

GSA ORDER

SUBJECT: Direct Hire Authority

1. Purpose. This Order provides guidance for the General Services Administration (GSA) to use direct hire authority (DHA) to recruit and appoint candidates for which the Office of Personnel Management (OPM) has determined there is a government-wide severe shortage of candidates or critical hiring need. This Order also provides guidance for any agency-specific DHA approved by OPM.

2. Background. A DHA is a hiring authority that the OPM can grant to Federal agencies for filling vacancies in specific occupations, grade levels, and locations when it can be proven that there is a critical hiring need or a severe shortage of candidates. DHAs expedite the hiring process by eliminating veterans' preference, rating and ranking, as well as the typical selection procedures and without regard to 5 U.S.C. 3309-3318, 5 CFR part 211, or 5 CFR part 337, subpart A.

3. Scope and Applicability.

a. This Order applies to all appointments made using the government-wide DHAs or any agency-specific DHAs approved by OPM for certain identified series, grades, occupations, and position titles in the competitive service.

b. The Office of Inspector General (OIG) has independent personnel authority. See Section 6 of the Inspector General Act of 1978, (5 U.S.C. App.3), as amended (Inspector General is authorized "to select, appoint, and employ such officers and employees as may be necessary for carrying out the functions, powers, and duties of the Office of Inspector General") and GSA Order ADM 5450.39D CHGE 1, GSA Delegations of Authority Manual (Delegations Manual), Chapter 2, Part 1 ("the Inspector General has independent authority to formulate policies and make determinations concerning human capital issues within the [OIG]" and GSA determinations/delegations do not limit that authority). Similarly, GSA specifically recognizes that the Inspector General has independent authority to formulate policies and make determinations concerning training, employee development, and career management.

d. This Order cannot be used to fill Senior Level (SL) or Senior Executive Service (SES) positions.

4. Cancellation. This directive supersedes HRM 9332.1C, Direct Hire Authority, dated May 7, 2024.

5. Summary of Changes.

a. Added “Economist” and “Statistician” to the table of covered STEM positions in Appendix A.

b. Replaced September 29, 2023 with September 23, 2024 within the Legal Authority 2 description in Appendix A.

c. Updated the expiration date of the STEM DHA authority from September 29, 2024 to December 31, 2028 in Appendix A.

d. Added “Criminal Investigators” to the table of covered Cybersecurity and Related positions in Appendix B.

e. Added “and amended on September 23, 2024” within the Legal Authority 2 description in Appendix B.

f. Updated the expiration date of the Cybersecurity and Related DHA authority from “indefinitely” to December 31, 2028 in Appendix B.

g. Updated organizational names to reflect the reorganization within the GSA Office of Human Resources Management.

6. Labor Organizations. Implementation of this Order as it affects employees represented by a labor organization is contingent upon meeting and completion of related labor relations obligations.

7. Signature.

/S/ \_\_\_\_\_

ARRON E. HELM  
Chief Human Capital Officer  
Office of Human Resources Management

# HRM 9332.1D DIRECT HIRE AUTHORITY

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1. Introduction. Direct-Hire Authority (DHA) enables an agency to hire, after public notice is given, any qualified applicant without regard to 5 U.S.C. 3309-3318, 5 CFR part 211, or 5 CFR part 337, subpart A. DHA expedites hiring by eliminating competitive rating and ranking, veterans' preference, and "rule of three" procedures. Human Resources specialists in consultation with hiring managers will discuss and determine the best course of action for meeting an organization's recruitment needs when experiencing a severe shortage of candidates or a period of critical hiring. GSA will use DHA as part of the overall strategic workforce planning along with other appropriate recruitment methods.

