Fellows. Throughout the program, Fellows receive structured support from partners in the White House and change-agents across various Federal agencies. Agency leaders interested in obtaining a Fellow must first propose a project, with a problem statement and goal. [“[Presidential Innovation Fellows](https://www.whitehouse.gov/innovationfellows),” White House, 2016.]

PIF uses a flexible staffing model: Project submissions from agencies are not time-bounded, and hires are continuously recruited and onboarded. The program’s structure allows an unusual degree of fluidity and responsiveness for agency needs; when a project fit is identified, PIFs can be preliminarily deployed to an agency while framework arrangements are formalized.

**Key learning insights:** PIF’s experiences have found that agency champions are key for successful collaborations. Time should be invested upfront in adequately scoping projects beforehand, with the goal of building support and buy-in with agency collaborators. Frictions are further lessened when senior leadership (like a CIO/CINO/CTO) is continually engaged in supporting the collaboration.

**Contact:** Agencies interested in engaging the Presidential Innovation Fellows should email Nathan Olson, Acting Director of the PIF program, at nathan.olson@gsa.gov

**Read more:** [Meet the Presidential Innovation Fellows](https://medium.com/the-white-house/meet-the-presidential-innovation-fellows-194dec20442b#.k8dx1gpqp)

**Watch:** [Innovation Fellows talk about their projects](https://presidentialinnovationfellows.gov/assets/videos/andrea-ippolito-video.webm) [1:28]

**Presidential Executive Fellows (PEx)** [Kluger, B., personal communication with Policy Design Lab, September 30, 2016.]

**Summary:** The Presidential Executive Fellows (PEx) program identifies and recruits exceptional leaders from private and non-profit sectors into Federal agencies to serve alongside senior leadership in addressing challenges of national importance. Fellows serve as advisors, strategists, and problem solvers, providing unique perspective and transforming how government serves the American people. [Kluger, B., personal communication with Policy Design Lab, September 30, 2016.]

**Key accomplishments (Impact):** Since early 2015, PEx has partnered with 9 Federal agencies to place top talent via temporary appointments to work alongside Federal executives to solve our nation’s most challenging problems. The program’s initial cohort consisted of five fellows with executive-level finance expertise in support of Federal public-private partnerships. The Program’s focus has since expanded to non-financial initiatives, including service to veterans, biosecurity preparedness, cybersecurity, and health care. PEx has expanded its targeted executive “skill set” to include information technology and lean management.

**How they did it:** Hosted at the [Federal Executive Institute](https://cldcentral.usalearning.net/mod/page/view.php?id=264) (FEI), PEx is administered by a permanent program office. Program managers identify and recruit applicants, assist host agencies to identify appropriate appointment authorities, support Fellows in their transition into Federal service to maximize impact, and provide developmental opportunities to Fellows in order to build their understanding and appreciation for public sector mission and operations. The underlying hiring authority varies based on specific need, as each appointment is unique and often for senior positions. PEx provides technical assistance so that each agency can use the full range of hiring authorities at their disposal to make the appointment.

**Key learning insights:** PEx has built upon the prior experiences of Presidential fellowships, like the Presidential Management Fellows. Leveraging the experience and knowledge of existing programs has helped tailor the fellowship segmenting and lower the program’s cost. PEx is interested now in partnering with agencies to help support the creation of agency-specific fellowships under the PEx brand. [Kluger, B., personal communication with Policy Design Lab, September 30, 2016.]

**For more information,** contact Priscilla Clark, Priscilla.Clark@opm.gov

**Example initiatives:**

**Food and Drug Administration (FDA):**  [**Entrepreneurs-in-Residence**](http://www.hhs.gov/idealab/eir-program/)

**Summary:** An early discrete pilot of Tour of Duty hiring occurred at the FDA in 2011, where the Entrepreneurs in Residence (EIR) program created collaborations between world-class entrepreneurs and innovators and highly qualified career employees. The goal was to deliver transformational change by combining the best internal and external talent in testing, validating and scaling what works [[crosslink EBG or EBP]]; the result, through three separate rounds of the program from 2011-2016, was the development of new operational procedures to advance innovation. [Chopra, A.,“[Memoranda for the National Science and Technology Council Committee On Technology](https://www.whitehouse.gov/sites/default/files/microsites/ostp/openinnovatortoolkit_nstcmemo.pdf),” National Science and Technology Council, February 8th, 2012.] Former U.S. CTO Todd Park commented that the FDA EIR program was “phenomenal” for using tour of duty hiring approaches to connect internal innovators with outside entrepreneurs. [Interview with Todd Park, “[Making a Difference: Innocation Pathway and Entrepreneurs in Residence](http://blogs.fda.gov/fdavoice/index.php/tag/innovation-pathway/),” U.S. Food and Drug Administration, April 10th, 2012.]

**Key accomplishments (Impact):** At the [FDA’s Center for Devices and Radiological Health (CDRH),](http://www.fda.gov/AboutFDA/CentersOffices/OfficeofMedicalProductsandTobacco/CDRH/CDRHInnovation/ucm456456.htm) entrepreneurs and internal movers-and-shakers jointly advanced solutions to enable patient access to safe and effective medical devices. In the first program cohort, the CDRH EIR program recruited 20 outside entrepreneurs and innovators to help them create and streamline new devices, and created the [Innovation Pathway 2.0](http://www.fda.gov/downloads/aboutfda/reportsmanualsforms/reports/ucm329702.pdf) to bring new, breakthrough devices to market more quickly and at lower cost. The Innovation Pathway contributed to new technology being fast tracked, specifically for End-Stage Renal Disease (ERSD). In 2012, three ESRD technologies emerged from a competitive process and would move on for the chance for regulatory approval. The Center’s director at the time, Dr. Jeff Shuren, commented that the EIR pilot “demonstrates that there is a desire from developers of innovative technologies for earlier and more collaborative agency interaction.” [Chopra, A.,“[Project Innovation](http://www.govexec.com/magazine/features/2014/05/project-innovation/84115/),” Government Executive, May 9th, 2016.] Originally intended as a temporary six-month pilot, the Innovation Pathway was so successful that CDRH continued its operations until 2014, when a subsequent program [(Expedited Pathway Program)](http://www.fda.gov/MedicalDevices/DeviceRegulationandGuidance/HowtoMarketYourDevice/ucm441467.htm) was introduced to build upon the Innovation Pathway’s accomplishments. [Chopra, A.,“[Project Innovation](http://www.govexec.com/magazine/features/2014/05/project-innovation/84115/),” Government Executive, May 9th, 2016.]

