



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

DoD Strategic
Management Plan
(SMP)

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

2011 Army Campaign
Plan and Army Business
Initiative

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

Business Priority 4:
*Enhance the Civilian
Workforce*

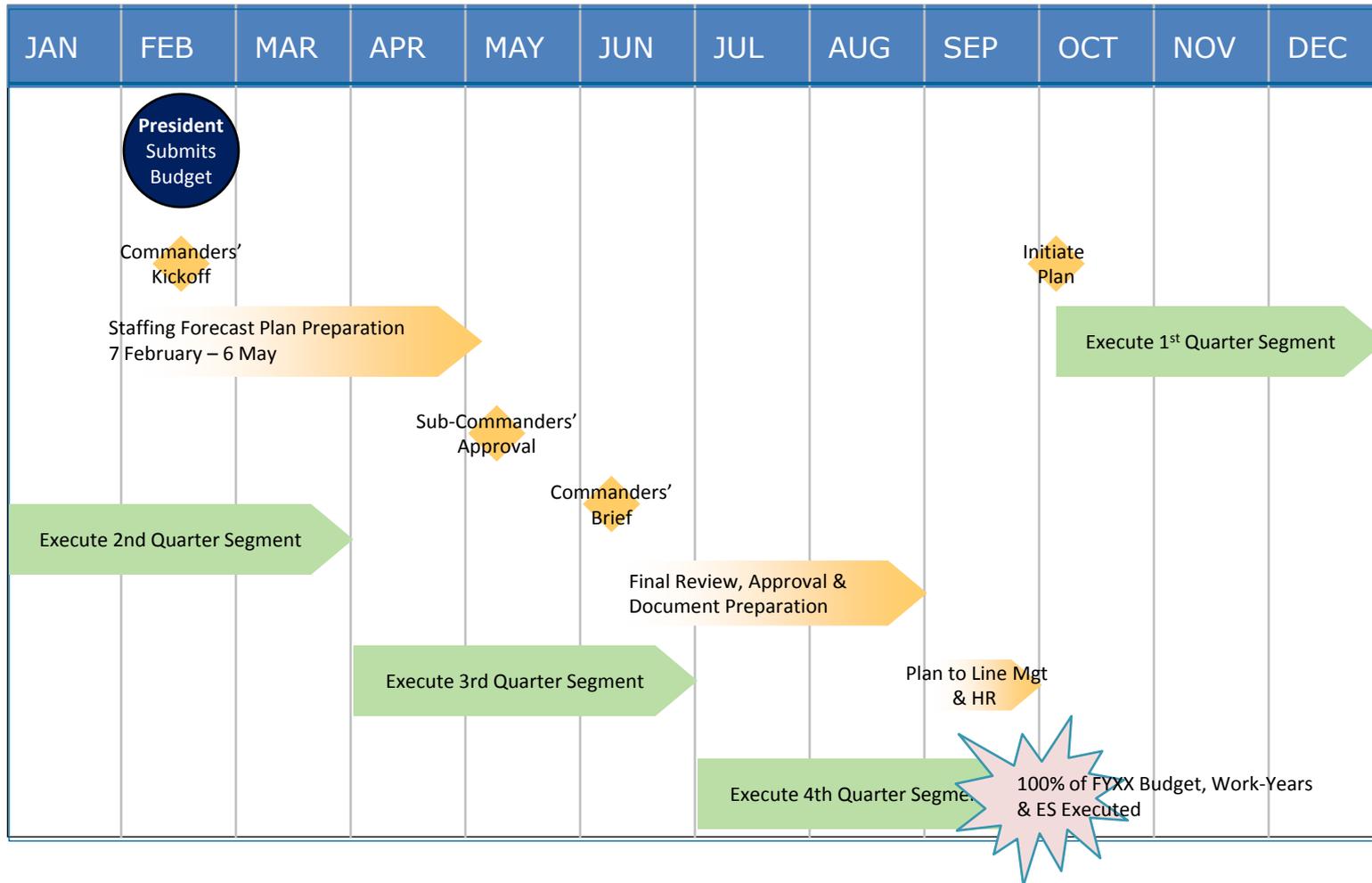
Goal 3:
Shape and maintain a
mission-ready civilian
workforce

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





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.