## 2. References.

- 5 U.S.C. Chapter 33, Subchapter I - Examination, Certification and Appointment
- 5 U.S.C. 2302 - Prohibited Personnel Practices
- 5 CFR 337, Subpart B, Direct Hire Authority
- 5 CFR 315.802, Length of Probationary Period; crediting service
- 5 CFR 330, Recruitment, Selection and Placement (General)
- The Guide to Processing Personnel Actions, OPM (March 2017)
- Direct Hiring Authority - Hiring Information, OPM.gov
- Delegated Examining Operations Handbook (DEOH), OPM
- Assessment Decision Guide, OPM
- OPM General Schedule Qualification Policies, Test Requirements, OPM.gov
- Memo for Chief Human Capital Offices from Margaret M. Weichert, Acting Director, OPM (October 11, 2018) - Announcing Government/Wide Direct Hire Appointing Authorities
- Memo for Chief Human Capital Offices from Kay Coles James, Director, OPM (June 20, 2003) - New Human Resources Flexibilities-Direct Hire Authority
- Memo for Heads of Agencies and Departments of CHCOs and CIO from Margaret M. Weichert, Acting Director, OPM (April 5, 2019) - Delegation of Direct-Hire Appointing Authority for IT Positions
- Memo for GSA Administrator from Veronica E. Hinton, Associate Director, Employee Services, OPM (July 2023) - DHA approval for certain IT GS-2210, GS-13 through GS-15 positions
- Memo for Chief Human Capital Offices from Kirhan A. Ahuja, Director, OPM (September 29, 2023) - Extension and Amendment of the Government-wide Direct Hire Appointing Authorities
- Memo for Heads of Departments and Agencies from Kirhan A. Ahuja, Director, OPM (December 29, 2023) - Government-wide Hiring Authorities for Advancing Federal Government Use of Artificial Intelligence (AI)
- Memo for Heads of Executive Departments and Agencies from Robert H. Shriver, III, Acting Director, OPM (September 23, 2024) - Extension and Amendment of the Government-wide Direct Hire Appointing Authority for Scientific, Technical, Engineering and Mathematics (STEM) Positions, Acquisitions, and Cybersecurity and Related Positions.

### 3. Roles and Responsibilities.

#### a. The Staffing Policy and Programs Branch will:

- (1) Serve as the liaison between OPM and GSA on matters pertaining to DHA.
- (2) Coordinate agency DHA requests for submission to OPM.
- (3) Develop, establish and maintain policies related to DHA. Monitor changes in applicable law or regulations and make adjustments to the policy as necessary.
- (4) Provide policy guidance and instructions to the Staffing Services Center Branches and the National Recruitment Center (NRC) on the proper usage of DHA.
- (5) Conduct periodic reviews of DHA hiring and analyze DHA usage data.
- (6) Collaborate with the Staffing Services Center Branches and the NRC to provide information to OPM, as requested.
- (7) Identify technical and programmatic issues and recommend corrective actions.
- (8) Provide reports and DHA hiring activity information to OPM, as required.

#### b. The Staffing Services Center Branches and the National Recruitment Center (NRC) will:

- (1) Ensure that this policy as well as OPM's regulatory requirements are properly executed.
- (2) Collaborate with the Staffing Policy and Programs Branch and the OHRM Accountability Program to provide information to OPM, as requested.
- (3) Appropriately apply all Priority Placement Program requirements including verifying and clearing for the Reemployment Priority List (RPL), the Interagency Career Transition Assistance Program (ICTAP), and Career Transition Assistance Program (CTAP).
- (4) Maintain accurate and complete case files for all hires made using DHA in accordance with this policy to ensure proper reconstruction.
- (5) Provide information to the Staffing Policy and Programs Branch, OPM, or other appropriate authorities as required for accountability and reporting purposes.
- (6) Announce DHA opportunities while adhering to the public notice requirements in 5 U.S.C. 3327 and 3330.
- (7) Document the appropriate legal authority codes on the SF-50s.

(8) Adhere to applicable recruitment requirements, policies and procedures when utilizing DHA, e.g., qualifications analysis, issuance of certificates/listings of eligibles, etc.

(9) Ensure implementation in accordance with merit system principles to ensure selection decisions are made solely on the basis of relative knowledge, skills, and abilities after fair and open competition.

