

LEADERSHIP EXECUTIVE MEMO

You can use this text as a template for a memo to rally your organization toward the goals of Hiring Reform. Find ways to adapt and personalize it for your specific audience. We need every person to do his or her part, join forces and help transform the hiring process across DoD.

SUBJECT:

DEPARTMENT OF DEFENSE (DoD) HIRING REFORM: A CALL TO ACTION

This is a call to action for each of you in **[branch of Service or organization]** to personally improve the hiring process. The American people depend on the Department of Defense to face head-on current challenges at home and abroad, and to be prepared to thwart all future threats. To do this, we must be able to recruit, hire, retain and engage the most-qualified and diverse talent. The American people expect nothing less.

As leaders, you know this. You are continuously seeking to acquire the best civilian employees to support your mission. With critical DoD-wide initiatives such as support for Civilian Expeditionary Workforce, Functional Community strategic work force planning, Base Realignment and Closure, Joint Basing, In-Sourcing, the Economic Stimulus Plan and OMB and OPM government-wide Hiring Reform, there is an unprecedented increase in opportunities for civilian employees — and a corresponding increase in our civilian recruitment workload.

On May 11, 2010, President Obama issued a Presidential Memorandum directing federal agencies to implement processes to attain hiring reform goals. The Department and **[branch of Service or organization]** wholeheartedly support the president's goals. DoD's efforts are being overseen by the Under Secretary of Defense for Personnel and Readiness, Dr. Clifford Stanley. Within the **[branch of Service or organization]**, I have designated **[appointed organization individual]** to aggressively pursue hiring reform goals.

Do your part in reducing the time it takes to bring your employee onboard, whether through planning, reducing vacancy announcement periods, making selections and returning referral lists without delay or identifying proper security levels for the jobs.

This is a historic opportunity to acquire and develop our talent swiftly, using contemporary work force hiring practices. I know I can count on you, our hiring managers, human resources professionals, security personnel and other stakeholders to join forces and transform the hiring process across **[branch of Service or organization]** and across DoD by supporting the president's landmark hiring reform effort. Our mission-readiness depends on it.