



Hiring a Boren Scholar or Fellow

A Guide to Non-Competitively Appointing Borens to Jobs in Federal Agencies

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Step-by-Step Guide to Non-Competitive Appointments

OVERVIEW

Thank you for your interest in hiring a Boren Scholar or Boren Fellow!

By using this guide, a federal agency can non-competitively hire Boren award recipients to vacant jobs. Such a mechanism gives federal hiring managers the flexibility to hire any Boren award recipient with an unfulfilled federal service requirement. Federal agencies have the authority to conduct non-competitive hiring thanks to the David L. Boren National Security Education Act (50 U.S. Code § 1902, attached).

This guide was developed by the Defense Language and National Security Education Office (DLNSEO), which is the Defense Department office that manages the Boren awards program. If you have questions about the Boren hiring process, please contact Aleia Maculam at aleia.m.maculam.civ@mail.mil or Roy Savoy at roy.a.savoy2.ctr@mail.mil.

PROCESS FOR HIRING A BOREN

The below process is a high-level view of how a federal agency can hire a Boren Scholar or Fellow non-competitively. The blue boxes contain tasks for the agency hiring manager, the orange boxes show tasks that DLNSEO handles, and, lastly, the green box includes the hiring agency's responsibility of issuing a conditional offer of employment.



- Hiring manager responsibility
- DLNSEO responsibility
- Hiring agency (HR) responsibility

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STEPS FOR HIRING A BOREN

In this section, you will find a step-by-step guide that describes the above non-competitive hire process in more detail. These steps follow a start-to-finish model that dozens of federal agencies have used since 2010 to hire Boren award recipients.

Developing and Distributing the Vacancy Announcement

- 1.** DLNSEO works with the hiring manager at the selecting office to complete a vacancy announcement, which is customized based on that office's staffing requirements.
- 2.** DLNSEO sends out a mass email to all eligible Boren award recipients. This email includes a vacancy announcement, instructions about how to apply for the vacancy, and contact information for questions. DLNSEO answers the majority of questions from applicants, but we also forward more difficult questions to the hiring office.

Reviewing Applications and Selecting a Candidate

- 3.** When the announcement closes, DLNSEO certifies that all applicants are eligible for non-competitive appointment as Boren award recipients. DLNSEO then sends an application package to the hiring manager at the selecting office.
- 4.** After receiving the application package, the hiring manager at the selecting office reviews the applications and conducts interviews. The hiring manager then selects a candidate for hire.

Issuing a Conditional Offer of Employment

- 5.** With assistance from the hiring office's human resources division, the hiring manager completes a Standard Form 52 (SF-52), Request for Personnel Action. Attached, you will find an SF-52 template based on Boren hires at the Department of Defense Human Resources Activity (DHRA).
- 6.** At the same time as completing the SF-52, the hiring agency requests a Letter of Certification from DLNSEO for the selected Boren applicant(s). The Boren program office will send that letter before 5:00 PM Eastern Time on the day of the letter request.

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STEPS FOR HIRING A BOREN (CONTINUED)

7. The hiring office's human resources division sends the following materials to the servicing agency that typically makes conditional offers of employment to new hires:
 - i. Selectee's application package
 - ii. Completed SF-52
 - iii. Letter of Certification

8. The servicing agency that received the hiring package makes a conditional offer to the new hire.

After Issuing the Conditional Offer of Employment

9. If you have questions about the Boren hiring process after selecting a candidate, please contact Roy Savoy at roy.a.savoy.2.ctr@mail.mil.

10. Consult the attached Personnel Action Event Timeline to learn how and when to convert your office's Boren hire to permanent career status.

ENCLOSURES TO THIS GUIDE

There are five documents enclosed with this guide. These documents can assist your office in non-competitively hiring Boren Scholars and Fellows. These enclosures are described below:

Enclosure 1: Vacancy Announcement Template for Boren Awardees

Dozens of agencies throughout the federal government have used the above methods to hire Boren Scholars and Fellows non-competitively. Several of these offices have chosen to modify and then use the sample vacancy announcement at Enclosure 1 to advertise to Boren awardees.

