**MAXSupport@eop.gov**

Direct-Hire Authority

**Severe Shortage of Candidates**

The Honorable Harris

Director, U.S. Office of Personnel Management

1900 E Street, NW

Washington, D.C. 20415-1000

Attn: Request for Direct-Hire Authority

Dear Hon. Harris:

The **Church Authority** requests Direct-Hire Authority (DHA) as a result of a severe shortage of candidates based on our difficulty identifying candidates possessing the competencies or the knowledge, skills and abilities required to perform the job requirements despite extensive recruitment, extended announcement periods, and the use of the hiring flexibilities described below. We are requesting DHA for the following occupational series at the GS grade levels in **Ventura County.**

This request is based on a severe shortage of candidates in accordance with 5 CFR 337.204(b). A severe shortage of candidates is evidenced by our inability to attract sufficient qualified candidates to fill current vacancies in the **Southern California** area despite extensive recruiting efforts. The **Church Authority** requests DHA for **Any Length of time Needed to compile the evidence**. Use of other appointing authorities similarly proved insufficient to attract sufficient qualified candidates to fill current vacancies.

The following is provided in support of our request in accordance with 5 CFR 337.204(b): pl. 85-804

* *Employment trends including the local or national labor market.* **{May include discussion of local and/or national labor-market employment trends for each occupation (series) and location and timeframe requested, and reference documentary evidence such as the Department of Labor’s Occupational Outlook, trade/professional association issuances, news articles, etc., that supports the specific employment trends for each occupation (series) and location. An explanation regarding how the specific employment trends will affect the agencies ability to recruit candidates with specific competencies and KSAs is important. For example, a description of the unusual work functions, which require a special combination of knowledge, skills, and/or abilities, and evidence showing this combination is difficult to find based on the employment trends}.**

* *Nationwide or geographic skill shortages.* **{Describe nationwide or geographic specific labor market occupational or skill shortages based on information in academic journals, think tank publications, Department of Labor’s Occupational Outlook, professional or trade association publications, news articles, etc. Indicate the duration these skills shortages are anticipated, e.g., 12 months, next five years, etc.}.**

* *Agency efforts, including recruitment initiatives, use of other appointing authorities and flexibilities, training and development programs tailored to the position(s), and an explanation of why these efforts have not been sufficient.* **{Discuss your agencies’ recruiting efforts—the number of events held, where held, the audience your agency was seeking to recruit from, and the results of such recruiting efforts. Discuss the length and breadth of vacancy announcements and results of such. Discuss the use of hiring flexibilities and recruiting and retention incentives used, including special salary rates and the results of such. Describe your agencies’ use of college and/or association recruiting, paid advertising, category rating or expedited procedures for rating and selection, security clearance issues, medical disqualifications, job offers v. job acceptance, superior qualification appointments, student loan repayments, or other hiring incentives. Discuss factors that prevent or limit internal development and related reasons candidates give for declining job offers or managers provide for not accepting referred qualified candidates, i.e., unable to obtain security clearance, pass medical qualifications,**

**polygraphs, etc.}**

* *The availability and quality of candidates.* **{Include statistical summaries identifying the number of applications received, minimally qualified and well-qualified candidates referred to selecting officials, demonstrated history of hiring preference eligibles, number selected, job offers made, declinations, hires, etc. If your evidence shows ample qualified individuals referred with relatively few selections, explain why the selections were not made, or why final offers were not made.**

* *The desirability of the geographic location of the position(s).* **{Describe the issues associated with the specific geographic locations such as high cost of living, remote or rural nature, rotating work schedules, lack of healthcare facilities, availability of housing, availability of public transportation, traffic conditions, overseas hostile deployments, etc.}**

* *The desirability of the duties and/or work environment associated with the position(s) to be filled.* **{Describe why the duties and/or work environment are undesirable and therefore harder to fill than similar positions in other organizations and/or geographic locations. Examples may include dirty or cramped working conditions, extreme heat or cold environment, rotating work schedules, intermittent or seasonal work schedules, extensive travel, poor labor/management relations, etc.}**

