



Hiring an NSEP Award Recipient

A Guide to Non-Competitively Appointing NSEP Awardees to Federal Jobs

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Hiring an NSEP Award Recipient

Step-by-Step Guide to Non-Competitive Appointments

OVERVIEW

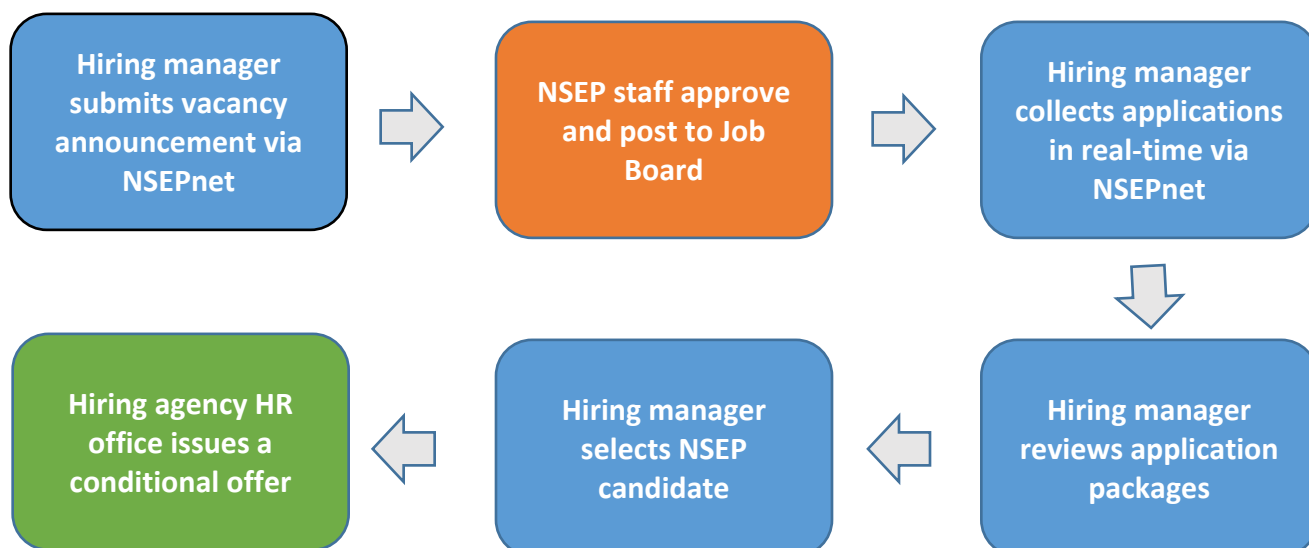
Thank you for your interest in hiring an NSEP award recipient! This guide provides a step-by-step overview on non-competitively appointing NSEP award recipients (e.g. Boren Scholars/Fellows and EHLS Scholars) to federal positions. All active NSEP award recipients with an unfulfilled federal service requirement are eligible for non-competitive hire. 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).

To facilitate the recruitment and hiring of NSEP award recipients, the NSEP office offers a number of free services to federal agencies, including providing access to our candidate resume database as well as advertising positions on the NSEP Job Board.

This guide was developed by the National Security Education Program (NSEP), a component of the Defense Language and National Security Education Office (DLNSEO) at the U.S. Department of Defense. If you have questions about the NSEP hiring process, please contact Caitlin Wiley at caitlin.a.wiley.civ@mail.mil or Roy Savoy at roy.a.savoy2.ctr@mail.mil.

PROCESS FOR HIRING AN NSEP AWARDEE

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



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STEPS FOR HIRING AN NSEP AWARDEE

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

Developing and Distributing the Vacancy Announcement

1. The agency hiring manager posts a vacancy announcement to the NSEP Job Board through their NSEPnet portal. (Link to register for an NSEPnet hiring official portal: <https://www.nsepnet.org/OfficialRegister.aspx>)
2. NSEP reviews and approves the vacancy announcement. Once the announcement is approved by NSEP, the vacancy is posted to the NSEP Job Board and an automatic mass email is sent to all eligible award recipients notifying them of the opportunity. This email includes the vacancy announcement, instructions about how to apply for the vacancy, and contact information for questions. NSEP answers the majority of questions posed by applicants, but we also forward more difficult inquiries to the hiring office.

Reviewing Applications and Selecting a Candidate

3. Agency hiring managers can view and download application packages in real-time from their NSEPnet portal. Hiring managers have the option to download the application packages individually or in bulk.
4. After downloading 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 NSEP hires at the Department of Defense Human Resources Activity (DHRA). Please note that some federal agencies, particularly elements of the Intelligence Community, do not use the SF-52 to initiate personnel action. Agencies should consult with their HR office to determine what hiring forms may need to be completed in lieu of the SF-52.
6. In addition to completing the SF-52, the hiring agency also requests a Letter of Certification from NSEP for the selected NSEP applicant(s). This letter certifies that the applicant is eligible for non-competitive hire.

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STEPS FOR HIRING AN NSEP AWARDEE (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 (or agency equivalent)
 - 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 NSEP 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 NSEP hire to permanent career status.

