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OFFICE OF THE
PRESIDENT
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Office of the President
PPM-001-2017(PRS)

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SUBJECT: Hiring Controls for Establishing Positions Significantly Engaged in Information Technology (IT) and External Affairs (EA) Support Services

1. **Purpose**: This document replaces PPM-005-2015, which establishes policy, responsibilities and procedures for Uniformed Services University of the Health Sciences (USU) personnel regarding the process for establishing IT, communications (including social media), graphics, photography or videography positions. It also ensures that IT and EA resources are acquired and managed in accordance with mission requirements and provides a uniform standard for ensuring compliance with DoD, Federal, and legal requirements listed at Enclosure 1.

2. **Applicability**: This policy applies to all USU positions, permanent and term, that are significantly engaged[1] in IT, communications, photo, video, or graphics/medical illustrations management or support operations. It also applies to IT positions with any cyber-security (CS) responsibilities or any position that requires elevated privileges. This includes the following Office of Personnel Management (OPM) job series as well as any related IT or EA contract and/or internship positions.

    a. Information Technology related:
        (1) 0390 - Telecommunications Processing Series
        (2) 0391 - Telecommunications Series
        (3) 0392 - General Telecommunications Series
        (4) 0854 - Computer Engineering Series
        (5) 0856 - Electronics Technical Series
        (6) 1550 - Computer Science Series
        (7) 2210 - IT Management Series
        (8) 1750 - Instructional Systems Series

    b. External Affairs related:
        (1) 1035 - Public Affairs Specialist
        (2) 1001 - Arts and Information Specialist
        (3) 1002 - Arts and Information Support
        (4) 1071 - Audiovisual Production
        (5) 1087 - Editorial Assistance
        (6) 1010 - Exhibits Specialist
        (7) 1020 - Illustrating
        (8) 1099 - Information and Arts Student Trainee
        (9) 1060 - Photograph

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[1] "Significantly engaged" is defined as any position that devotes at least 25 percent of the time performing duties that fall within IT or EA management and operations OR any position that requires elevated system or network privileges.

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(10)	1082 - Writing and Editing
(11)	1083 - Technical Writing and Editing
(12)	1084 - Visual Information

3. **Policies:** USU IT workforce management is the responsibility of the Vice President for Information & Education Technology/Chief Information Officer (CIO) and USU EA workforce management is the responsibility of the Vice President for External Affairs (VPE). In order to ensure compliance with the requirements set forth in promulgated statutes, regulations, and guidance the CIO must review all IT-related positions and the VPE must review all EA-related positions prior to their establishment or fill.

    a. Establishment of positions meeting the above criteria require submission of an "IT/EA Position Hiring Review" request following the procedures identified in paragraph 4.

    b. OCIO or VPE (as determined by the position) review and a determination must be obtained before submitting hiring packets to Civilian Human Resources (CHR), Henry M. Jackson Foundation (HJF), or any other hiring/contracting source.

4. **Procedures:**

    a. Requests to establish and recruit IT and EA positions will be submitted to the OCIO or VPE via the USU Service Desk (https://ususervicedesk.usuhs.edu) by selecting request type: "Hire Review" and then either the "IT Hire Review" or the "External Affairs Hire Review" subcategory as appropriate.

    b. The following items must be included in the ticket description at a minimum:
        (1) Grade and Title of the position.
        (2) Office, location, and description of duties to include a list of any systems or enclaves administered (elevated privileges required) by this position.
        (3) A copy of the position description.

    c. Submissions will be reviewed within 7-10 calendar days.

    d. If an IT or EA hiring request is disapproved, information will be provided explaining the rationale for disapproval and recommendations for obtaining the necessary services.

5. **Releasability:** This policy is approved for release to all personnel working in support of the University as well as any organization with a formal affiliation with USU.

6. **Effective Date:** This PPM shall be effective from the date of signature.

RWThomas

Richard W. Thomas, MD, DDS, FACS
Major General, U.S. Army (Retired)
President

Enclosures:
1. References
2. Workflow Chart

REFERENCES/AUTHORITY

(1) Clinger-Cohen Act of 1996 (40 U.S.C. 1401(3))
(2) Section 3544 of title 44, United States Code
(3) Federal Information Security Management Act, Office of Management and Budget (OMB) Circular A-130, Management of Federal Information Resources
(4) OMB Memorandum M-09-02, Information Technology Management Structure and Governance Framework
(5) DoD 8570.01, Information Assurance Workforce Improvement Program, Incorporating Change 3, January 24, 2012
(6) DoD Directive 8570.1, Information Assurance Training, Certification, and Workforce Management, August 15, 2004
(7) DoD Instruction 8500.01, Cybersecurity, March 14, 2014

IT Personnel Hiring Process