(10) Collaborate with hiring managers to advise on the proper usage of DHA.

c. Hiring Managers will:

(1) Comply with merit system principles and applicable laws, rules and regulations and not engage in prohibited personnel practices.

(2) Collaborate with the servicing HR Specialist (or provide a Subject Matter Expert (SME) designee) to assist with the development of the job analysis and identify qualification requirements, including any selective placement factor(s).

(3) Assess candidates fairly and equitably using GSA and OPM DHA hiring procedures and will not use multiple assessments to determine relative degrees of qualifications.

(4) Participate as required in GSA and/or OPM mandated accountability reviews.

4. Appointment Types. Unless a specific authority states otherwise, GSA may use DHA to appoint individuals to career, career-conditional, term, or temporary positions in the competitive service.

5. Public Notice.

a. In accordance with 5 U.S.C. 3327 and 3330 and 5 CFR 330, Subpart G, public notice is required. In order to use a DHA, a job opportunity announcement (JOA) that is open to the public must be posted on USAJOBS and include information about the DHA.

b. All applications to be considered for a DHA appointment must be submitted within the USAjobs system in response to a public notice posting. Recruitment and outreach activities and communications should reference a job opportunity announcement number or provide a link to the USAjobs announcement in order to provide interested applicants the opportunity to apply.

c. DHA JOAs should be open for a minimum of 5 business days to provide the public with adequate notice of the job announcement. However, there may be situations in which a shorter open period may be justified (e.g., the number and type(s) of jobs expected to be filled, labor market conditions, and/or recent experience filling similar positions, etc.). JOA open periods of fewer than 5 business days must be clearly

justified and documented in the case file. Application acceptance limits may be used in circumstances where the JOA will likely receive an unreasonably high number of qualified candidates and will significantly delay the review of certified eligibles due to the volume received (e.g. remote positions). The recommended limit of applications accepted should be no fewer than 150 applications. If a limit is set for fewer than 150 applications, it must be clearly justified and documented in the case file. The final determination on any application limit or JOA open periods will be made by HR and will be based on previous recruitment results of the same or similar positions.

d. If a delegated examining (DE) announcement is posted for a particular position description, title, series, grade and customer office in a certain location(s), the Staffing Services Center must not post a direct hire public notice for the same position which is the same position description, title, series, grade, location(s) and customer office. Thus, concurrent DE and DHA JOAs for the same position are not appropriate. Delegated examining announcements may be posted when there is a need to use multiple assessments in order to determine relative degrees of qualifications. DHA will be used when it is not practicable to follow the normal competitive examining process due to a need to expedite hiring. HR Specialists should consult with the hiring manager on the appropriate recruitment method based on the needs of the requesting office.

e. DHA may not be utilized if the requesting office has an active or unexpired delegated examining certificate of eligible candidates for the same position (position description, title, series, grade, and duty location) containing preference eligible candidates. The selecting official must select from the delegated examining certificate or allow the certificate to expire before requesting a certificate/listing of eligibles under DHA. Agencies must avoid circumventing any veterans' preference requirements or the appearance of circumventing veterans' preference requirements (5 U.S.C. 2302 (b)(11)).

f. DHA job opportunity announcements announced as open-continuous (standing registers) must clearly state any established cut-off date(s).

g. GSA employees can be considered for a DHA appointment. In accordance with [5 CFR 337.202\(a\)](#) and the [Delegated Examining Operations Handbook \(DEOH\), Chapter 2, Page 2-7](#), a current agency employee may be placed on a DHA appointment. The [OPM Fact Sheet on DHA](#) also states that agencies can hire, after public notice is given, any qualified applicant without regard to normal competitive service procedures. As such, all GSA DHA public notices must include the following statement: *“Current civil service employees will receive a new appointment if selected under DHA.”*

h. A new appointment under DHA will require the incumbent to serve a new trial or probationary period. Prior Federal civilian service (including nonappropriated fund service) as described in 5 CFR 315.802 may count towards completion of this requirement.

