



DEPUTY SECRETARY OF DEFENSE
1010 DEFENSE PENTAGON
WASHINGTON, DC 20301-1010

FEB 23 2016

MEMORANDUM FOR UNDER SECRETARIES OF DEFENSE
DEPUTY CHIEF MANAGEMENT OFFICER
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
DIRECTOR, COST ASSESSMENT AND PROGRAM
EVALUATION
DIRECTOR, OPERATIONAL TEST AND EVALUATION
DEPARTMENT OF DEFENSE CHIEF INFORMATION OFFICER
ASSISTANT SECRETARY OF DEFENSE FOR LEGISLATIVE
AFFAIRS
ASSISTANT TO THE SECRETARY OF DEFENSE FOR PUBLIC
AFFAIRS
DIRECTOR, NET ASSESSMENT
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF DOD FIELD ACTIVITIES

SUBJECT: Hiring Suspension to Ensure Implementation of Organizational Delaying
Commitments

On July 24, 2015, I directed the Deputy Chief Management Officer (DCMO) to lead an effort to rationalize and delay the management structure of the Office of the Secretary of Defense (OSD) and associated Defense Agencies and DoD Field Activities. The DCMO's delaying review is scheduled to be completed by March 20, 2016.

In order to ensure implementation of organizational delaying commitments made through the delaying process and meet the headquarters reduction targets established by Congress, we must avoid hiring into positions that an organization has committed to eliminate as a result of delaying. For this reason, we have required, as a part of delaying, that the definitive "to be" organizations established pursuant to the delaying process be accurately reflected in our authoritative manpower system, the Fourth Estate Manpower Tracking System (FMTS).

To ensure prompt compliance with this requirement, I am suspending all civilian hiring actions for OSD, Defense Agencies and Field Activities, effective March 20, 2016. This hiring suspension will be lifted for an OSD component, or for a Defense Agency or Field Activity, when: (1) Major DoD Headquarters Activity (MHA) positions of that component, or Defense Agency or Field Activity, regardless of funding source, and all non-MHA appropriated fund positions are coded in FMTS; and (2) such positions are appropriately identified in FMTS for retention, restructure, reduction, or realignment in accordance with delaying plans approved by the Senior Review Panel or by me.



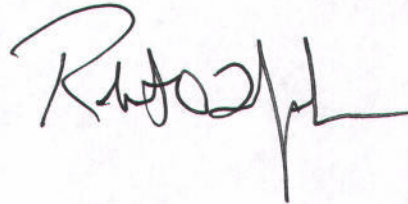
OSD001558-16/CMD002268-16



Once the delayering plans are codified in FMFS, components may begin hiring actions for unencumbered or vacant positions aligned with their approved prospective organizational structure for MHA entities and those funded by direct appropriation. Non-MHA positions funded by revolving funds must be updated in FMFS not later than June 30, 2016, in accordance with the relevant approved delayering plans.

Limited exceptions for mission-critical requirements that cannot be delayed or deferred may be submitted by the Principal Staff Assistant (PSA) to the DCMO. In the event that the DCMO does not approve an exception, the PSA may appeal that decision to me. PSAs and Agency/Activity Directors are reminded that, consistent with statutory considerations and DoD policies, contracted support may not be increased (whether under existing contracts or new contracts) to mitigate the impact of the hiring suspension or the impact of restructuring, reduction, or realignment.

Business rules for the hiring suspension are attached. The DCMO will keep me informed on the progress of the codification of delayering plans in FMFS and the impact of the hiring suspension.

A handwritten signature in black ink, appearing to be "R. H. [unclear]", written in a cursive style.

Attachment:
As stated

Hiring Suspension Guidance and Business Rules

Effective March 20, 2016, civilian hiring actions are suspended across the Office of the Secretary of Defense, Defense Agencies, and Field Activities. This hiring suspension will remain in effect until an organization has:

- Presented its delayering plan to the Senior Review Panel, and received approval from the Senior Review Panel or by the Deputy Secretary of Defense;
- Updated its designated major DoD headquarters activities (MHA) authorizations in the Fourth Estate Manpower System (FMTS) in accordance with its approved delayering plan; and
- Updated FMTS for all non-MHA positions funded by direct appropriation.

Impacted Positions:

- All vacant, full- and part-time, temporary and permanent civilian positions with no tentative offer presented as of March 19, 2016.

Exempted Actions:

- Tentative offers presented to a selected individual prior to March 20, 2016, will be processed without requiring an exception request.
- Pending Priority Placement Program (PPP) hiring actions requiring resolution.
 - If/when PPP clears, hiring is suspended.
 - If a PPP is a match, the assignment will take effect.

Exception Requests:

- In limited instances, Principal Staff Assistants may request an exception for hiring actions affecting a specific position based on a mission-critical requirement that cannot be delayed or deferred. Such requests:
 - Must be submitted to the Deputy Chief Management Officer (DCMO) for approval.
 - Must include the specific reason, function of the position, direct impact to mission if the position remains vacant, and any barriers to redistributing the workload.
 - If the DCMO does not grant the requested exception, the PSA may appeal the decision to the Deputy Secretary of Defense.

Point of Contact: Direct questions regarding the hiring suspension to your Human Resources office.