

**Q1. What is the Cyber Direct Hire Authority (DHA)?**

A1. The Cyber DHA is an appointing (hiring) authority given to DoD to appoint qualified individuals directly into the cyber workforce. Appointments can be made up to the GS-15 level or equivalent. Direct Hiring Authorities are granted for hard to fill positions and/or vacancies when a critical hiring need or severe shortage of candidates exists.

**Q2. What is the purpose of the Cyber DHA?**

A2. The Cyber DHA enables an agency to hire, after public notice is given, any qualified applicant without regard to sections 3309 through 3318 of title 5, U.S.C.

**Q3. Who has the delegated authority to use the Cyber DHA?**

A3. This authority has been delegated to the Secretaries of the Military Departments, Directors of Defense Agencies, and Directors of Department of Defense (DoD) Field Activities “with” independent appointing authorities for themselves and serviced organizations.

**Q4. Can an organization use the Cyber DHA if it is scheduled for Phase I or Phase II Cyber Excepted Service (CES) implementation?**

A4. Phase I organizations should be only using CES authorities at this point in time. Phase II organizations may use Cyber DHA until they are ready to operationalize CES. At that point, all new hires should be under CES.

**Q5. If an organization has cyber positions, but is not on the current schedule for CES implementation, may the Cyber DHA still be used to hire individuals for cyber positions?**

A5. Yes. If the position is in the Competitive Service, the occupation is on the list of eligible occupations identified in the Cyber DHA implementation procedures, and relevant coding procedures have been executed. Hence, non-CES designated organizations with cyber positions covered under other personnel authorities.

**Q6. Can the Cyber DHA be used for time-limited hiring?**

A6. Yes. The Cyber DHA can be used for permanent, term, and temporary appointments.

**Q7. Does Veteran’s preference procedures need to be applied when using the Cyber DHA?**

A7. The law allows agencies to hire veterans without regard to sections 3309 through 3318 of title 5, U.S.C., which eliminates the requirements for applying veterans’ preference. Qualified candidates with veterans’ preference should be considered in the same manner as any non-preference eligible candidate would be.

**Q8. Are Cyber DHA applicants required to meet minimum qualification standards?**

A8. Yes. At the time of appointment, the appointing official must ensure the individual selected meets all requirements of the position.

**Q9. Are Cyber DHA appointments mandatory conversions to CES?**

A9. No. Conversions into the CES are not mandatory as this appointment authority is under the competitive service.

**Q10. How were the occupations selected for inclusion in the Cyber DHA?**

A10. DoD has a baseline list of civilian cyber occupations (see DoD Cyber Coding Guide for further reference). That list formed the basis for occupations selected for DHA, however, not all occupations on the list were identified as critical need. Other influencing factors were: hyper-competition for cybersecurity personnel; the readiness impacts of vacant positions; and increased focus on cybersecurity skills for acquisition and engineering personnel. Additionally, we reviewed the need for critical analysis capabilities for cyber organizations and staffs, and the personnel expertise required to execute comprehensive cyber workforce initiatives, including Cyber Excepted Service and enhanced cyber pipeline training for the Cyber Mission Forces.

**Q11. Under Covered Cyber Positions, the Cyber DHA policy states that the positions “must be anticipated to become part of the cyber excepted service.” Explain what this means?**

A11. Cyber Excepted Service is a new mission-focused personnel system authorized by Section 1599f of Title 10, United States Code, which supports the human capital lifecycle for civilian employees engaged in or in support of cyber-related missions. DoD implementation policy for CES is contained in DoDI 1400.25, in the 3000 series of volumes (i.e., current policies are volumes 3001, 3005, 3006, and 3007). For more information about CES, visit the Defense Civilian Personnel Advisory Service (DCPAS) Cyber One Stop website:

<https://www.cpms.osd.mil/Subpage/CyberOneStop/CyberHome>

DoD’s long term strategy is to implement Cyber Excepted Service as broadly as necessary to support DoD’s cyber mission. Therefore, any cyber position may ultimately be eligible for or anticipated to become part of CES. DoD has limited eligibility for Cyber DHA to those occupations listed within the Direct Hiring Authority implementation procedures.

**Q12. Can you provide an explanation of the difference between Part A and Part B in the list of eligible occupations for Cyber DHA?**

A12. The list of occupations in Part A and Part B were identified as those that have a significant Cyber population. In fact, all of the positions in the 2210, 1550 and 0391 series are considered to be Cyber. The other series in Part A have a strong Cyber presence. This is in keeping with the description of occupations listed as core Cyber or Tier 1 within the DoD Cyber Coding Guide. These six series were also identified as having a critical need.

The list of occupations in Part B correlate to the descriptions of Tier 2 or common series in the DoD Cyber Coding Guide. While there are certain key Cyber positions within these series, the majority of positions are not Cyber. Therefore it is important that DoD perform due diligence and ensure that Cyber DHA is only use for cyber positions. Requiring that these positions have at least one cyber code assigned to them in order to use Cyber DHA is a quality control check against misuse of the authority.

**Q13. If the position being filled is identified with more than one community (e.g., both the acquisition and cyber communities, can Cyber DHA be used?**

A13. Yes. If the occupation is one of the 21 approved occupations and appropriate guidelines for identifying the position as cyber have been followed.

**Q14. If a position doesn't perform cyber-related duties full-time, can Cyber DHA still be used for hiring purposes?**

A14. Yes. There are procedures in the Coding Guide for coding positions if the cyber duties are only performed as additional duties. These procedures must be followed in order to use Cyber DHA for those positions that do not perform cyber-related duties full-time.

**Q15. Where is the DoD Cyber Coding Guide located?**

A15. The DoD CIO coding implementation memorandum and coding guide can be found on the Risk Management Framework (RMF) Knowledge Service website under the Collaboration tab for DoD Components. They are located within the Reference Materials folder, along with the relevant legislation, Office of Personnel Management (OPM) coding guidance, and Frequently Asked Questions.

<https://rmfks.osd.mil/rmf/collaboration/Component%20Workspaces/DoDCyberWorkforce/Pages/default.aspx>

**Q16. When does the Cyber DHA expire?**

A16. The Cyber DHA is an interim authority. The Cyber DHA will expire upon the full implementation of section 1599f of title 10, U.S.C., in the Cyber Excepted Service. To date, no specific expiration date has been issued.

**Q17. Is the Direct Hire Authority for the 2210 series established by the Office of Personnel Management (OPM) still available for use?**

A17. Yes. This is a Federal-wide hiring authority provided by OPM that currently has no expiration date. Since it is limited to use for one specialty title, Information Security (INFOSEC), within the 2210 IT Management occupational series, it is preferable to use the more extensive Cyber DHA which can be used for all 2210 positions and other occupations identified in the Cyber Direct Hiring Authority.

**Q18. Is the Cybersecurity Schedule A (213.3106(b)(11) Hiring Authority still in effect?**

A18. This authority, provided to DoD by OPM, expires December 31, 2017 and is not being renewed.

**Q19. Are Cyber Schedule A (213.3106(b)(11) employees mandatory conversions to CES?**

A19. Yes. Cybersecurity Schedule A employees will be mandatorily converted to the CES as stated in the DoDI 1400.25, Volume 3001 when CES is implemented at their organization.