## 6. Assessment.

a. Applications will be assessed by Human Resources (HR) in the order in which the applications were received, and selection of any qualified applicant will be in an order that approximates order of receipt. Applicants are assessed for all minimum qualifications and other eligibility requirements. All qualified and eligible applicants will be referred in accordance with the requirements outlined in Section 7.a. or 7.b. below.

b. A candidate assessment refers to any method of collecting information on individuals for the purpose of making a selection decision. Multiple candidate assessments (more than one assessment) to evaluate candidates and determine relative degrees of qualifications must not be conducted. For example, a single interview is consistent with the need to expedite hiring qualified candidates quickly. In cases where multiple candidate assessments are preferred or required, other appropriate hiring authorities that allow for multiple assessments should be used in lieu of DHA (e.g. Delegated Examining, Merit Promotion, etc.).

c. Proper assessment tools must be identified and used for DHA positions being filled. Per OPM's Assessment Decision Guide, an assessment tool is any test or procedure administered to individuals to evaluate their job-related competencies, interests, or fitness for employment. Examples of assessment tools include structured interviews, work simulations, job knowledge tests, assessment centers, accomplishment records, subject matter expert resume review, etc.

d. Two-grade interval Luevano-covered positions being filled at the entry level GS-05 or GS-07 with a promotion potential of GS-09 or higher are subject to the Administrative Careers with America (ACWA) assessment instrument. Selectees for such positions must complete and pass the ACWA assessment as part of the eligibility and qualification requirements. See [CP SOP No: 300.201-1, Administrative Careers with America \(ACWA\) Testing](#).

e. All applicants must meet all qualifications prior to appointment. The individual selected must meet all of the requirements of the position, including age, citizenship, medical, qualifications (experience, education and license/certification), any selective factor, and suitability requirements. The provision of the agency's anti-nepotism policy also apply (i.e., in accordance with 5 U.S.C. 3110 and 5 CFR 310). See [HRM 9310.2, Restrictions on Employment of Relatives](#).

f. Veterans' preference does not apply to DHA. Qualified candidates with veterans' preference should be selected as they are found, just as any qualified non-preference eligible candidate would be.

g. Subject Matter Expert panels may be used to assess candidates for basic qualification requirements. See [Standard Operating Procedure CP SOP NO: 300-335.1, Subject Matter Experts](#) for additional guidance.

## 7. Certificate of Eligibles.

a. The standard for DHA recruitment actions will be that all applicants who apply by the closing date of a DHA JOA will be reviewed for basic qualification and eligibility requirements. All minimally qualified applicants will be referred to the hiring manager for consideration and any qualified candidate may be selected.

b. DHA JOAs announced as open-continuous will identify a cut-off date(s). All applications received by a specific cut-off date and who were determined minimally qualified and eligible for the job will be referred to the hiring manager for consideration and selection. Additional applications received after a specific cut-off date will only be considered when the initial group is exhausted (certificate expires) and/or there are additional vacancies to fill and there is an insufficient number of applicants to consider from the previous group.

c. Certificates of eligibility are valid for 90 calendar days from the date of issue with a one-time 30 day extension (if needed), for a total of 120 calendar days.

## 8. Requirements for Considering Displaced/Surplus Employees.

a. Reemployment Priority List (RPL) eligibles are current or former GSA employees who meet the conditions as outlined in 5 CFR 330.203 and are eligible for priority placement into a permanent or time-limited position in the competitive service. Filling positions under DHA is subject to the restriction that an outside applicant may not be hired for a DHA appointment in lieu of a qualified eligible candidate on the agency's Reemployment Priority List (RPL).

b. Displaced or surplus employees are entitled to priority consideration when filling a position from outside GSA's workforce and the position is expected to last 120 days or more. In order to receive priority consideration, these applicants must meet the eligibility requirements for the Career Transition Assistance Plan (CTAP) or the Interagency Transition Assistance Plan (ICTAP), as outlined in GSA Order 9330.3 HRM and 5 CFR 330 Subpart F and G, and must apply to the vacant position.

c. The order of selection for filling vacancies, as outlined in Part 7(f) of the GSA Career Transition Assistance Plans Order (HRM 9330.3), must be followed.

d. When a CTAP or ICTAP eligible applies to a position, meets all of the eligibility requirements, and is determined to be well-qualified for the position, he/she receives priority consideration. This means that no other applicant can be considered for the advertised position unless the CTAP or ICTAP-eligible job candidate is selected or declines consideration for the position.