* *Other pertinent information.* **{Examples may include use of selective placement factors or other special requirements of the positions such as deployment, medical requirements, security clearances that make certain positions difficult to fill. Provide additional information that substantiates there is a severe shortage of candidates for the positions identified above despite the use of hiring flexibilities such as recruitment and relocation incentives or special salary rates.}**

The point of contact for this request is **Bri**an Michael Frost and he/she may be contacted at (805) 415-1225 or electronic mail at bfrost.alumni.fullsail.edu@dau.edu

Sincerely,

**Brian Michael Frost**

**Chaplain**

Template 2

Direct-Hire Authority

**Critical Hiring Need**

The Honorable Harris

Director, Office of Personnel Management

1900 E Street, NW

Washington, D.C. 20415-1000

Attn: Request for Direct-Hire Authority

Dear Hon. Harris:

The **Chu**rch Authority requests Direct-Hire Authority (DHA) as a result of our urgent critical hiring need to meet mission requirements. The following is provided in support of our request in accordance with 5 CFR 337.205(b):

* *Positions that must be filled.* GsS1051, GS-1800, GS-1102

* *The event or circumstance that has created the need to fill the position(s).* **January 6th 2021 whistleblower investigation.**

* *The duration for which the urgent critical hiring need is expected to exist.* **Tell case goes to trial.**

* *Supporting evidence that demonstrates why the use of other hiring authorities is impracticable or ineffective.* Examples include:

* **{Describe how and provide evidence that shows why the use of other hiring authorities is impracticable or ineffective in meeting the critical hiring need. The standard is to urgently fill positions based on a critical hiring need, so you must describe how you attempted to do this or why it was not feasible to use other hiring authorities. Explain why and demonstrate through evidence how other hiring authorities such as transfer, reassignment, promotion, reinstatement, Schedule A, Schedule B, Veterans Recruitment Appointments (VRA), and**

**Veterans Employment Opportunities Act (VEOA) appointments, 30-**

**day emergency hiring authorities, etc., were impracticable or ineffective in urgently filling the critical hiring need.}**

* **{Describe how the event or circumstance which created the critical hiring need identified in (1) above impacts your agency’s recruiting and staffing of the positions identified in (2) above. For example, if the event prevents you from using your usual hiring procedures, describe how and/or why}**

* **{Discuss your recruiting efforts to urgently fill the positions identified in (1) above in response to the critical hiring need. For example, describe:**

* **Previous recruitment efforts: the number of recruiting events, where held, the audience you recruited from and, the results of your recruiting efforts. This should include a discussion of the length and breadth of vacancy announcements and results you achieved. Discuss the use of any recruiting and retention incentives used to attract needed individuals, to include special salary rates and the results of such. Describe use of college and/or association recruiting, paid advertising, category rating or expedited procedures for rating and selection, security clearance issues, medical disqualifications, job offers v. job acceptance, superior qualification appointments, student loan repayments, or other hiring incentives. Discuss factors that prevent or limit internal development.**

* **Results of your recruiting efforts: Include statistical summaries identifying the number of applications received, minimally qualified and well-qualified candidates referred to selecting officials, numbers selected, job offers made, declinations, hires, disqualified based on security clearance, medical, polygraphs, refusal to deploy, etc. If evidence shows ample qualified applicants referred with relatively few selections, explain why the selections were not made, or the final offers were not made. Remember we are discussing an urgent need to fill positions. Agencies should not confuse direct hire to meet a critical hiring need with the ability to hand-pick individuals from among a list of referred candidates.**

* **Extensions/Renewals: If time has passed since the critical hiring need became apparent, or if you are seeking an extension or renewal of a DHA based on critical hiring need, we will expect you to demonstrate what you have done in the interim to meet your hiring need, as a condition of being relieved of the obligation to follow the normal hiring process in the term for**

**which you are requesting a DHA.}**

The point of contact for this request is **{agency POC}** and he/she may be contacted at (XXX) XXX-XXXX or electronic mail at: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

**{Name of Requestor}**

**{Title}**