**How they did it: The FDA’s** EIR brought in talented people from diverse backgrounds for no more than 12 months at a time to work on complex projects in a specific division. Flexible hiring authorities enabled the recruitment of exceptional world-class talent like inventor and entrepreneur Dean Kamen, even though Kamen had previously been fiercely critical of the government and of the FDA in particular. [Chopra, A.,“[Project Innovation](http://www.govexec.com/magazine/features/2014/05/project-innovation/84115/),” Government Executive, May 9th, 2016.]

The program created groups of thinkers and doers that were able to accomplish mission objectives with remarkable agility. The defined time-frame of the “residency” was integral for motivating fast progress, and the hiring structure also attracted talent who otherwise would not have come on board for a public service stint.

**Read more**:

[Making a Difference: Innovation Pathway and Entrepreneurs in Residence](http://blogs.fda.gov/fdavoice/index.php/2012/04/making-a-difference-innovation-pathway-and-entrepreneurs-in-residence/)

[Entrepreneurs in Residence Program](http://www.fda.gov/AboutFDA/CentersOffices/OfficeofMedicalProductsandTobacco/CDRH/CDRHInnovation/ucm456456.htm)

[Project Innovation](http://www.govexec.com/magazine/features/2014/05/project-innovation/84115/)

**Vets.gov Redesign**

**Summary:** A combined team from U.S. Digital Service and 18F created a streamlined, website for veterans trying to navigate the VA’s system seeking information on education benefits or disability benefits. Tour of duty hiring made it possible to bring in top-notch designers and developers, including some from Google, the New York Times, and Twitter to work on the problem. [Tress, J., personal communication with Policy Design Lab, December 7th, 2016.] They replaced a confusing, duplicative patchwork system of websites and hundreds of phone numbers with a simple, easy-to-use site.

**Key accomplishments (Impact): Previously,** “Veterans had to navigate 500 sites to be able to get answers” on education and disability benefits, explains Jennifer Tress. [Tress, J., phone interview with Policy Design Lab, August 2, 2016.] “The team worked together to come up with a vision that is a single product, a single portal and platform that is a single point of contact for veterans with two main buttons to push.” [Tress, J., phone interview with Policy Design Lab, August 2, 2016.] The team was able to consolidate and close out some legacy portals and port them onto the single platform.

**How they did it:** The redesign was based on user research**;** experts in UX design physically sat down with veterans and engaged them online to understand what their experience was and incorporate their needs into the design.

# **Read more:** “[Technically speaking: How we built a new health care application for Veterans](https://medium.com/the-u-s-digital-service/technically-speaking-how-we-built-a-new-health-care-application-for-veterans-bfc77a457f71#.rfam1kb4s)” (USDS)

#### **Deliverable 5: Challenges to deployment / approach limitations (inc. lessons learned from agencies where implemented)**

**Key ingredients for successful implementation of “tour of duty” hiring include:**

* Navigating hiring authority landscape within
* Finding talent outside
* Investing agency resources into recruitment infrastructure
* Addressing cultural tension: Building collaborative environments between short-tenure hires and career Federal employees
* Supporting innovators during their tenure and institutionalizing change

**Navigating the hiring authority landscape**

Agency officials sometimes report hearing from their human capital officers that their agency lacks authority to carry out flexible hiring (typically under Schedule A (r), that OPM needs to approve the use of such authority, or that some other unspecified rule prohibits it. The truth is that **any** agency can leverage flexible hiring mechanisms, like fellowships, to bring in extra support to address high priority initiatives. Agency leadership should work collaboratively with HR officers on the deployment of these approaches; human capital officers are critical to the mission success of Departments, and they may need additional resource support, “air cover,” and encouragement to incorporate new hiring approaches into their work.

**Finding talent outside**

The opportunity to engage in public service and work on hard problems at scale has been a compelling recruitment pitch for both technical and non-technical top talent. Contrary to common perception, "Recruitment hasn't been an issue,” reports Jennifer Tress of 18F. [Tress, J., phone interview with Policy Design Lab, August 2, 2016.] “It's been a pleasant surprise to see how many people have answered the call, and in large numbers." [Tress, J., phone interview with Policy Design Lab, August 2, 2016.] USDS reports that in its first two years, it has received thousands of applications for less than 200 positions. [Battelle, J., “[To Fix Government Tech, Take Off the Headphones and Listen](https://shift.newco.co/hands-off-the-keyboard-innovation-lessons-from-inside-the-us-government-1c9f592f8e5e#.jfyapchtu),” NewCo, August 31st, 2016.] The challenge is not in motivating or exciting domain experts to join for “tours of duty.” The challenge for agencies is to commit to active efforts to identify ideal candidates and build out the necessary hiring infrastructure to bring them onboard quickly. Program staff report that substantial effort is needed to build awareness through press, online engagement, and in-person programming. [Crosslink: See more on how to do active recruiting]

**Investing agency resources into recruitment infrastructure**

When USDS first began, the selection process (from first application to offer) took 150 days. Now the hiring process takes 34 days – though security procedures still take place after that, the reduced hiring cycle represents a huge improvement. [Anastasoff, J., in-person interview with Policy Design Lab, Washington DC, August 9th, 2016.] What changed? It took intensive investment in building the right team. Getting to rapid hiring required significant investment in USDS’ hiring infrastructure, Anastasoff explains – there were no quick shortcuts to success. [Anastasoff, J., in-person interview with Policy Design Lab, Washington DC, August 9th, 2016.] At the same time, she emphasizes, there is no secret sauce for realizing efficiency gains in the hiring process. With commitment and some knowledge, other agencies could achieve similar results. "You can do this too,” she stresses. “We are not special snowflakes; these are hiring authorities that are available to every agency in government." [Anastasoff, J., in-person interview with Policy Design Lab, Washington DC, August 9th, 2016.]