(1) With limited exceptions, surplus or displaced employees who are well-qualified have priority over other candidates for vacancies located within the local commuting area of the duty station of their position of record when they receive notice.

(2) GSA management determines the duty station(s) for jobs that are posted. Duty locations may be designated as “remote” (sometimes referred to as virtual or “full-time telework”); a single location; multiple, specific locations (e.g., Washington, DC or any regional office city); or any location at all. This is also the case with positions for which DHA has been authorized.

(3) If a position is designated as remote, it means that the work can be performed in any duty location in the United States, rather than being limited to a particular location(s). Therefore, when filling a position with a remote duty location, displaced or surplus employees from anywhere in the country who are entitled to priority consideration must be considered first.

(4) There are some GSA organizations that have a business need for employees to be within a specific geographic area. These positions are referred to as “Onsite Flexible.” They have job functions that must be performed within specific geographic locations, and the official duty station can be a federal facility, leased space, or alternative worksite (typically the employee’s home). When filling a position that is “Onsite Flexible,” displaced or surplus employees from anywhere within the specific geographic area who are entitled to priority consideration must be considered first.

#### 9. Procedures for Determining Well-Qualified for CTAP and ICTAP.

a. Applicants who apply to DHA vacancy announcements are not required to respond to vacancy assessment questions, as it is not a competitive process. For that reason, applicants who apply to a DHA public notice do not receive a numerical score and are not placed into a quality category under category rating.

b. GSA policy defines “well-qualified” as a score of 85 or above for purposes of identifying individuals eligible under CTAP and ICTAP when filling vacancies under delegated examining or merit promotion procedures. However, under DHA, applicants do not receive a numerical score. Therefore, a “well-qualified” determination is based on a review of the CTAP or ICTAP candidate’s resume against the competencies/KSAs required for the position being filled. If the CTAP or ICTAP-eligible possesses a majority of competencies for the position, which is defined as 51% or more (i.e. 3 out of 5, or 4 out of 6, or 5 out of 8, etc.), the candidate will be considered “well-qualified.” The required competencies identified in the job analysis must be included in the vacancy announcement so that CTAP and ICTAP eligible applicants will be made aware of them.

c. To use the public notice to clear CTAP and ICTAP, HR Specialists must filter the applicant pool to identify individuals who have claimed CTAP or ICTAP for the series/grade/location(s) of the job. If the job can be performed remotely from any location, all individuals who have claimed CTAP or ICTAP must be identified.

d. When CTAP and ICTAP-eligibles are identified in the DHA applicant pool and verified to meet eligibility requirements, HR Specialists will compare the job analysis for the position being filled against the CTAP or ICTAP candidate(s) resume(s).

10. Authority Codes. When documenting appointments using a DHA, two legal authority codes must be documented on the Standard Form 50 (SF-50), Notification of Personnel Action form.

- AYM is the first authority, identifying the appointment under 5 CFR Part 337; and
- A second authority, unique to each government-wide or agency-specific DHA, as issued and/or approved by OPM.

Both authority codes must be used to ensure proper documentation and coding of DHA appointments for evaluation and reporting purposes within GSA and for OPM evaluation. Legal authority codes for current, applicable DHAs are listed in Appendixes A through F of this Order.

11. Applicant Notifications. Applicants must receive notification through USAJOBS at each of the following four points during the application process: 1) application received; 2) application assessed for qualifications; 3) applicant referred or not referred to selecting official; and 4) applicant selected or not selected for the job or the public notice was canceled. However, it is acceptable if touch-points are combined into two communications. (DEOH, Chapter 4).

