



Approved for Release

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Nov 22, 2010

Date

**DEPARTMENT OF COMMERCE
OFFICE OF HUMAN RESOURCES MANAGEMENT**

HUMAN RESOURCES (HR) BULLETIN #132, FY11

SUBJECT: End-to-End (E2E) 80-Day Hiring Model

EFFECTIVE DATE: November 1, 2010

BACKGROUND: The E2E Hiring Initiative was launched in February 2008 by a partnership between the Office of Personnel Management (OPM) and the Chief Human Capital Officers Council Subcommittee for Hiring and Succession Planning. The goal was to improve the overall experience for applicants and hiring officials in the Federal hiring process. As a result of the initiative, OPM suggested agencies use an 80-day standard model for E2E hiring. In addition, as a key part of the Obama Administration's comprehensive Hiring Reform Initiative, the President has called for improving quality and speed of hiring.

COVERAGE AND EXCLUSIONS: This bulletin applies to all competitive service positions through the GS-15 or equivalent levels when competitive examining procedures are applied and the vacancy announcement has a specific open and close date other than an open continuous announcement.

PURPOSE: This bulletin establishes Department-wide guidance for Servicing Human Resources Offices, defining the phases of the E2E 80-day hiring roadmap; providing guidance on the number of days to complete each step; and supplying E2E reporting requirements.

POLICY: The Department of Commerce 80-day hiring model begins "Day 1" when the HR practitioner has the request-to-hire package (i.e., job analysis, occupational questionnaire, SF-52, position description, designated sensitivity level/clearance eligibility, designated drug testing requirement confirmed, etc.). The enter-on-duty (EOD) date is the end date of the 80-day model.

The roadmap includes the following guidelines and is tracked using calendar days:

Day 1 – The complete recruitment package is received from the hiring manager (job analysis, occupational questionnaire, SF-52, position description, designated sensitivity level/clearance eligibility, designated drug testing requirement confirmed, etc.), HR practitioner reviews package, establishes case file, and creates draft Job Opportunity Announcement (JOA).

Days 2–6 – The draft JOA is reviewed by the hiring manager for approval (confirm job analysis, assessment tool(s), scores for designated quality categories, etc.), and it is submitted to the HR practitioner.

Days 7–8 – HR finalizes JOA and posts it to the OPM USAJOBS website.

Days 9–15 – Receive applications through the automated hiring system/USAJOBS or hard copy for those not submitted through the automated hiring system/USAJOBS. HR documents receipt of hard copy applications by date stamping. HR notifies applicants of their status through USAJOBS, for those who apply through USAJOBS, or provides hard copy notification for those who do not apply through USAJOBS.

Days 16–30 – HR and/or Subject Matter Expert and/or Panel Members evaluate applications; rank and rate applicants, HR notifies applicants of their status.

Day 31 – HR issues certificate(s) of eligibles to the hiring manager, and notifies eligible applicants of their status (e.g. referred to hiring manager or not referred to hiring manager).

Days 32–50 – Hiring managers review applications, schedule and conduct interviews, check references, make selection(s) by annotating certificate(s), and return certificate(s) to the HR practitioner.

Days 51-53 – Tentative job offer and acceptance period.

Days 54–63 – Refer selectee's documents to Office of Security (OSY) to initiate suitability clearance and/or investigation; have selectee fingerprinted and invited into e-QIP as deemed necessary. HR obtains favorable security/ suitability notification/confirmation memo from OSY.

Days 64–65 – Official offer and acceptance period. HR notifies remaining eligibles that a selection was made.

Days 66–80 – Coordination of EOD. (Day 80 should be the actual EOD date)

Servicing Human Resources Offices (SHROs) must submit the *End-to-End (E2E) 80-Day Hiring Model: Report Template* (attached) when submitting quarterly reports.

SHROs must provide the Office of Policy and Programs, Office of Human Resources Management their *End-to-End (E2E) 80-Day Hiring Model: Report Template* by January 15, April 15, July 15, and October 15 of each year, following the issuance of this bulletin. The *End-to-End (E2E) 80-Day Hiring Model: Report Template* can be found at the end of this bulletin.

REFERENCES: The Presidential Memorandum dated May 11, 2010, “Improving the Federal Recruitment and Hiring Process”; Office of Personnel Management (OPM) Memorandum dated August 29, 2008, “End-to-End Hiring Roadmap;” and OPM’s End-to-End Hiring Initiative, Hiring Process Roadmap <http://www.opm.gov/publications/EndToEnd-HiringInitiative.pdf>

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End-to-End (E2E) 80-Day Hiring Model: Report Template for Non-SES positions when competitive examining procedures are used.
 (Report only Enter-On-Duty (EODs) effective during the specified time period.)

Reporting Period: _____
 Servicing Human Resources Office: _____

	SF-52 recruitment package submitted to HR; HR practitioner reviews package, establishes case file; and creates draft JOA.	Draft JOA is reviewed by hiring manager for approval and submitted to the HR practitioner.	HR finalizes JOA and posts it to the OPM USAJOBS website.	Receive applications and HR notifies applicants' of their status.	HR and/or SME and/or Panel Members evaluate applications; rank and rate applicants; HR notifies applicants' of their status.	HR issues certificate(s) of eligibles to the hiring manager, and notifies eligible applicants' of their status.	Hiring managers review applications, schedule and conduct interviews, check references, make selection(s) by annotating certificate(s) and return certificate(s) to the HR practitioner.	Tentative job offer and acceptance period. E-mail tentative offer letter and specific instructions and links for completion of security and suitability information.	Refer selectee's documents to OSY to initiate suitability clearance and/or investigation; have selectee fingerprinted and invited into e-QIP as deemed necessary. HR obtains favorable security/suitability notification/confirmation/memo from OSY.	Official offer and acceptance period. HR notifies remaining eligibles that a selection was made.	Coordination of EOD. (Actual EOD date)
DOC Standard for Average # of Calendar Days:	1	5	2	7	15	1	19	3	10	2	15
Average # of Calendar Days:											

Total # of Completed Hiring Actions (i.e., EODs):		# of Hiring Actions (i.e., EODs) completed within 80 Calendar Days:	
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