**Addressing cultural tension: Building collaborative environments between short-tenure hires and career Federal employees**

Tour of duty hiring can cause tension, especially if long-time career staff perceive new hires’ presence as “swooping in” to fix a problem while devaluing the contributions of civil servants who work day in and day out. Directed efforts by leadership are important to build collaborations between innovators and career Federal employees, which can help to lessen any frictions. To maximize impact, short-term hires and career staff must work together in support of the common mission. It’s also important that “tour of duty” hires bring an attitude of humility and spirit of collaboration to their work; agencies report that prioritizing “emotional intelligence” (EQ) measures in the interviewing process helps ensure that hires are both technically skilled and well-positioned to make an impact. [Anastasoff, J., personal communication with Policy Design Lab, December 7, 2016.] [Tress, J., phone interview with Policy Design Lab, August 2, 2016.] Career staff must also be open to the value of an outside perspective that can reframe challenges in new ways.

**Supporting innovators during their tenure and institutionalizing change**

It’s important to provide tour of duty innovators with a grounding connection with the existing workforce. New hires may not be familiar with Federal regulations and procedures, particularly how the work of government is carried out in areas of hiring, budgeting, and contracting. Thus, to maximize their impact and institutionalize innovations, it’s important to make sure that short-tenure hires are placed with willing partners or receptive teams of embedded career staff.

At the outset of collaborations, 18F has found that a new perspective can bring many questions, like why a process is run a certain way, or why a particular proposal for a new approach was rejected. “It’s either a rule or a regulation, or the answer is, ‘We’ve just done it like this for so long,” explains Jennifer Tress. [Tress, J., phone interview with Policy Design Lab, August 2, 2016.] Developers aren’t thrown into the deep end to navigate this landscape alone. Taking a holistic, team-based approach helps ensure that innovative work can get greenlit. “If it’s a policy issue, then we bring policy experts from our human resources office, who can help figure out the path forward. If it’s a change management issue – then we bring those folks in, too,” she adds. [Tress, J., phone interview with Policy Design Lab, August 2, 2016.]

A structural element of the hiring engagement can also help to address this concern. Since hires classified as expert consultants or under fellowship authorities are by statute not permitted to manage or supervise, they need to work closely alongside agency staff. This “forcing mechanism” for collaboration should be seen as a feature, not a bug, according to hiring experts. [Kluger, B., phone interview with Policy Design Lab, September 23rd, 2016.] Other essential support for outside innovators includes providing them with clearly defined goals and outcomes, executive sponsorship (including direct connection to leadership), and formal orientation to the way government works (e.g. Schedule C training). [Kluger, B., phone interview with Policy Design Lab, September 23rd, 2016.]

The most significant challenges to deploying tour of duty approaches are common misunderstandings on the legal boundaries of what is and isn’t permitted.

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| **Mythbusting on Hiring from OPM:**  **Myth #1: Hiring managers should refrain from getting too involved in their hiring actions to avoid any appearance of impropriety in the hiring process.**  **Fact:** There are many ways that hiring managers can and should be involved in the hiring process to help ensure a great outcome. This includes working closely with HR before the job opportunity announcement (JOA) is even posted to: ensure the position description is accurate and up-to-date; complete a job analysis to identify the critical competencies needed in the job; participate in identifying/developing the assessment tool (e.g., structured interviews, writing samples, tests) that will be used to evaluate candidates; develop a recruiting strategy; and ensure that the JOA accurately describes the duties of the job and competencies and experience required in an easy-to-understand and appealing manner. After the applicants are assessed and the referral list is issued, the hiring manager should actively engage in interviewing top candidates and making the selection.  **Myth #2: I am using a standard Position Description (PD) and I am not allowed to include specialized skills in my Job Opportunity Announcement (JOA).**  **Fact:** You can include specialized skills in your JOA. Position descriptions outline the major duties and other factors necessary to determine the occupational series and grade level of a position in accordance with OPM classification standards. It’s the job analysis, however, that identifies the critical competencies and defines the specialized experience and any special skills needed to perform the work of the position. HR and the hiring manager should collaborate to conduct the job analysis, and use the results to develop the requirements in the JOA.  **Example**: HR in Agency A has classified a standard PD for Budget Analyst, GS- 5019/14 and has recently updated the job analysis. When a hiring manager seeks to fill this position; using the updated job analysis, HR works with the hiring manager to determine the specialized experience needed for the job at the required grade level and defines it in the JOA.  **Myth #3: Hiring managers are not allowed to engage in active, strategic recruitment for their open positions.**  **Fact:** Managers are permitted and encouraged to actively recruit for their open positions. Public notice, or simply posting a job announcement, is not a substitute for more focused recruiting. Strategic recruitment focuses your resources in areas most likely to yield results and does NOT violate Merit System Principles. Fact: You can invite individuals to apply for job openings. Fact: When using competitive examining, as a hiring manager, you may notify HR when you have identified a specific candidate through active recruiting. This is called a “named request.” (note: Veterans’ preference still applies.)  **Example:** At a college job fair focused on computer science jobs, you provide a job opportunity announcement for an open position to interested candidates, inviting them to apply for the position upon graduation.  **Myth #4: Referral lists (certificates) cannot be shared within an agency.**  **Fact:** In most agencies, HR can share certificates of qualified applicants with other managers in their agency when filling similar jobs. [TIP: JOAs should include language that gives candidates an opportunity to opt out of the sharing of their application for other positions.] For example, add a statement near the end of the JOA to notify the applicants that applying to the JOA certifies that the applicants give permission for the agency to share their applications with others in their agency for other similar positions. Also, add a check-box that applicants can check to authorize the sharing of their applications for other similar positions within the agency. Consult with your HR Office for more information.  **Myth #5:** When making any appointment under Schedule A of the excepted service, veterans’ preference is applied as far as administratively feasible (i.e., apply preference if it makes sense to do so).  **Fact:** Veterans’ preference must be applied fully when making Schedule A appointments, in accordance with the provisions of 5 CFR part 302. Veterans’ preference applies as administratively feasible (i.e., using a methodology not prescribed in 5 CFR 302) only for certain positions filled under Schedule A (e.g., attorney positions), or when OPM and an agency with a specific Schedule A hiring authority agree (through written agreement).  Excerpted directly from: [“[Hiring Excellence Mythbusters](https://www.opm.gov/policy-data-oversight/hiring-information/hiring-excellence/tools-resources/hiring-excellence-mythbusters.pdf),” U.S. Office of Personnel Management, 2016.] |