Enclosure 2: Standard Form 52, Request for Personnel Action (SF-52) Template

The SF-52, Request for Personnel Action is the official form that federal agencies use to request a hiring action. The attached template is for the non-competitive hire of Boren Scholars and Fellows. This template is based on Boren hiring actions at the Defense Human Resources Activity (DHRA).

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ENCLOSURES TO THIS GUIDE (CONTINUED)

Enclosure 3: Personnel Action Event Timeline

Enclosure 3 lays out the timeline for converting a Boren hire from the excepted service, to career-conditional status, and finally, to permanent career status. A federal office executes these conversions by sending a new SF-52—filled out according to the timeline—to human resources.

Enclosure 4: David L. Boren National Security Education Act of 1991 (50 U.S.C. § 1902)

The Boren National Security Education Act (NSEA) grants federal agencies the authority to hire Boren Scholars and Fellows through non-competitive hiring mechanisms. The NSEA also allows federal agencies to non-competitively convert Boren hires to career status. An excerpt of these authorities appears at Enclosure 4 of this guide.

Enclosure 5: List of Federal Agencies and Offices with National Security Responsibilities

To use the non-competitive hiring authorities in the Boren National Security Education Act, a federal agency or office must have national security responsibilities. The National Security Education Board (NSEB)—a board comprised of cabinet level and presidentially-appointed members—determines which federal agencies have national security responsibilities. The board publishes this list every year in the National Security Education Program Annual Report.

A copy of the most recent list of federal agencies with national security responsibilities is at Enclosure 5.

Enclosure 1

Vacancy Announcement Template for Boren Awardees

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Job Title: Program Analyst

Department: [INSERT DEPARTMENT]

Agency/Office: [INSERT AGENCY]

Salary Range: [INSERT SALARY RANGE IN USD]

Series & Grade: [INSERT TARGET SERIES AND GRADE]

Promotion Potential: [INSERT PROMOTION POTENTIAL]

Application Open Date: [INSERT OPEN DATE]

Application Close Date: [INSERT CLOSE DATE]

Duty Locations: [INSERT DUTY LOCATION]

Who May Be Considered: NSEP award recipients who have not completed the service requirement in full.

POSITION SUMMARY/OFFICE DESCRIPTION

[INSERT POSITION SUMMARY/OFFICE DESCRIPTION]

Occasional domestic and international travel may be required.

Relocation expenses are not authorized for this position.

POSITION DUTIES

As a Program Analyst you will be responsible for the following duties:

- Independently work across a range of programs, exercising general management skills.
- Prepare project papers and staff reports that include evaluations of high visibility programs and recommendations about how to improve operations of those programs.
- Develop analyses describing [INSERT AGENCY]'s interpretation of new departmental, legislative, or regulatory requirements and presenting that interpretation to leadership.
- Research and respond to official requests for information from other federal agencies, Congress, private industry, non-profit organizations, or the public.
- Act as a liaison with other federal agencies and external organizations.
- Perform a wide variety of management, administrative, program analysis and support activities across the [INSERT AGENCY].

REQUIREMENTS

- NSEP service requirement outstanding, either in full or partial.
- Bachelor's degree required.
- Must be a U.S. Citizen.

QUALIFICATIONS & PREFERRED EXPERIENCE

- Master's or other graduate degree preferred, but not required

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- Experience with program evaluation
- Ability to design, develop and implement program improvements
- Ability to identify and recommend program options to leadership
- Ability to multi-task and work independently
- Strong writing skills
- Strong interpersonal and communication abilities
- Outstanding academic performance
- Research experience
- Public speaking experience
- Experience with common software applications, such as Microsoft Office products (e.g. Excel, PowerPoint, Word) and internet browsers

SECURITY CLEARANCE

Following a Conditional Offer of Employment (COE), selectee must undergo a background investigation for Secret security clearance.