ENCLOSURES TO THIS GUIDE

There are six documents enclosed with this guide. These documents can assist your office in non-competitively hiring NSEP award recipients. These enclosures are described below:

Enclosure 1: NSEPnet Job Posting Instructions

To post an exclusive position for NSEP award recipients to the NSEP Job Board, please review the instructions in Enclosure 1.

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

The SF-52, Request for Personnel Action is the official form that most federal agencies use to request a hiring action. The attached template is for the non-competitive hire of NSEP award recipients. This template is based on NSEP hiring actions at the Defense Human Resources Activity (DHRA). Some agencies, particularly those in the Intelligence Community, may require a different form to initiate a hiring action and should consult their HR office.

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ENCLOSURES TO THIS GUIDE (CONTINUED)

Enclosure 3: Personnel Action Event Timeline

Enclosure 3 lays out the timeline for converting an NSEP hire under the NDAA'13 authority 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 David L. Boren National Security Education Act (NSEA) grants federal agencies the authority to hire NSEP award recipients through non-competitive hiring mechanisms. The NSEA also allows federal agencies to non-competitively convert NSEP 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 NDAA'13 special hiring authority, 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 6: Frequently Asked Questions

Enclosure 6 includes responses to the questions most commonly asked by hiring managers.

Enclosure 1

NSEPnet Job Posting Instructions

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HOW TO POST AN NSEPNET EXCLUSIVE JOB

Posting an NSEPnet Exclusive Vacancy Announcement

1. Login to your NSEPnet hiring official account at NSEPnet.org. If you don't have an NSEPnet account, you can register here:
<https://www.nsepnet.org/OfficialRegister.aspx>
2. Click the 'Post a Job' link on the homepage of your NSEPnet portal. Fill out all **required** vacancy template fields including: Position Title, Employer Type, Office/Organization, Open Date, Closing Date, Work Schedule, Appointment Type, State, Position Summary, Minimum Requirements, Security Clearance, Required Materials, and Application Instructions.
3. If you would like to collect applications via the NSEPnet site, select 'NSEPnet Portal' in the Application Instructions field. To instead direct applicants to USAJOBS or an external site, select 'External Agency Website.'
4. Click 'Submit' to send your vacancy announcement to the NSEP staff for review and approval. Or click 'Save and Exit' to save your progress and return later.
5. You will receive a confirmation email once NSEP has approved your vacancy announcement. Live announcements can be viewed on the NSEP Job Board:
<https://www.nsepnet.org/JobBoard.aspx>

Accessing the Application Package

6. Click 'Manage Jobs' on the homepage of your NSEPnet portal to download application packages in real-time. Hiring managers have the option to download the applications packages individually or in bulk.
7. Review resumes and make your selection. We hope you receive excellent NSEP candidates!

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 Hire; Excepted appointment w/ option to non-competitively convert in two years		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]
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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.

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

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.

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

Hiring a Boren Scholar or Fellow

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

- Bureau of International Labor Affairs

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
- National Background Investigations Bureau
- National Labor Relations Board
- 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

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Enclosure 6

Frequently Asked Questions

Hiring an NSEP Award Recipient

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Hiring Official FAQs

Why should I hire an NSEP award recipient?

In addition to their commitment to public service, NSEP award recipients typically come from the top 10% of their academic classes, offer unmatched professional expertise, and possess advanced cultural and linguistic skills in less-frequently studied geographic areas that are considered critical to U.S. national security.

What special hiring authorities do NSEP awardees possess?

NSEP award recipients possess two distinct special hiring authorities: Schedule A (r) and NDAA'13. Under Schedule A (5 CFR 213.3102(r)), any federal agency without exception can appoint an NSEP award recipient to a term position NTE four years.

Under the National Defense Authorization Act for FY 13 (NDAA'13), designated federal agencies with national security responsibilities may non-competitively appoint an NSEP award recipient to the excepted service and later convert that appointee to career or career conditional status in the competitive service. The NDAA'13 hiring authority can only be utilized by federal agencies with national security responsibilities (see Enclosure 5 for the full list).

For more information about the NSEP special hiring authorities, please see the following link:

<https://www.nsepnet.org/HireExemption.aspx>

My federal agency is not recognized as having national security responsibilities. Can I still hire an NSEP award recipient?

Yes. Any federal agency without exception can utilize the Schedule A (r) hiring authority to non-competitively appoint an NSEP awardee to a term position NTE four years. However, unlike NDAA'13, the Schedule A (r) appointment does not offer a conversion option.

Can my organization be added to the NSEP List of Federal Agencies with National Security Responsibilities?

Yes. 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 NSEB reviews all agency requests to be added to the national security list annually. Please reach out to nsep@nsep.gov for more information on how to submit a petition requesting that your office or agency be added to the list.

Do the NSEP special hiring authorities expire?

NSEP award recipients retain their special hiring authorities as long as they have an unfulfilled federal service obligation. As long as the award recipient has a remaining service requirement, they can continue to apply and be appointed non-competitively to federal positions. If you have any questions about the non-competitive eligibility of a particular candidate, please feel free to reach out to nsep@nsep.gov.