#### **Deliverable 6: How-To: Steps for deploying, practices for adapting**

* **Review of hiring authorities**
* **How to pitch to talent in the private sector with a “call to serve”**
* **How to adopt private-sector best practices for active recruiting** of top talent into government
* **How to recruit for both technical expertise and cultural fit**
* **How to create a fellowship program – template memo and example for establishing a Schedule A(r) Fellowship Program**
* **Additional advice on active recruiting and talent management**

**Review of hiring authorities**

Several flexible hiring authorities exist**,** including the Intergovernmental Personnel Act (IPA), Direct Hire Authority (with permission from OPM), Schedule A Part R hiring authority (fellowship programs), and Expert and Consultant Pay. The first step is to assess the type of program that fits your agency’s hiring needs:

1. **Internship or fellowship programs** that provide developmental or professional experiences to individuals who have completed their formal education; -
2. **Training and associateship programs** designed to increase the pool of qualified candidates in a particular occupational specialty; -
3. **Professional/industry exchange programs** that provide for a cross-fertilization between the agency and the private sector to foster mutual understanding, an exchange of ideas, or to bring experienced practitioners to the agency;
4. **Residency programs** through which participants gain experience in a Federal clinical environment;
5. **Programs that require a period of Government service in exchange for educational, financial or other assistance. [[link to IDA report – ask VP]]**

In the evaluation process, consider using [HRU’s Hiring Decision Tool](https://hru.gov/Studio_Recruitment/HT_Hiring_Decision_Tool.aspx); the interactive questionnaire can help match potential hiring flexibilities with your agency's needs.

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| **Intergovernmental Personnel Act assignments:**  One avenue that has been used to bring in top talent has been the Intergovernmental Personnel Act (IPA). Under the IPA, personnel from other Federal agencies, state and local governments, colleges and universities, Indian tribal governments, Federally funded research and development centers (e.g., national laboratories), and other eligible organizations can be recruited to serve in a temporary position. The initial term can be up to two years, but it can be extended for another two years. The assignment may be reimbursable (e.g., the host agency reimburses all salary costs, travel, and administrative costs) or non-reimbursable.  [**Read more**](https://www.opm.gov/policy-data-oversight/hiring-information/intergovernment-personnel-act/) **about OPM’s guidance on using IPA, including common IPA hiring myths** |

**Pitch to private sector talent with a “call to serve”**

A “21st century call to serve your country” is a recruiting message that resonates. [“[A Strategy for American Innovation](https://www.whitehouse.gov/sites/default/files/strategy_for_american_innovation_october_2015.pdf),” Economic Council and Office of Science and Technology Policy, October 2015.] “There are many people in the private sector who really glom on to that,” notes Jennifer Tress. [Tress, J., phone interview with Policy Design Lab, August 2, 2016.] Those in the private sector and in Silicon Valley may have tremendous skills, but “the work that they’re doing -- the algorithms they’re creating, the product visions – are often to make people money or generate ad sales. That just isn’t as meaningful as the mission of the government.” The call to serve, Tress says, is “such a *powerful* message to people: ‘Wait. I can be coding to help eradicate homelessness, to help serve veterans, to help ensure refugees are coming in and welcomed into our country through a strong vetting process? I’m all in for that.’” [Tress, J., phone interview with Policy Design Lab, August 2, 2016.]

People are eager to serve; the obstacle is often demonstrating to prospective talent that real change can be possible. “From the outside looking in, and from a recruitment message, government has this connotation of being very staid, very traditional, and disruption is not welcome,“ Tress adds. [Tress, J., phone interview with Policy Design Lab, August 2, 2016.]

The call to serve is used in conjunction with active recruiting measures that present opportunities to prospective candidates (described in detail below). Effective appeals are anchored by a three-pronged structure:

1. Focus on the **mission**, with an emphasis on outcome-driven goals.
2. Highlight the amount of **impact** an individual can make through the position.
3. Point to **specific examples** **of similarly skilled people** who have already created widespread impact. (An early example for technologists was healthcare.gov, where tour of duty technologists were able to have an immediate impact on 10 million Americans.)

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| **How to Frame The Appeal to Top Talent: On Extraordinariness**  *“’****Go where you are rare.’*** *That’s US CTO Megan Smith’s advice to people from what Todd Park calls ‘metaphysical Silicon Valley.’ Those five simple words belie a deceptively difficult and brave choice made by those who left careers in Silicon Valley to work in government, in Federal agencies, at the*[*United States Digital Service*](https://www.usds.gov/)*,*[*18F*](http://18f.gov/)*, the Presidential Innovation Fellows, and similar efforts at the state and local level. The plays you ran every day in your consumer tech job are very difficult to run on the government playing field. Things work differently. When you go where you are rare, you realize you’re working from a set of assumptions that most of your colleagues don’t share, and you have to step back–sometimes way back–and try to justify, explain, convince, win over dozens or hundreds of people in order to do what you came to do. I have some personal experience with this. It’s hard.*  *But in government, though your skills may be rare, you have something very much in common with your fellow public servants. Of course you are a talented, entrepreneurial, 21st century doer and thinker. Of course you work with data and technology in ways that change the world. Of course you spread the gospel of user-centered, iterative and data-driven approaches to problem-solving. You would not have been selected for your position otherwise. But (as you already know),****it’s not your talent that makes you extraordinary.****What makes you extraordinary is the same thing my friend saw in his partner at that federal agency, delaying retirement to keep a critical system running despite all odds:****it is your empathy, and your desire to serve****. Keep honoring that, and the service of those around you, and you will do more good for the American people than the most extraordinary talent this country has to offer.”*  Excerpted directly from: [Pahlka, J., “[On Extraordinariness](https://medium.com/code-for-america/on-extraordinariness-c48a2a5e955c#.4w9v0bkcs),” Medium and Code for America, August 2nd, 2016] |

