



## UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

September 1, 2023

The Director

### **Memorandum for Heads of Executive Departments and Agencies**

**From:** Kiran A. Ahuja  
Director

**Subject:** Emergency Hiring Situation Resulting from the 2023 Hawaii Fires

To address the recovery efforts for the 2023 fires affecting Hawaii, agencies may have an immediate need to hire additional staff. Therefore, OPM is authorizing the use of excepted service Schedule A appointments under 5 CFR 213.3102(i)(3). Appointments may be made on a temporary basis for up to one year, of individuals who will be directly involved with the recovery and relief efforts associated with the fires in Maui and Hawaii counties. Agencies may extend these appointment for one additional year, for a maximum duration of two years.

When using this authority, agencies must apply the provisions of 5 CFR part 302. Agencies must apply veterans' preference when filling positions under this authority. If seeking to select a non-preference eligible over a preference eligible, then agencies must follow the pass-over procedures in 5 U.S.C. §3318(c) and 3319(c)(7) as described in the [Delegated Examining Operations Handbook](#). In addition, agencies must have procedures in place for accepting applications. Although public notice is not required when filling positions in the excepted service, OPM strongly encourages agencies to conduct appropriate recruitment activities to attract candidates who may meet agencies' needs.

When documenting the SF-50 "Notification of Personnel Action" for such appointments, cite as "W9R/Sch. A, 5 CFR 213.3102(i)(3)".

As a reminder, temporary employees who are hired for more than 90 days may be entitled to benefits to include health insurance, dental/vision, flexible spending accounts (medical and dependent care), and annual and sick leave. Temporary employees hired under this authority are not eligible to participate in Thrift Savings Plan, life insurance, or retirement.

Agency headquarters-level human resources offices may contact OPM at [employ@opm.gov](mailto:employ@opm.gov) with additional questions or clarifications. Agency field offices should contact their appropriate headquarters-level agency human resources office. Individual employees should contact their agency human resources office.

cc: Chief Human Capital Officers (CHCOs), Deputy CHCOs, and Human Resources Directors