

# OCHR FACTSHEET

## Non-Competitive Hiring Authority

Issued: March 2015

### OPERATION HIRING SOLUTIONS

#### This Fact Sheet:

- Explains Non-Competitive Hiring authorities
- Identifies commonly used Non-Competitive Hiring authorities
- Provides steps for requesting Non-Competitive Hiring authority

#### Background

Non-competitive hiring authorities are established by law or Executive Order (EO) and allow quick appointment of qualified candidates while adhering to Merit System Principles. Non-competitive hiring helps the hiring manager quickly fill vacant positions. It does not require a USAJOBS Job Opportunity Announcement (JOA), formal ranking of candidates or developing an assessment process. Some may also be subject to clearance of applicable Priority Programs, bargaining unit obligations and Command policy.

#### Commonly Used Non-Competitive Hiring Authorities

- Reassignment or Transfer – reassigning or transferring a current permanent competitive service employee who is in the grade of the position being filled
- Reinstatement Eligible – hiring former federal employees who have held the grade of the position being filled, and:
  - Attained career status (identified as tenure 1 in block 24 of the last SF-50, Notification of Personnel Action (NPA)), **or**
  - Are former employees with veterans' preference who attained career-conditional status (Tenure 2 in block 24 of the NPA), **or**
  - Are former employees who attained career-conditional status and who separated from the Federal service within the past three years
- 30% Disabled Veterans – retired or separated active military service members who have a disability rating of 30% or more
- Veterans Recruitment Appointment (VRA) – retired or separated active military service member who is in receipt of a campaign badge for service during a war or in a campaign or expedition; **or** are in receipt of an Armed Forces Service Medal for participation in a military operation, **or** are a recently separated veteran (within the last 3 years), **and** separated under honorable conditions (this means an honorable or general discharge). *Note: VRA covers all occupational series at the GS-11 or equivalent or below*
- Persons with Disabilities (Schedule A) – individuals with a disability certified by a licensed medical professional, vocational rehabilitation specialist, or a federal or state/District of Columbia agency that issues/provides disability benefits
- Certain military spouses (EO 13473) – spouses of a member of the armed forces serving on active duty who have orders specifying a permanent change of station (not for training), **or** a spouse of a 100% disabled service member injured while on active duty, **or** an un-remarried widow/widower of a service member who was killed while performing active duty
- Interchange employees – current employees (e.g. NAF) covered by interchange agreements. Agreements may be found at:  
<http://www.opm.gov/employ/html/sroa2.asp>

DEPARTMENT OF THE NAVY  
CIVILIAN CAREERS

Where Purpose and  
Patriotism Unite



**OCHR**  
FACTSHEET

## Commonly Used Non-Competitive Hiring Authorities (continued)

- Former overseas appropriated fund federal family members (EO 12721) – individuals who worked overseas while a family member of a civilian, non-appropriated fund (NAF) or uniformed service member serving overseas for a total of 52 weeks and received least a fully successful performance appraisal. May be appointed up to three years following the date of return to the U.S.
- Former Peace Corps or Americorps VISTA (Volunteers in Service to America) – individuals who served are granted a one-year eligibility (may be extended for an additional two years), after qualifying service.

## How to Appoint a Non-Competitive Individual

Submit a Request for Personnel Action (RPA) with the local HRO; note the applicant qualifications review, the individual's resume, and the supporting documentation below:

- Current Federal Employee/Reinstatement Eligibles: Notification of Personnel Action (SF-50) showing Tenure Code 1 or 2 in Block 24
- 30% Disabled Veteran: VA Letter showing percentage of service-connected disability **and** an application for 10-Point Veterans Preference (SF-15)
- VRA: Certificate of Release or Discharge from Active Duty (DD-214 that indicates type of discharge)
- Schedule A: Certification of Schedule A Eligibility
- Military Spouse: Copy of military member's orders

## Frequently Asked Questions

### Q. Can I use a non-competitive hiring authority to promote an employee?

A. In general you may not use this authority for promotion actions; however, if the individual has previously held a higher grade in some instances you may apply this authority. Contact your HR Advisor for specific case guidance if you believe this may apply.

### Q. Does this process violate Merit System Principles?

A. No. This non-competitive hiring authority process does not violate the Merit System Principles.

### Q. Must selectee(s) meet all qualification requirements prior to appointment when using Non-Competitive Hiring Authority?

A. Yes. At the time of appointment, the hiring official or HR Professional must ensure the individual selected meets all requirements of the position.

## Getting Started

If interested in using non-competitive hiring for your next recruitment, collaborate with your local HR Advisor and servicing OCHR Operations Center to decide if this is the right approach for your position.

## Where to Find Additional Information

You can also visit OPM's website: <http://www.opm.gov/policy-data-oversight/hiring-authorities/>. This website provides:

- Frequently asked questions for HR Professionals and Hiring Managers
- Information on the use of Non-Competitive Hiring Authority

## Still Need Assistance?

For additional questions on non-competitive hiring authority, email [DONhrFAQ@navy.mil](mailto:DONhrFAQ@navy.mil).



**OCHR**  
**FACTSHEET**