



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
ACQUISITION LOGISTICS AND TECHNOLOGY
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JUL 16 2007

SFAE-RM

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Implementing Guidance for Civilian Hiring Restrictions and Execution Plans

Reference:

- a. Memorandum, Office of the Assistant Secretary of the Army (Acquisition, Logistics and Technology) (ASA(ALT)), June 6, 2006, subject: Implementation of Army Policy for Civilian Hiring and Initiation/Continuation of Contracts for Service Personnel.
- b. Memorandum, Secretary of the Army (SA), February 2, 2007, subject: Lifting of Civilian Hiring Restrictions and Civilian Execution Plans.

On March 19, 2007, the Military Deputy (MILDEP) directed a study of the U.S. Army Acquisition Support Center (USAASC) and each Program Executive Office (PEO) civilian manpower position to determine how best to implement the SA's guidance in his referenced memo. The study highlighted significant overhires in some organizations while others were at or under their authorized strength. The study team interviewed representatives from all organizations to understand the details of each organization's staffing issues. The results proved that a realignment of existing authorizations was required to "level the playing field." This intermediate step will balance the authorizations in proportion to the assigned strength in order to establish a baseline for further study.

The MILDEP further directed that ASA(ALT), along with the USAASC, Army Contracting Agency (ACA), and Army Staff functional and strategic partners, undergo an organizational analysis during the next year to evaluate core business processes and organizational design. The PEOs will also participate in an organizational assessment after completion of the headquarters review. The timeline and details are in development and will be provided at a later date from ASA(ALT).

Although the SA has partially lifted the hiring restrictions imposed last year, you are still charged with managing your civilian execution to ensure you stay within the adjusted civilian authorized manpower levels to be distributed by separate correspondence. Toward that end, the following guidance is provided.

Overall, civilian execution will be managed at the aggregate Table of Distribution and Allowances (TDA) level. However, requests for hiring of all types will be managed at the organizational TDA level. Therefore, you are authorized to hire on a permanent basis based on availability of internal program funding, up to the Final Adjusted to

Original Authorized level reflected at enclosure 1. All PEOs must make their best effort at filling all positions in excess of their Final Adjusted Level to Original Authorized Level, up to their Overall Target as term or temporary positions. If there is a valid requirement to exceed the Overall Target, all requests for civilian hire approval must be approved by the MILDEP. These term or temporary positions can be used to satisfy surge requirements such as support for Global War on Terrorism or supplemental-funded programs in a way that precludes hiring permanent employees. PEOs can selectively hire permanent employees critical to mission success when they identify enduring requirements or experience a lack of available and qualified workforce for term or temporary positions. All acquisition certification requirements remain in place for individuals filling acquisition positions. Each PEO/Direct Reporting Program Manager must assess the availability of candidates for term/temporary employment opportunities for their identified competencies. Current authorization levels for the ACA and ASA(ALT) will be maintained. Do not permanently hire for any positions previously identified for workforce management (WFM) reductions. Guidance on updating your TDA and Schedule 8 submittals will follow under separate directive. Requests for civilian hire approval are to be documented using the format shown at enclosure 2.

Additionally, I require you to first consider hiring candidates from the senior service colleges along with civilians graduating from the Competitive Development Group/Army Acquisition Fellowship program and rotating Project and Product Managers to provide a mix of expertise and growth to the Army Acquisition Corps while ensuring mission requirements are met. Also consider recent college graduates who exhibit future leadership potential.

Activities may obtain increases to civilian authorizations by in-sourcing contractor full-time equivalents and using the savings generated to fund other activity priorities, including additional civilian authorizations. The G-3/5/7 streamlined concept plan process will be used to validate the requirements and savings from in-sourcing that are the basis for this increase in authorizations. Guidance on in-sourcing is forthcoming from SAAL-ZR.

My point of contact is Ms. Sandra Weeks, (703) 805-1033, email sandra.l.weeks@us.army.mil; or Ms. Merlyn Jocson, (703) 805-1044, email merlyn.jocson@us.army.mil.


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Enclosures

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