12. Documentation and recordkeeping. Documentation of a recruitment action taken under this Order must be maintained by the servicing HR Office and must be sufficient for a reviewer to reconstruct an action in its entirety. At a minimum, the file must include the following records (in paper or electronic format):

- Job Analysis (signed or email indicating approval);
- Position description(s);
- Job Opportunity Announcement (USAJOBS);
- Subject Matter Expert (SME) Certification Forms, if any;
- Evaluation records and/or basic eligibility determinations;
- Key correspondence with the hiring manager; and
- Confirmation of proper clearance for ICTAP/CTAP and RPL programs for each selection made.

Complete case files must be maintained by the HR office in a certified system of records for two years from the date the personnel action is completed and then must be destroyed. During these two years, information in the files must be made available as required by laws, regulations, and agreements. If the action becomes the subject of litigation or a discrimination complaint, there may be a requirement to retain such records for a longer period of time. In such cases, a "litigation hold" on destruction of the documents may be initiated (e.g., by the Office of the General Counsel) until the legal matter is fully adjudicated or settled and the retention period has lapsed.

13. Accountability. OPM will review GSA's use of the DHA to ensure proper administration and determine if continued use of the authority is supportable. In addition, both OPM and the GSA OHRM Accountability Program will conduct regular,

periodic reviews of GSA's hiring practices, including the use of the DHA, as part of its oversight accountability and compliance responsibilities. As such, GSA will advise OPM if there is no longer a critical hiring need or a shortage of candidates, or OPM may modify or terminate the DHA if it determines GSA has used the authority improperly.

14. Reporting. The Staffing Services Center will maintain DHA usage data for documentation and reporting purposes, and provide quarterly reports to the Director of HR Services. Upon request, the Staffing Services Center will provide a report to other OHRM Divisions requesting such information for accountability or other appropriate review purposes. The report must contain the information outlined in Appendix G. Additional information may be requested depending on the DHA and any specific OPM reporting requirements. Failure to comply with required reporting requirements could lead to revocation of the DHA.

15. Expiration. Each DHA will have its own expiration date that may be extended if OPM determines, based on relevant, recent, and supportable data, that there is or will continue to be a severe shortage of candidates or a critical hiring need for specific positions.

## Appendix A

### Government-wide DHA for Covered STEM Positions

Scientific, Technical, Engineering, Mathematics (STEM)			
Position Title	Occupational Series	Grade Levels	Locations
Acquisitions positions	GS-1102	11-15	Nationwide
Economist	GS-0110	11-15	Nationwide
General Engineer	GS-0801	11-15	Nationwide
Civil Engineer	GS-0810	11-15	Nationwide
Physical Sciences	GS-1301	11-15	Nationwide
Data Science	GS-1560	11-15	Nationwide
Statistician	GS-1530	11-15	Nationwide
Operations Research	GS-1515	11-15	Nationwide

#### **STEM Position Legal Authority Codes:**

Legal Authority 1:

Authority 1: AYM

Description Part 1: Direct-Hire Authority

Description Part 2: Reg. 337.201

Legal Authority 2:

Authority 2: BAH

Description Part 1: GW007 (STEM) Dated 10/11/2018 and amended on September 23, 2024.

**This authority expires on December 31, 2028 or until OPM terminates this authority, whichever occurs first.**

## Appendix B

### Government-wide DHA for Covered Cybersecurity and Related Positions

Cybersecurity and Related Positions			
Position Title	Occupational Series	Grade Levels	Locations
Computer Engineers (Cybersecurity)	GS-0854	12-15	Nationwide
Computer Scientists (Cybersecurity)	GS-1550	12-15	Nationwide
Electronics Engineers (Cybersecurity)	GS-0855	12-15	Nationwide
*Criminal Investigators	GS-1811	12-15	Nationwide
*IT Cybersecurity Specialist	GS-2210	12-15	Nationwide

\*These positions must require IT knowledge and IT competencies, the work must be coded to include cybersecurity functions as supported by the job codes in the: Guide to Data Standards and the NICE Cybersecurity Workforce Framework, 2017, and the cybersecurity work must be performed the majority of the time.