REQUIRED MATERIALS **[Please add or remove any Required Materials based on your needs.]**

1. Resume
2. Cover Letter
3. Unofficial or official academic transcripts
4. [SF-50](#) or similar document (only required for current or former federal employees)
5. [DD-214](#) (only required for veterans or active duty military)
6. Service Agreement Report submitted via NSEPnet

APPLICATION INSTRUCTIONS [FOR NSEP USE ONLY]

These applications are due by 5:00 PM EST on the application close date indicated above. Failure to follow the application instructions may result in rejection of your application.

Cover letters should be tailored to the position and generically addressed to the division mentioned above.

Resume and Supporting Materials

You will need to email all your application materials by using the mail tool in NSEPnet. Your resume and supporting materials will need to be attached as PDF documents. If you are unable to save Microsoft Word documents in PDF format, several third party PDF conversion tools exist online. Perform an internet search for "converting Word documents to PDF" to find these tools.

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Your application materials must be named in the below format (where LASTNAME is your last name, and FIRSTNAME is your first name):

1. Your resume must be named LASTNAME_FIRSTNAME_RS
2. Your cover letter must be named LASTNAME_FIRSTNAME_CL

For example, the applicant John Smith would submit a resume named SMITH_JOHN_RS.

To use NSEPnet Mail you will need to login to <https://www.nsepnet.org>. The link to NSEPnet Mail is in the top right corner of the homepage. If you cannot login or do not remember your login credentials, please use the Forgot Username tool at <https://nsepnet.org/ForgotUsername.aspx> or the Forgot Password tool at <https://nsepnet.org/ForgotPassword.aspx>.

From the NSEPnet mail tool, enter [AleiaMaculam] (brackets included) in the To: field. The subject line for this email must be as follows:

[INSERT JOB CODE HERE]

If you cannot attach a PDF document, please first try using Microsoft Internet Explorer. If attaching your documents fails in Internet Explorer, download the latest version of your internet browser and retry the attachment process.

SF-50 and DD-214

If you are a current or former federal employee, you will need to include your SF-50 (or similar document proving federal employment) with your application. If you are a veteran or active duty member of the U.S. military, you will need to include a DD-214 with your application. These documents must be named in the below format (where LASTNAME is your last name and FIRSTNAME is your first name):

3. Your SF-50 must be named LASTNAME_FIRSTNAME_SF50
4. Your DD-214 must be named LASTNAME_FIRSTNAME_DD214

Both of these documents must be emailed via NSEPnet with your resume and cover letter. If you are unsure of how to obtain these documents, please contact your office's personnel or HR representative.

Enclosure 2

Standard Form 52, Request for Personnel Action (SF-52) Template

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part 8, Items 1, 7-22, 32, 33, 36, and 39.)

1. Actions Requested <i>Hire; Excepted appointment w/ option to non-competitively convert in two years</i>	2. Request Number
3. For Additional Information Call (Name and Telephone Number) [ENTER DIRECT SUPERVISOR NAME AND PHONE NUMBER]	4. Proposed Effective Date
5. Action Requested By (Typed Name, Title, Signature, and Request Date) [ENTER REQUESTER NAME AND TITLE]	6. Action Authorized by (Typed Name, Title, Signature, and Concurrence Date) [ENTER AUTHORIZER NAME AND TITLE]

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle) [ENTER NAME AND INFO FOR NEW EMPLOYEE]	2. Social Security Number	3. Date of Birth	4. Effective Date
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FIRST ACTION				SECOND ACTION			
5-A. Code 170	5-B. Nature of Action Excepted Appointment	6-A. Code	6-B. Nature of Action				
5-C. Code ZLM	5-D. Legal Authority See Remarks Section	6-C. Code	6-D. Legal Authority				
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority				

7. FROM: Position Title and Number	15. TO: Position Title and Number [ENTER POSITION TITLE] [ENTER POSITION NUMBER, EXAMPLE: JX05894] [BELOW ENTER BLOCK 16-21 POSITION INFO]										
8. Pay Plan	9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary	13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade or Level	19. Step or Rate	20. Total Salary/Award	21. Pay Basis
12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay	20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay				