**How to adopt private-sector best practices for active recruiting of top talent into government**

[Anastasoff, J., in-person interview with Policy Design Lab, Washington DC, August 9th, 2016.] ["Building the Hiring Process for USDS,” United States Digital Service, Unpublished Case Study, 2016.]

Instead of waiting for candidates to come across job openings, agencies can proactively source talent by identifying and recruiting their ideal candidates. It is key to invest in a robust hiring team, however a common misperception is that effective recruiting hinges solely on having one or two great recruiters. “That’s not true,” contends Anastasoff. “The deal is, you have to invest in the infrastructure,” which means also investing in the development of standardized methods that can efficiently move candidates through the pipeline. [Anastasoff, J., in-person interview with Policy Design Lab, Washington DC, August 9th, 2016.]

Active recruiting is not considered innovative in the private sector; it’s considered common practice, especially with technical positions. How does it work? The process at USDS can be decomposed into several essential stages:

1) **Identify the skillsets that will be most effective for addressing priorities**. This requires considerable internal work to understand and articulate clearly what talent gaps an agency is experiencing.

2) **Identify who would excel at these skills; most will not be currently looking for a job.** Talent can be identified by using the tools at one’s fingertips, like LinkedIn, industry blogs, and networks. The key is not to look for candidates currently job searching, but instead zero in on who best fits the profile of someone that can address your most important needs right now. This part of the process can be time-consuming, as the strongest “passive” candidates often take months to recruit. [Anastasoff, J., in-person interview with Policy Design Lab, Washington DC, August 9th, 2016.]

3) **Leverage a network of influencers to discover and refer a diverse pool of candidates.** Active recruiting can be an important tool for boosting diversity. By using a team approach to connect with experts from around the country, a robust and diverse network can tap into the full range of potential talent. Striving for representative talent helps agencies better serve all of America, observes Jennifer Anastasoff. [Anastasoff, J., in-person interview with Policy Design Lab, Washington DC, August 9th, 2016.]

4) **Build relationships with target individuals.** Invest time in sourcing: Use web resources to identify ideal candidates, including the best in the country – regardless of whether they’re job searching. Initiate contact, present the opportunity, and convey the operating conditions as well as also the amount of impact that is possible.

5) **Communicate candidly, directly and consistently via media and local recruiting events.** Events like demo days and roundtables are key for persuading top talent to consider a public service tour of duty; their mechanics are explained further below.

6) **Create a responsive and strong candidate experience from time of application to first day of work.**

Designing internal processes to make it easy to apply, to allow for incoming applications and hires to be quickly processed, and for applicants to receive frequent communication. USDS has a goal to check in with applicants at least once per week to set up interviews or check on progress, even during the security phase. ["Building the Hiring Process for USDS,” United States Digital Service, Unpublished Case Study, 2016.]

**Using “demo day” and roundtable events to build talent pipelines** [Anastasoff, J., in-person interview with Policy Design Lab, Washington DC, August 9th, 2016.] ["Building the Hiring Process for USDS,” United States Digital Service, Unpublished Case Study, 2016.]

 USDS uses demo days as one piece in their active recruitment process to recruit at scale. USDS travels to the talent, and assembles a cultivated, curated, invited group of approximately 100 to 125 people. Also present are ”influencers” – people who can help to further build a diverse, robust referral network in the future. Using approximately five people from five agencies, work is showcased to prospective candidates. Concrete examples of completed projects are shared to emphasize the impact that a prospective candidate could achieve. Through lightning talks (short presentations), visual representations and case studies help overcome any outside perceptions that immediate impact won’t be possible. The demo day concludes with an hour of structured opportunity for prospective talent to talk one-on-one with presenters.

After a demo day, top prospective candidates are identified and invited to a follow-on roundtable engagement. Roundtables are more intimate, with only 10-12 invitees, one case study for discussion, and an anchor from USDS’ talent team.  Candidates are directly asked if they are interested in joining.

From there, USDS talent team members pursue candidates in one-on-one follow-ups.

While not every agency will similarly recruit for tour of duty positions at scale, elements of USDS’ demo day process could also be usefully incorporated into career recruitment efforts.