#### **Cybersecurity and Related Position Legal Authority Codes:**

Legal Authority 1:

Authority 1: AYM

Description Part 1: Direct-Hire Authority

Description Part 2: Reg. 337.201

Legal Authority 2:

Authority 2: BAI

Description Part 1: GW008 (CYBERSECURITY) Dated 10/11/2018 and amended on September 23, 2024.

**This authority expires on December 31, 2028 or until OPM terminates this authority, whichever occurs first.**

## Appendix C

### Government-wide DHA for Information Technology Management (Information Security)

Information Technology Management (Information Security)			
Position Title	Occupational Series	Grade Levels	Locations
IT Specialist (Infosec)	GS-2210	09 and above	Nationwide

#### **IT Specialist (Infosec) Position Legal Authority Codes:**

Legal Authority 1:

Authority 1: AYM

Description Part 1: Direct-Hire Authority

Description Part 2: Reg. 337.201

Legal Authority 2:

Authority 2: BAC

Description Part 1: GW002 (IT) Dated 6/20/2003

**This authority may be used indefinitely or until OPM terminates the authority.**

## Appendix D

### GSA DHA for Information Technology Management Positions (Term and Temp ONLY)

Information Technology Management			
Position Title	Occupational Series	Grade Levels	Locations
IT Specialist (all parentheticals); IT Supervisor; IT Program & Project Management	GS-2210	All grades	Nationwide

This authority may **NOT** be used to fill positions on a permanent basis.

Term appointments are for a period of more than 1 year, but not more than 4 years. Extensions for up to 4 additional years are allowed, if the DHA remains in effect. No individual may serve more than 8 years on a term appointment under this DHA.

#### **IT Specialist Position Legal Authority Codes:**

##### **Legal Authority 1 for Temporary and Term Appointments:**

Authority 1: AYM

Description Part 1: Direct-Hire Authority

Description Part 2: Reg. 337.201

##### **Legal Authority 2 for Temporary Appointments:**

Authority 2: BYO

Description Part 1: GSA Approved IT Specialist DHA

Description Part 2: (Temp.) Dated 09/02/2021

##### **Legal Authority 2 for Term Appointments:**

Authority 2: BYO

Description Part 1: GSA Approved IT Specialist DHA

Description Part 2: (Term) Dated 09/02/2021

This authority may be used indefinitely or until OPM terminates the authority.

**Appendix E**

**GSA DHA for certain Information Technology Management Positions, GS-13 through GS-15 (Permanent)**

<b>Information Technology Management</b>			
<b>Position Title</b>	<b>Occupational Series</b>	<b>Grade Levels</b>	<b>Locations</b>
Specific titles listed below	GS-2210	Corresponding grades listed below	Nationwide

**This authority may be used to fill up to a total of 250 positions on a permanent basis. HR Specialists MUST confirm approved available allocations with the Staffing Services Center Director and/or staffing branch chief prior to recruiting for a permanent position under this DHA.**

**Specific position titles and their corresponding grades are listed below.**

**IT Specialist Position Legal Authority Codes:**

**Legal Authority 1 for Permanent Appointments:**

Authority 1: AYM  
 Description Part 1: Direct-Hire Authority  
 Description Part 2: Reg. 337.201

**Legal Authority 2 for Permanent Appointments:**

Authority 2: BYO  
 Description Part 1:GSA001 (IT) DTD 7/17/2023  
 Description Part 2: (Perm)

**This authority expires on 07/31/2025 or until OPM terminates the authority, whichever occurs first.**

<b>Position Title</b>	<b>Series</b>	<b>Grade Level</b>	<b>Total Positions</b>
IT Specialist (Applications Software)	GS-2210	GS-14	10
IT Specialist (Applications	GS-2210	GS-15	15

