



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

The Director

December 10, 2021

Memorandum for Heads of Executive Departments and Agencies

From: Kiran A. Ahuja
Director

Subject: Extension of the Coronavirus COVID-19 Schedule A Hiring Authority

The U.S. Office of Personnel Management (OPM) is extending the use of the excepted service Schedule A Hiring Authority under 5 CFR 213.3102(i)(3) for hiring additional staff into positions needed in response to the ongoing COVID-19 pandemic until June 30, 2022. OPM understands that during this time, agencies need more tools to conduct strategic, targeted hiring for specific, short-term roles to meet mission and/or hiring needs. Agencies may continue to use this authority to fill positions on a temporary basis for up to 1 year as needed in response to, or as a result of, COVID-19. These appointments may be extended up to 1 additional year. No new appointments may be made under this authority after June 30, 2022, or upon termination of this public health emergency, whichever comes first. Appointments are limited to individuals needed in direct response to the effects of COVID-19.

As a reminder, agencies must apply the provisions of 5 CFR part 302 and follow the procedures in 5 U.S.C. §3318(c) and 3319(c)(7) as described in the [Delegated Examining Operations Handbook](#) when using this authority. For more information on the use of this authority please visit the OPM Fact Sheet - [COVID-19 Excepted Service Hiring Authority](#).

Agency headquarters-level human resources offices may contact OPM at 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