**How to recruit for both technical expertise and cultural fit**

Technical skills alone aren’t enough for delivering immediate value. Coming into government with no prior public sector context can pose a challenge. Agencies have discovered the best way to mitigate this risk is to interview for both hard and soft skills – including empathy, perseverance, and patience. “We are bringing in people for a short period of time,” Anastasoff notes. [Anastasoff, J., in-person interview with Policy Design Lab, Washington DC, August 9th, 2016.] “So we have to find people who have EQ (emotional intelligence).” USDS developed an interview process that prioritizes candidates’ abilities to relate to and empathize with others. USDS technical hires must frequently interface with strong, but less-technically savvy public servants who may be risk-averse due to compliance concerns. [Anastasoff, J., in-person interview with Policy Design Lab, Washington DC, August 9th, 2016.] “If you as an engineer can’t explain something to someone in a way that is respectful and enthusiastic,” USDS engineer Marianne Bellotti explained, “or if you’re dismissive….you’re probably not going to work out here.” [Battelle, J., “[To Fix Government Tech, Take Off the Headphones and Listen](https://shift.newco.co/hands-off-the-keyboard-innovation-lessons-from-inside-the-us-government-1c9f592f8e5e#.jfyapchtu),” NewCo, August 31st, 2016.] She added, “There is far less ‘hands on the keyboard’ and a lot more being in room with different stakeholders.” [Battelle, J., “[To Fix Government Tech, Take Off the Headphones and Listen](https://shift.newco.co/hands-off-the-keyboard-innovation-lessons-from-inside-the-us-government-1c9f592f8e5e#.jfyapchtu),” NewCo, August 31st, 2016.] Active listening, respect for other viewpoints, and honest communication – even when uncomfortable – are equally critical skills that must complement technical or domain expertise. So, too, is flexibility: “In the interview process we ask ‘When have things not gone your way, how have you dealt with that?’“ Anastasoff said. “This is not the kind of work where you can plan for exactly what will happen every day.”” [Battelle, J., “[You Can’t Disrupt Government- But You Can Change it From The Inside](https://www.linkedin.com/pulse/you-cant-disrupt-government-can-change-from-inside-john-battelle),” LinkedIn, September 1st, 2016.] The question of patience and tolerance for bureaucracy is an important element of the recruitment conversation, both for evaluating candidates and for acclimating their expectations of public sector realities.

Investing resources in soft skill evaluation can pay dividends: When 18F changed their hiring process to screen applicants for technical expertise and cultural fit dimensions, the result was an 80 percent reduction in hiring times and six-fold growth in only five months. [Viechnicki, P., “[Understanding Millennials in Government](https://dupress.deloitte.com/dup-us-en/industry/public-sector/millennials-in-government-federal-workforce.html),” Deloitte University Press, November 9th 2015.]

**Read more:** “[Recruiting for cultural fit,”](https://hbr.org/2015/07/recruiting-for-cultural-fit) Harvard Business Review, July 2015.

**Read more**: [“OPM Pushes for more targeted recruitment](http://federalnewsradio.com/hiringretention/2016/04/opm-pushes-targeted-recruitment-hr-community-bemoans-usajobs/),” Federal News Radio, April 2016.

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| **Further advice on active recruiting and talent management:**    "Hunting versus fishing: I compare conducting targeted recruitment versus posting a job (on USAJobs) to hunting versus fishing. **Hunting is active. Fishing is passive.** When hunting for the talent, you are actively searching. You have done your research and have a strategy. When fishing, you drop your line in the water and wait.    For hard to fill positions: It is likely that your ideal candidates are employed, and not actively searching for a new position. You have to find them, then reach out to them.    Where to look: Conference sites are an excellent source. I do deep dives into the space and see who the subject matter experts are. I look for the keynote speakers and who the workshop leaders are. Then, I reach out directly to them. I may not be specifically interested in that person but I may want access to their network. And, I ask.    On retention: Something that I have discovered while actively recruiting in the federal government is that the retention rate of those who have been "recruited" is higher than those who have applied to a posting. I believe that it is all in the courtship. The relationship a recruiter builds with the candidate shows them that there is an investment being made.    Stay in touch: Maintain contact from the initial contact period right on through the offer and acceptance stage. Then after they onboard, check in. Again, this shows that you are invested.    Stay current: Know the sector/space you are recruiting for, who the experts are, and what's in the news. Keep your website and facebook page current. And most important, know what is happening in your own agency."    [Rizopoulous, D., personal communication with Policy Design Lab, December 5th, 2016.] |

**How to create a fellowship program under the Schedule A(r) authority**

Use of the A(r) authority ([Schedule A- 5 CFR 213.3102 (r)](http://www.ecfr.gov/cgi-bin/text-idx?rgn=div5&node=5:1.0.1.2.22) )can be a powerful tool for agencies to source talent, but its use is commonly misunderstood. Below, a fact sheet outlines the realities of A(r) usage.

A template memo for establishing a Schedule A(r) Fellowship Program is provided as an example for interested agencies.

[[UPLOAD: Template memo]]

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| **Fact Sheet: Fellowships and Industry Exchange Programs Hiring Authority**  **5 CFR 213.3102 (r)**  **What is the *Fellowships and Industry Exchange Programs* hiring authority**?  The Fellowships and Industry Exchange Programs hiring authorityis a Government-wide excepted service hiring authority under 5 CFR 213.3102(r) that can be used to hire for fellowships and similar programs when recruitment is from limited applicant pools. It is sometimes referred to as the ‘r’ authority.  **What positions can be filled under this Authority?**     * Agencies may use this authority for positions in support of fellowship or professional/industry exchange programs. Fellowship programs are programs that provide developmental or professional experiences to individuals who have completed their formal education. Professional/industry exchange programs are programs that provide for cross fertilization between industry and the private sector to foster mutual understanding, an exchange of ideas, or bring experienced people into Government. * Positions may be filled at any grade level up to the GS-15 level, as well as Senior Level (SL) positions.   **How does it work?**   * Agencies may make appointments lasting up to 4 years. * No public notice (posting on USAJOBS.gov) is required; however, agencies can advertise if they choose and should use other appropriate recruiting activities. * Veterans preference applies. * Applicants must meet qualification standards developed by the agency which employs them (i.e., no Government-wide qualification standard). * Agencies must have excepted service policies in place prior to using this (or any) excepted service authority, which govern the process for receiving/processing applications; making qualification determinations; rating and ranking applicants; and the application of veterans preference.   **Are employees hired under this Authority eligible for benefits and leave?**  Employees hired on appointments that are expected to last for at least 90 days are generally eligible for health insurance coverage and also earn annual and sick leave.  Employees hired for periods longer than 1 year are eligible for the following benefits:   * Health Insurance * Annual and Sick Leave * Long Term Care Insurance * Life Insurance * Flexible Spending Accounts * Retirement and Thrift Savings Plan   **What else do I need to know?**   * Individuals hired under this authority are subject to the same suitability/background investigation process as other employees. * Agencies may this Government-wide hiring authority without additional approvals from OPM. * Appointments under this authority do not lead to permanent employment.   Excerpted directly from: ["Fact Sheet R Authority" Office of Personnel Management, December 2016] [Hyperlink when available] |