14. Name and Location of Position's Organization	22. Name and Location of Position's Organization [ENTER NAME AND LOCATION OF POSITION] [FOR BLOCKS 23-51 (EXCEPT BLOCKS 24/34/49), ENTER DATA ACCORDING TO INDIVIDUAL APPLICANT. CONSULT WITH AGENCY HR SPECIALIST.]
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EMPLOYEE DATA			
23. Veterans Preference 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%	24. Tenure 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite	25. Agency Use	26. Veterans Pref for RIF <input type="checkbox"/> YES <input type="checkbox"/> NO
27. FEGLI	28. Annuitant Indicator	29. Pay Rate Determinant	
30. Retirement Plan	31. Service Comp. Date (Leave)	32. Work Schedule	33. Part-Time Hours Per Biweekly Pay Period

POSITION DATA			
34. Position Occupied 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career	35. FLSA Category E - Exempt N - Nonexempt	36. Appropriation Code	37. Bargaining Unit Status
38. Duty Station Code	39. Duty Station (City - County - State or Overseas Location)		

40. Agency Data	41.	42.	43.	44.
45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship 1 - USA 8 - Other
			50. Veterans Status	51. Supervisory Status

PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
B.			E.		
C.			F.		
2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.			Signature	Approval Date	

PART D - Remarks by Requesting Office

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF 52.)

YES NO

Hiring Authority: Section 802 (k) of the David L. Boren National Security Education Act of 1991 (50 U.S.C. 1902)

This action is requested to appoint [EMPLOYEE NAME] to an excepted service appointment with non-competitive conversion eligibility to the competitive service. This authority is specified in Section 802 of the David L. Boren National Security Education Act of 1991 (50 U.S.C. 1902 (k)) as amended by section 1101 of Public Law 111-84 National Defense Authorization Act Fiscal Year 2010 (NDAA 2010) and section 956 of H.R. 4310-268 National Defense Authorization Act Fiscal Year 2013 (NDAA FY 2013).

PART E - Employee Resignation/Retirement

Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

and agencies to issue regulations with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

- 1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
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PART F - Remarks for SF 50

[ENTER ANY REMARKS ABOUT PROMOTION POTENTIAL HERE EXAMPLE: Career ladder with promotion potential to GS-301-11, PD # JX05698.]

Enclosure 3

Personnel Action Event Timeline

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Personnel Action Event Timeline

Action	Time Elapsed Since Employee Start Date	Time Elapsed Since Last Action	SF-52 Tenure Status	Nature of Action Code (Chapter #, Rule #)	Authority Code	Authority Citation
Non-competitive appointment to the excepted service	N/A (This is the initial hiring action)	N/A (This is the initial hiring action)	None (0)	170 (Chapter 11, Rule 52)	ZLM (Chapter 11, Rule 52) ¹	Sec 802(k) David Boren NS Act [50 USC 1902(K)]; Sec 956, PL 112-239 (NDAA '13) dtd 01-02-13
Non-competitive conversion to career-conditional status	2 years	2 years	Conditional (2)	501 (Chapter 9, Rule 72)	ZLM (Chapter 9, Rule 72) ²	Sec 802(k) David Boren NS Act [50 USC 1902(K)]; Sec 956, PL 112-239 (NDAA '13) dtd 01-02-13
Non-competitive conversion to career status	3 years	1 year	Permanent (1)	880 (Chapter 26, Rule 1)	KMM (Chapter 26, Rule 1) ³	Reg. 315.202; Completed service requirement for career tenure from (date) to (date).

¹ *The Guide to Processing Personnel Actions*. (2015). Chapter 11. Page 17. Retrieved from Office of Personal Management website: <https://www.opm.gov/policy-data-oversight/data-analysis-documentation/personnel-documentation/processing-personnel-actions/gppa11.pdf>

² *The Guide to Processing Personnel Actions*. (2015). Chapter 9. Page 40. Retrieved from Office of Personal Management website: <https://www.opm.gov/policy-data-oversight/data-analysis-documentation/personnel-documentation/processing-personnel-actions/gppa09.pdf>

³ *The Guide to Processing Personnel Actions*. (2015). Chapter 26. Page 7. Retrieved from Office of Personal Management website: <https://www.opm.gov/policy-data-oversight/data-analysis-documentation/personnel-documentation/processing-personnel-actions/gppa26.pdf>

