

Date: December 22, 2010

From: Co-Chair for OI&T/HRA Joint Task Force – Race to 705

Subj: Race to 705 Process

To: OI&T Hiring Managers and Supervisors

1. At the direction of the Deputy Secretary, Mr. Baker and Mr. Sepulveda established a Joint Task Force for IT Hiring Initiative to ensure that the critical hiring needs of OI&T are met by April 1, 2011. I am co-chairing this initiative with Ms. Annie Spiczak, ADAS for HR Policy and Planning.
2. OI&T, supported by the Joint Task Force and the Master Scheduler Team, implemented a centralized approach for identifying and filling the positions in the OI&T workforce. Using this approach, OI&T managers identified and prioritized their requirements and the Deputy CIO, Mr. Warren, validated and approved the list of 705 high priority positions. The Master Scheduler Team, led by Annie and me, consists of VHA, VBA, and NCA HR leaders that distribute, assign, manage and monitor the OI&T recruitment workload and ensure placement activities are conducted in a very coordinated and efficient manner.
3. To ensure success, only the 705 highest priority positions will be filled right now. Lower priority positions will not be filled until the high priority positions are filled. However, if the 705 high priority recruitment efforts identify top talent for lower priority positions or unexpected backfill requirements, we will work with hiring managers and supervisors to maximize those opportunities to hire the best and brightest with speed and efficiency. In addition, we have implemented an expedited hiring model which will also be used as we move forward with recruitment of the medium to low priority positions in the very near future.
4. In order to ensure effective workload distribution and to minimize any process delays in recruiting for these critical positions, I am providing the following guidance, which is to be complied with for all 705 high priority positions:
 - a. Recruitment packages are to be sent directly to me for assignment by the Master Scheduler Team to the appropriate DEU/HR Office for action.
 - b. All packages will be announced using a standardized Job Opportunity Announcement (JOA) which will eliminate the need for managers to review the draft announcement prior to posting.
 - c. All announcements are limited to no more than three locations. If there is a need to announce positions for placement in excess of three locations, the

position should be posted as a virtual position to allow for placement at numerous locations.

- d. When the recruitment package is sent to the DEU/HR Office for processing, the HR Specialists will work directly with the hiring manager or supervisor to address any questions.
- e. All certificates will be issued to the hiring manager and requested POCs as indicated in the recruitment package.
- f. Hiring managers and supervisors must complete their review and interview process within 14 business days from the certificate issue date.
- g. Hiring managers and supervisors will complete the Manager Satisfaction Survey online prior to returning any certificate. This will help the Master Scheduler Team assess your perceptions regarding the pool of candidates received for your positions.
- h. All selections must be returned to HR within the established 14 days timeframe in order that official job offers can be made.

5. If you have any questions, please contact me at 772-319-1080 or Ms. Spiczak at 202-461-7882.

A handwritten signature in black ink that reads "Angelia H. Weldon". The signature is written in a cursive, flowing style.

Angelia H. Weldon