#### **Deliverable 9: Future directions (“next practices as opposed to best practices”)**

Existing hiring authorities offer considerable flexibility that many agencies could leverage further to fill their talent needs. There are also several frontier possibilities for further transforming “tour of duty” hiring processes, including (in increasing orders of ambition):

* Targeted expansion of fellowship programs, aimed at under-recruited segments of the potential hire population
* Cross-agency investment into active recruiting infrastructure
* Development of a single recruitment point, available to agencies, where qualified candidates are pooled, and hiring selections can occur from a list of qualified candidates

**Fellowship Expansion** [Kluger, B., phone interviews with Policy Design Lab, September 23rd, 2016 and November 29th, 2016.]

Fellowship programs, authorized under the Schedule A(r) authority, have a considerable track record of success in bringing in top talent for stints of Federal service. Several targeted programs like the [Jefferson Science Fellowship](http://sites.nationalacademies.org/PGA/Jefferson/) exist, but more could be done to extensively recruit the “middle layer” technical professionals (e.g. senior engineers, senior biologists, senior finance associates – neither early career nor executive leadership). With the current Presidential Executive Fellows [crosslink back to case] serving as a potential pilot model for further program iterations, future fellowship programs could target middle and upper-middle career technical leaders with deep expertise in critical skill areas, like process improvement, business management, operations, and finances.

Partnering with outside organizations could further enrich the talent pipeline for fellowship programs. It’s a model already proven through several professional societies – including the [American Association for the Advancement of Science (AAAS)](http://www.aaas.org/) . In this framework, the processes of candidate recruitment and initial selection can be managed by an outside partner, supported by Federal funding. Several exemplar non-governmental organizations (including [FUSE Corps](http://www.fusecorps.org/), [Atlas Corps](http://atlascorps.org/), and [Ashoka](http://www.ashoka.org)) have demonstrated outcomes that illustrate the potential for using more such a models to support Federal fellowships.

**Shared recruiting infrastructure**

OPM provides [webinar training](https://hru.gov/Studio_Recruitment/videos/BuildingTalentPipelines/11.2.4_BTP_NM/) to clarify for agencies that [active recruiting is permitted;](https://www.opm.gov/policy-data-oversight/hiring-information/hiring-excellence/tools-resources/hiring-excellence-mythbusters.pdf) to go from permission to execution, agencies could consider developing cross-agency agreements to invest in a shared infrastructure for active recruiting, which could include cost sharing for the use of external recruiters. [Anastasoff, J., in-person interview with Policy Design Lab, Washington DC, August 9th, 2016.] Developing ready templates for inter-agency agreements and MOUs that are needed for sharing resources could facilitate greater cross-agency sharing. Externally positioned entities could assist with recruitment, and agency hiring managers could be deeply embedded in the process to ensure that actual needs are matched with candidates. (Past experiments, which include attempts to develop shared certifications, underscore the importance of closely engaging hiring managers in the enumeration of specifics.) [Kluger, B., phone interview with Policy Design Lab, September 23rd, 2016.]

**Highly integrated recruiting and hiring platform** [Kluger, B., phone interviews with Policy Design Lab, September 23rd, 2016 and November 29th, 2016.]

High level hiring experts report their subjective assessment that the hiring process is deeply fragmented across government, resulting in a fractal problem. When each agency conducts its own search and hire process for each position, the process is not being conducted at scale. “I’m not suggesting that we establish civil service exam,” commented one expert, “But we're competing against ourselves all over the place. And when you segment into smaller candidate pools, the result is lower quality and less diverse pools of applicants.” Current efforts – where five identical job openings may be posted five separate times – only further fragments the candidate pool. “There’s no evidence at all that’s successful as a hiring strategy,” the expert elaborated. [Kluger, B., phone interview with Policy Design Lab, September 23rd, 2016.]

One frontier solution is the development of one seat for administrative support to aggregate common hiring elements like marketing, managing resume review, maintaining a global view of the roster of projects and initiatives, and advising on what is permissible. Centralized advising in particular could help standardize repeatable processes and reduce the “mythic folklore” effect that brings confusion. With resume sharing, highly qualified talent not selected at one agency could potentially be referred to other relevant openings. By enhancing the technical capabilities of agencies – and reducing reliance on the random circumstance that the right applicant will stumble upon the right posting – a higher quality pool of candidates is likely to emerge. At the same time, the delegated examining process created by the reforms in 1996 makes it difficult to share resources across government. Specifically, it prevents OPM from directing agencies to collaborate. Agencies are not precluded from collaboration, but such efforts need to be agency-initiated and driven. [Kluger, B., phone interview with Policy Design Lab, November 29th, 2016.]

#### **Deliverable 8: Examples of policy that have enabled or encouraged approach (legislation, exec order)**

**Schedule A-R authority that enables many term appointments:**

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| Section **213.3102**(**r**) of the **Code of Federal Regulations** authorizes agencies to fill positions in support of fellowship and similar programs that are filled from limited applicant pools:  **Authority**  [5 CFR §213.3102(r)](http://www.ecfr.gov/cgi-bin/text-idx?rgn=div5&node=5:1.0.1.2.22) – “Positions established in support of fellowship and similar programs that are filled from limited applicant pools and operate under specific criteria developed by the employing agency and/or a non-Federal organization. These programs may include: internship or fellowship programs that provide developmental or professional experiences to individuals who have completed their formal education; training and associateship programs designed to increase the pool of qualified candidates in a particular occupational specialty; professional/industry exchange programs that provide for a cross-fertilization between the agency and the private sector to foster mutual understanding, an exchange of ideas, or to bring experienced practitioners to the agency; residency programs through which participants gain experience in a Federal clinical environment; and programs that require a period of Government service in exchange for educational, financial or other assistance. Appointments under this authority may not exceed 4 years.” |