<b>Position Title</b>	<b>Series</b>	<b>Grade Level</b>	<b>Total Positions</b>
Software)			
IT Specialist (Data Management)	GS-2210	GS-14	5
IT Specialist (Enterprise Architecture)	GS-2210	GS-14	5
IT Specialist (Internet)	GS-2210	GS-13	10
IT Project Manager (includes supervisory)	GS-2210	GS-13	10
IT Project Manager (includes supervisory)	GS-2210	GS-14	30
IT Program Manager (includes supervisory)	GS-2210	GS-13	10
IT Program Manager (includes supervisory)	GS-2210	GS-14	10
IT Program Manager (includes supervisory)	GS-2210	GS-15	15
IT Specialist (includes lead and supervisory)	GS-2210	GS-13	10
IT Specialist (includes lead and supervisory)	GS-2210	GS-14	20
IT Specialist (includes lead and supervisory)	GS-2210	GS-15	5
IT Specialist (Network Services/Systems Analysis) includes supervisory	GS-2210	GS-14	5
IT Specialist (Policy and Planning) includes supervisory	GS-2210	GS-14	10
IT Specialist (Policy and Planning) includes supervisory	GS-2210	GS-15	5
IT Specialist (Systems Analysis) includes supervisory	GS-2210	GS-14	5

<b>Position Title</b>	<b>Series</b>	<b>Grade Level</b>	<b>Total Positions</b>
IT Specialist (Systems Analysis) includes supervisory	GS-2210	GS-15	70
<b>Total:</b>			<b>250</b>

## Appendix F

### Government-wide DHA for Advancing Federal Government Use of Artificial Intelligence (AI) Positions

Position Title	Occupational Series	Grade Levels	Locations
Information Technology Specialist <sup>1</sup>	GS-2210	09-15	Nationwide
Computer Scientist (Artificial Intelligence)	GS-1550	09-15	Nationwide
Computer Engineer (Artificial Intelligence)	GS-0854	09-15	Nationwide
Management & Program Analyst <sup>2</sup>	GS-0343	09-15	Nationwide

<sup>1</sup> AI work may include cyber work or may be classified in the 2210 series. If applicable, agencies may find the National Initiative for Cybersecurity Education (NICE) framework may cover specific AI roles, as well. The NICE framework may be used to code AI positions.

<sup>2</sup> Artificial Intelligence work must involve the design and development of systems capable of performing tasks that include the use of machine learning to create, deliver, and maintain algorithms, large language models, and systems that can process and analyze data used to make intelligent decisions or predictions. Artificial Intelligence work must also entail the technical skills and competencies described by OPM in The AI in Government Act of 2020 – Artificial Intelligence Competencies, July 6, 2023.

**HR Staffing Specialists must confirm with classification that the PD is appropriate for use with this DHA prior to any recruitment.**

#### **AI Position Legal Authority Codes:**

Legal Authority 1:  
Authority 1: AYM  
Description Part 1: Direct-Hire Authority  
Description Part 2: Reg. 337.201

Legal Authority 2:  
Authority 2: BAJ  
Description Part 1: GW-009 (AI) Dated 12/29/2023

**This authority expires on December 31, 2028 or until OPM terminates this authority, whichever occurs first.**

**Appendix G**  
**DHA Reporting Cover Sheet**

GSA Review Period:

Beginning Date:

Ending Date:

Staffing Services Center POC:

1. Name(s) of the approved DHA used to fill positions;
2. Number of qualified applicants for each DHA job opportunity announcement;
3. Number of selections for each DHA job opportunity announcement;
4. Position title, series, grade, step, organization, and duty location of the DHA hires/appointments;
5. Assessment used for each selection;
6. Type of DHA Appointments made (Permanent, Temporary and/or Term);
7. Any available demographic data (e.g. race, national origin, gender) of applicants;
8. Copy of job opportunity announcement, PAR, and PD for each DHA appointment;