FY XX Begins

Phase 2: USA
Staffing

Phase 3: DISS &
PSIP

Phase 4: Auto-EOD



RPA's 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

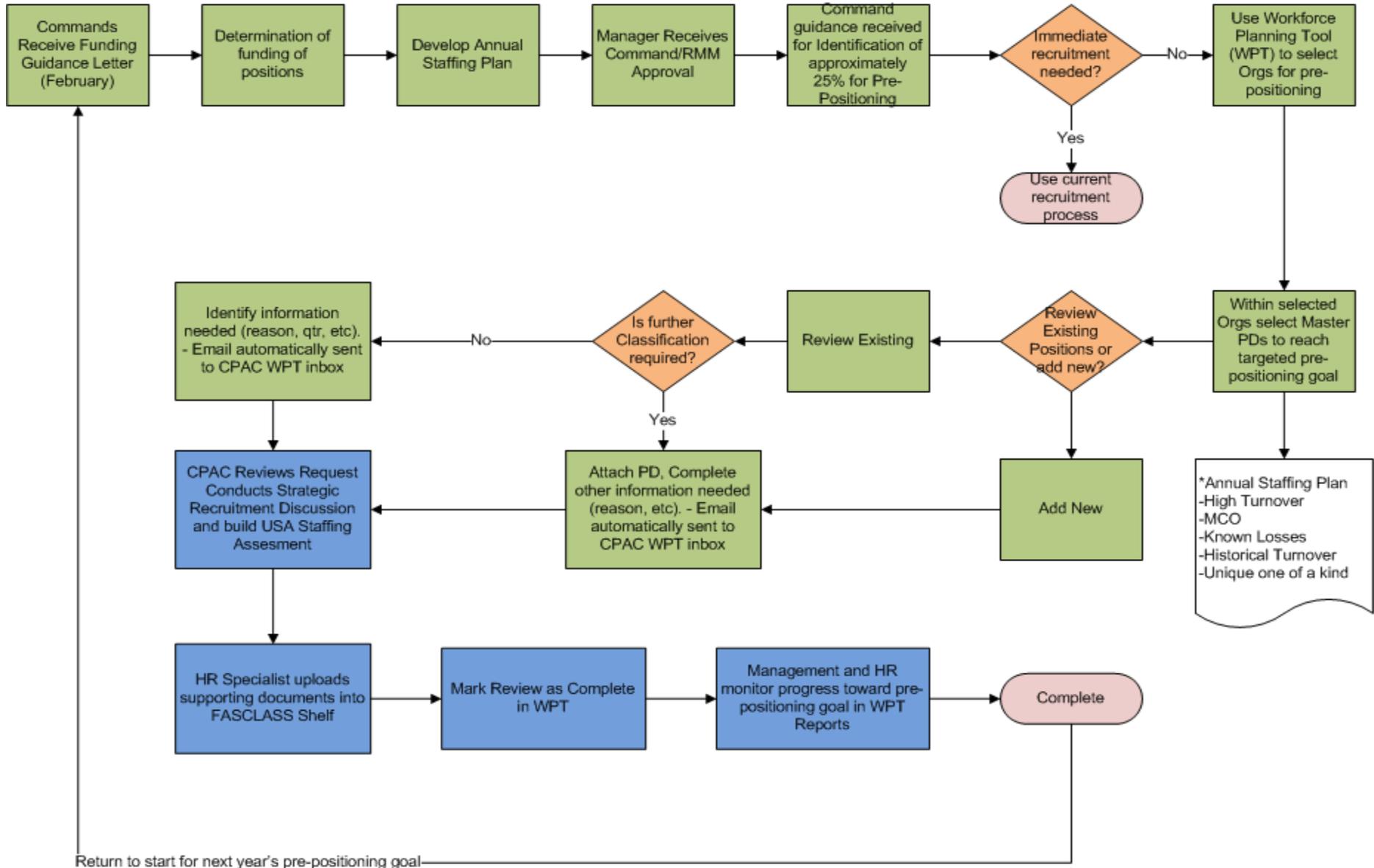
- Pre-planning enhances partnerships
- Pushes to the 80 day target faster
- Increases management engagement
- Promotes efficiency
- Shifts classification/recruitment strategy to front of cycle
- Improves quality
- Reduces rework



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

Business Process Map





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



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80 Day Hiring Model

OPM Goals	Alaska CPAC USARAK	CHRA Pink and Blue		
26	28	Commit to EOD		
		(Management Time)		OPM Total Management Time = 44 Days AK Total Mgmt Time = 41 Days
3	5	Referral Return to Commit (HR Time)		OPM Total Civilian HR Time = 26 Days AK CPAC Total HR Time = 22 Days
15	10	Referral List with Management (Management Time)		
16	6	Vacancy Announcement Closure to Referral List Issued (HR Time)		OPM Open Announcement Time = 10 AK CPAC Open Announcement Time = 14
10	14	Vacancy Announcement Time		
7	11	Receipt in Personnel to Vacancy Announcement Open (HR Time)		OPM Total Time = 80 Days AK CPAC Total Time = 77
3	3	Initiation of RPA to Receipt in Personnel		
		(Management Time)		
80	77	Total Time		12



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**Questions?
Concerns?**