

## Template for Expedited Request for Direct Hire Authority Critical Hiring Need Due to Public Health Emergency

Agencies requesting Direct Hiring Authority on the basis of a critical hiring need due to a declared public health emergency may use this template to request expedited review. The U.S. Office of Personnel Management will respond to such requests within 7 business days.

<b>Criteria to be Addressed</b>	<b>Type of Information Required</b>	<b>Agency Response</b>
<b>(1) Positions to be filled.</b>	List job titles, occupational series, grade levels (or pay band), and geographic locations of positions needed to meet the mission requirements brought about by specific public health emergency and how they will assist you to promptly address the emergency.	
<b>(2) The event or circumstance that created the need to fill the position(s).</b>	Cite the relevant declaration of the public health emergency requiring an immediate response (e.g., declared by a Cabinet Secretary, Governor(s), the President or an independent entity such as the World Health Organization, etc.) which has resulted in an emergency need for health care [medical] services to respond to a disaster, significant outbreak of an infectious disease, bioterrorist attack or other significant or catastrophic event. [Note: if this is a request for an extension, you must provide an explanation of how the circumstance remains the same or has increased.]	
<b>(3) The duration for which hiring for the urgent critical need is expected to exist.</b>	Provide the “from” and “to” dates for the period during which you believe the agency will need the authority in order to address the urgent critical hiring need you identified in (1) and (2) above respectively.	