CIVILIAN HIRING REFORM
Future Army Hiring Process – The Future Is Here!
Strategic Alignment

Executive Office of The President

- Office of Management and Budget (OMB)
- Office of Personnel Management (OPM)
- Department of Defense (DoD)
- Under Secretary of Defense for Personnel & Readiness (USD(P&R))
- DoD Executive Hiring Reform SWAT Teams
- Department of Army Chief Management Officer and USA-OBT

OPM Strategic Plan 2010-2015

- Strategic Goal 1: Recruit and hire the most talented and diverse Federal workforce possible to serve the American people

DoD Strategic Management Plan (SMP)

- Business Priority 4: Enhance the Civilian Workforce

Performance Objectives for USD(P&R) Strategic Plan FY10-13

- Goal 3: Shape and maintain a mission-ready civilian workforce

2011 Army Campaign Plan and Army Business Initiative

- Civilian Workforce Transformation, Goal 5: Execute activities to reform the civilian hiring process

Army Business Initiative #14: Civilian Hiring Reform
# Staffing Forecast For FYXX+1 & FYXX Execution

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<th>MAR</th>
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- **President Submits Budget**
- **Commanders’ Kickoff**
- **Staffing Forecast Plan Preparation 7 February – 6 May**
- **Sub-Commanders’ Approval**
- **Commanders’ Brief**
- **Final Review, Approval & Document Preparation**
- **Execute 2nd Quarter Segment**
- **Execute 3rd Quarter Segment**
- **Plan to Line Mgt & HR**
- **Execute 4th Quarter Segment**
- **100% of FYXX Budget, Work-Years & ES Executed**
- **Execute 1st Quarter Segment**
- **Initiate Plan**
- **Final Review, Approval & Document Preparation**
- **Execute 3rd Quarter Segment**
- **Execute 4th Quarter Segment**
- **100% of FYXX Budget, Work-Years & ES Executed**

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How to Accelerate the Hiring Process?

**Goal** – Quality hires in less than 80 days

**Phase 1**
Pre-Planning/Forecasting

FY XX minus 6 months

- ID projected vacancies for next FY.
- Complete management review of job descriptions, prepare assessment instruments and interview questions.

RPAs submitted as vacancies are identified or occur; processed using pre-positioned documents from Phase 1.
Key Messages

Goal: Quality hires in less than 80 days

Pre-planning and HR/RM/Mgmt partnerships are critical
  • Annual Staffing Plans
  • Review of key recruitment documents
  • Up-front approvals in place

Outcomes
  • Reduce fill time
  • Reduce rework
  • Improve quality of hires
WIIFM – CHRA/CPACs

- Pre-planning enhances partnerships
- Pushes to the 80 day target faster
- Increases management engagement
- Promotes efficiency
- Shifts classification/recruitment strategy to front of cycle
- Improves quality
- Reduces rework
WIIFM – Managers and Supervisors

- Fill jobs faster
- Improves quality of candidates
- Opportunity to influence hiring reform initiative
- Reduces time spent obtaining approvals
- Recruitment cycle is more predictable
- Shifts classification/recruitment strategy periodic review instead of just-in-time
- Reduces rework
Hiring Reform Process Pre-Planning

Develop annual staffing plans

- Align staffing plan with budget process
- Use Workforce Planning Tool to document positions to review
- Pre-Position key recruitment documents
  - Position descriptions
  - Recruitment strategies
  - USA Staffing assessment instruments
  - Interview questions
Pre-Planning Considerations

- Identify at least 25% of authorized positions per fiscal year for input into the WPT. Consider:
  - Known Vacancies in next six months
  - # Unique Position Descriptions
  - # Position Encumbered
  - # Positions with multiple employees
  - # Employees eligible for optional retirement
  - Mission Critical Occupation requirements
  - Additional missions requiring new/additional skill sets
Hiring Reform Process: Actual Hiring Action

Key Management “Touchpoints”

1. Recruit-Fill RPA received in CPAC
   - Verify no change to pre-positioned package, e.g., position description, recruitment strategy, or hiring questionnaire;
   - Timeline agreement
     » Vacancy Announcement Dates
     » Receipt of Referral
     » Expected date of selection

2. PPP match received

3. Clearance coordination, e.g., security, drug testing, credentialing

4. Firm offer made/accepted

5. EOD established
# 80 Day Hiring Model

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<thead>
<tr>
<th>OPM Goals</th>
<th>Alaska CPAC USARAK</th>
<th>CHRA Pink and Blue</th>
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<tr>
<td>26</td>
<td>28</td>
<td>Commit to EOD</td>
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(Management Time)

OPM Total Management Time = 44 Days  
AK Total Mgmt Time = 41 Days

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<th>Referral Return to Commit (HR Time)</th>
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OPM Total Civilian HR Time = 26 Days  
AK CPAC Total HR Time = 22 Days

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<th>Referral List with Management (Management Time)</th>
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<th>Vacancy Announcement Closure to Referral List Issued (HR Time)</th>
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OPM Open Announcement Time = 10  
AK CPAC Open Announcement Time = 14

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<th>Receipt in Personnel to Vacancy Announcement Open (HR Time)</th>
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OPM Total Time = 80 Days  
AK CPAC Total Time = 77

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<th>Initiation of RPA to Receipt in Personnel (Management Time)</th>
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<th>80</th>
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Questions?
Concerns?