

For: State and County Offices

County Office Direct Quick-Hiring Authority of Disabled Veterans

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

The Veterans Employment Initiative honors the sacrifice and commitment of veterans. USDA has established goals for hiring veterans in USDA’s Cultural Transformation. FSA is updating policies and expanding recruitment efforts for County Office hiring to employ veterans using the outstanding talent pool that veterans provide.

B Purpose

This notice announces a new authority and procedure for quick-hiring of qualified disabled veterans to fill temporary County Office positions. Disabled veterans may be selected without competition as long as qualification and suitability requirements are met.

The intent is to provide CED’s with an additional method to fill positions. CED’s may now choose to fill a temporary CO position using the existing competitive announcement process or using this direct quick-hire authority.

2 Quick-Hiring Provisions

A Using Quick-Hiring Authority

Quick-hiring authority for disabled veterans is an optional method available to CED’s when filling temporary PT positions. The following provisions shall be considered when using this authority.

- Qualified disabled veterans may be quick-hired into temporary positions, not to exceed 1 year, on satisfactory completion of suitability requirements (fingerprint adjudication, etc.).

Disposal Date	Distribution
August 1, 2012 2-27-12	State Offices; State Offices relay to County Offices

Notice PM-2850

2 Quick-Hiring Provisions (Continued)

A Using Quick-Hiring Authority (Continued)

- No formal vacancy announcement is required to be posted. County Offices will actively recruit from Agency veteran recruitment listings, veterans' organizations, the Wounded Warrior Project, or by using similar veterans' employment sources.
- Applicants must provide a resume and any other required supporting documentation, including form DD-214, records from the Department of Veterans Affairs documenting their disability, and any college transcripts.
- Temporary positions may be filled at grades CO-3 through CO-7.
- Positions must be filled from within existing State ceiling and budget allocation.

B Converting a Temporary Appointment

The temporary appointment may be converted to a permanent appointment without competition any time after the successful completion of at least 90 calendar days on the appointment (in the position) according to the following:

- it is determined the hire is a good match for the employee and for FSA
- the staff ceiling will accommodate the permanent position.

C Terminating a Temporary Appointment

The temporary appointment can be terminated according to the following:

- at the not-to-exceed date, if position is not converted to a permanent appointment
- if budget or workload conditions no longer support the temporary position
- Agency policy in the case of performance deficiencies or misconduct.

D Contact Information

If assistance is needed in implementing the new Direct Quick-Hire Authority process, contact the appropriate individual according to this table.

IF assistance is needed...	THEN contact...
in a State Offices	Lori Owens, HRD, by either of the following: <ul style="list-style-type: none">• e-mail at lori.owens@tx.usda.gov• telephone at 979-680-5160.
in a County Offices	State Office administrative officer.
by a State Office to obtain veteran recruitment lists and veteran contact information	Shannon Logan, HRD, by either of the following: <ul style="list-style-type: none">• e-mail at shannon.logan@wdc.usda.gov• telephone at 202-401-0347.