Enclosure 4

David L. Boren National
Security Education Act of 1991,
50 U.S.C. § 1902

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David L. Boren National Security Education Act of 1991

Chapter 50 of the U.S. Code of Federal Regulations (§ 1902)

Full text of 50 U.S.C. § 1902 is available at the official House of Representatives website: <http://uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title50-section1902&num=0&edition=prelim>

Section (k) Employment of program participants

(1) Appointment authority

The Secretary of Defense, the Secretary of Homeland Security, the Secretary of State, or the head of a Federal agency or office identified by the Secretary of Defense under subsection (g) as having national security responsibilities-

(A) may, without regard to any provision of title 5, governing appointments in the competitive service, appoint an eligible program participant-

(i) to a position in the excepted service that is certified by the Secretary of Defense under clause (i) of subsection (b)(2)(A) as contributing to the national security of the United States; or

(ii) subject to clause (ii) of such subsection, to a position in the excepted service in such Federal agency or office identified by the Secretary; and

(B) may, upon satisfactory completion of two years of substantially continuous service by an incumbent who was appointed to an excepted service position under the authority of subparagraph (A), convert the appointment of such individual, without competition, to a career or career-conditional appointment.

Enclosure 5

List of Federal Agencies with National Security Responsibilities

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Below, you will find the list of federal agencies and offices that have national security responsibilities, as determined by the National Security Education Board. This list is available at Appendix E of the National Security Education Program Annual Report. You can find the latest release of the report at this link:

<http://nsep.gov/content/reports-and-publications>

List of Federal Agencies with National Security Responsibilities

Department of Defense

- All departments, agencies, commands, and activities

Department of State

- All departments and offices including the following:
 - Bureau of Intelligence and Research
 - Foreign embassies
 - National Foreign Affairs Training
 - Regional and functional bureaus
 - U.S. Agency for International Development

Department of Homeland Security

- All agencies and offices

Intelligence Community

- All agencies and offices

Department of Veterans Affairs

- All agencies and offices

Department of Transportation

- All agencies and offices

Department of Commerce

- Bureau of Industry and Security
- International Trade Administration

Department of Energy

- National Nuclear and Security Administration
- Office of Nuclear Energy, Science and Technology
- Office of Policy and International Affairs
- National laboratories

Department of Health and Human Services

- Centers for Disease Control and Prevention

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List of Federal Agencies with National Security Responsibilities (Cont'd)

Department of Justice

- Criminal Division
- Drug Enforcement Administration
- Federal Bureau of Investigation
- National Drug Intelligence Center
- National Virtual Translation Center

Department of Labor

- National Labor Relations Board

Department of the Treasury

- Office of Foreign Assets Control
- Office of International Affairs

Independent Agencies

- Environmental Protection Agency
- Export-Import Bank of the U.S.
- Millennium Challenge Corporation
- National Aeronautics and Space Administration - Office of International and Interagency Relations
- National Background Investigations Bureau
- Overseas Private Investment Corporation
- Peace Corps
- United States International Trade Commission

Executive Office of the President

- National Security Council Staff
- Office of Management and Budget-National Security and International Affairs Division
- Office of National Drug Control Policy
- Office of Science and Technology Policy
- Office of the U.S. Trade Representative

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List of Federal Agencies with National Security Responsibilities (Cont'd)

United States Congress

- Congressional Budget Office: Defense and International Affairs
- Congressional Research Service
- Congressional Committees
 - Senate
 - Appropriations
 - Armed Services
 - Commerce, Science, and Transportation
 - Energy and Natural Resources
 - Finance
 - Foreign Relations
 - Homeland Security and Governmental Affairs
 - Judiciary
 - Select Committee on Intelligence
 - House of Representatives
 - Appropriations
 - Banking and Financial Services
 - Budget
 - Commerce
 - Foreign Affairs
 - National Security
 - Resources
 - Science
 - Transportation and Infrastructure
 - Ways and Means
 - Permanent Select Committee on Intelligence
 - Select Committee on Homeland Security