Recent Policy Guidance:

“[Institutionalizing Hiring Excellence to Achieve Mission Outcomes](https://www.whitehouse.gov/sites/default/files/omb/memoranda/2017/m-17-03.pdf)." OMB M-17-03. Nov 1 2016

[[Upload or link to Dec 15 release from OPM – “Fact Sheet R Authority”]]

Legislation

Congress enacted a number of important new hiring flexibilities as part of the [Chief Human Capital Officers Act of 2002](https://www.gpo.gov/fdsys/pkg/PLAW-107https:/www.gpo.gov/fdsys/pkg/PLAW-107publ296/pdf/PLAW-107publ296.pdf), and reinforced the strategic role played by human capital officers in the [Government Performance and Results Modernization Act of 2010](https://www.gpo.gov/fdsys/pkg/BILLS-111hr2142enr/pdf/BILLS-111hr2142enr.pdf).

Currently pending: S.3180, [The Flexible HIRE Act](https://www.congress.gov/bill/114th-congress/senate-bill/3180) of July 2016 (Flexible Hiring and Improving Recruitment, Retention, and Education) proposes that the President authorize agencies to appoint candidates directly to positions that the Office of Personnel Management (OPM) has determined are in geographic areas affected by a unique situation or circumstance that has directly and significantly affected employee recruitment and retention

Executive orders

[Executive Order 13704—Presidential Innovation Fellows Program](https://www.gpo.gov/fdsys/pkg/FR-2015-08-20/pdf/2015-20801.pdf) : 2015 order made the PIF program permanent.

#### **Deliverable 7: Online inventory of resource****s**

**Contact**

Agencies interested in learning more about incorporating tour of duty hiring approaches into their process can contact: Katika Floyd, Katika.Floyd@opm.gov

**Key Resources:**

[OPM’s Hiring Excellence](https://www.opm.gov/policy-data-oversight/hiring-information/hiring-excellence/tools-resources/) points to an array of existing resources and tools, including the following:

* The [Hiring Toolkit](https://hru.gov/Studio_Recruitment/HT_Hiring_Toolkit.aspx)
* The [Hiring Decision Tool](https://hru.gov/Studio_Recruitment/HT_Hiring_Toolkit.aspx)
* The [Recruitment Policy Studio](https://hru.gov/Studio_Recruitment/Studio_Recruitment.aspx)
* [Hiring Excellence Mythbusters](https://www.opm.gov/policy-data-oversight/hiring-information/hiring-excellence/tools-resources/hiring-excellence-mythbusters.pdf)

[The Human Resources Flexibilities and Authorities Handbook](https://www.opm.gov/policy-data-oversight/pay-leave/reference-materials/handbooks/humanresourcesflexibilitiesauthorities.pdf) (2013)

[Delegated Examining Authorities Handbook](https://www.opm.gov/policy-data-oversight/hiring-information/competitive-hiring/deo_handbook.pdf) (Refer to Chapter 2, Section A for a review of hiring flexibilities.)

[Fast Facts for Hiring Officials](https://www.whitehouse.gov/sites/default/files/omb/memoranda/2017/m-17-03.pdf)

[[Upload 3 page appendix from “Fast Facts - Review of Hiring Authorities (from M-17-03” for quick overview of hiring authorities]]

**Additional specific resources for flexible hiring include:**

* [Intergovernmental Personnel Act (IPA)](https://hru.gov/Studio_Recruitment/HT_05_Intergovernmental_Personnel_Act.aspx#pnlToolkit)
* [Schedule D – Pathways Programs](https://hru.gov/Studio_Recruitment/HT_05_Schedule_D_-_Pathways_Programs.aspx#pnlToolkit)
* [Excepted Service Hiring](https://hru.gov/Studio_Recruitment/HT_04_Schedules.aspx#pnlToolkit), which includes how-to steps for:
* Making 30-Day Critical Hiring Need Appointment
* Using OPM-approved Schedule A hiring authority for Digital Services
* Appointing individuals under an Agency-specific Schedule A or Schedule B authority

**Other guidance on hiring authorities:**

* [Federal Term Appointment Hiring Authorities for Science, Technology, Engineering, and Mathematics Personnel (2014)](https://www.ida.org/idamedia/Corporate/Files/Publications/STPIPubs/2014/ida-d-5148.ashx)
* [Smarter IT Delivery Schedule Hiring Authority](https://www.chcoc.gov/content/smarter-it-delivery-schedule-hiring-authority)
* [Cybersecurity Hiring, Pay, and Leave Flexibilities](https://www.chcoc.gov/content/cybersecurity-hiring-pay-and-leave-flexibilities)
* [Other Strategies To Meet Hiring Requirements (2005)](https://www.opm.gov/policy-data-oversight/human-capital-management/reference-materials/talent-management/strategies.pdf)

**Further Reading:**

* “[Federal Hiring: OPM Needs to Improve Management and Oversight of Hiring Authorities](http://www.gao.gov/assets/680/678814.pdf),” Government Accountability Office (GAO), September 2016. Report encourages agencies to make further use of the full range of available hiring authorities.
* “[Federal Leaders Digital Insight Survey](http://napawash.org/images/reports/2016/FLDIS_Feb_2016_Report_Final.pdf),” National Academy of Public Administration, February 2016.
* Hoffman, R. “[Tours of Duty: How to Organize Modern Employment](https://www.linkedin.com/pulse/20141023153633-1213-tours-of-duty-how-to-organize-modern-employment),” LinkedIn, October 23rd, 2014.

**Annex of interviews:**

Jennifer Anastasoff, USDS  
Aneesh Chopra, former US CTO

Dan Correa, OSTP

Matthew Dunne, DOE

Susannah Fox, HHS

Chris Gerdes, DOT

Bernard Kluger, OPM

Nathan Olson, PIF

Bryan Sivak (STPI interview), HHS

Jennifer Tress, 18F

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