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MEMORANDUM FOR SENIOR PENTAGON LEADERSHIP
DEFENSE AGENCY AND DOD FIELD ACTIVITY DIRECTORS

SUBJECT: Pilot Program on the Use of Electronic Portfolios to Evaluate Certain Applicants for Technical Positions

This memorandum establishes a pilot program pursuant to section 247 of the National Defense Authorization Act for Fiscal Year 2021, under which certain applicants for technical positions within the Department will be evaluated, in part, based on an electronic portfolio of the applicant's work. Implementing guidance is attached.

My point of contact for this guidance is Ms. Désirée E. Seifert at (703) 401-6817 or desiree.e.seifert.civ@mail.mil.

Gilbert R. Cisneros, Jr.

Attachment:
As stated

PILOT PROGRAM ON THE USE OF ELECTRONIC PORTFOLIOS
TO EVALUATE CERTAIN APPLICANTS FOR TECHNICAL POSITIONS

Authority. Section 247 of the National Defense Authorization Act (NDAA) for Fiscal Year (FY) 2021 directs the Secretary of Defense to carry out a pilot program under which certain applicants for technical positions within the DoD will be evaluated, in part, based on an electronic portfolio (ePortfolio) of the applicant's work. The pilot program will terminate on January 1, 2026.

1. Scope of Program.

     a. The Secretaries of the Military Departments, for their respective organizations, and the Director of Administration and Management (DA&M), for other DoD Components, shall carry out the pilot program in the following organizations: Joint Artificial Intelligence Center, Defense Digital Service, Army Futures Command, United States Army Space and Missile Defense Command, United States Army Network Enterprise Technology Command, United States Army Cyber Command, Air Force Life Cycle Management Center - Detachment 12 (Kessel Run), Naval Information Warfare Centers Atlantic and Pacific, Naval Undersea Warfare Center Division Newport, and the Office of the Under Secretary of Defense for Acquisition and Sustainment.

     b. The Appendix lists the technical positions for which participating organizations may use ePortfolios as a hiring tool. Participating organizations are not required to use ePortfolios to evaluate applicants for all such positions but will use ePortfolios for a quantity sufficient to evaluate its merit as a hiring tool.

     c. DoD Components may request an expansion of the pilot program to cover additional positions or to permit participation by additional organizations. Such requests will be submitted to the Defense Civilian Personnel and Advisory Service (DCPAS) Strategic Outreach and Recruitment (SOAR) Group at **dodhra.mc-alex.dcpas.mbx.soar@mail.mil**.

2. Definitions.

     a. Technical Position – A position that requires expertise in artificial intelligence, data science, or software development and is eligible for direct hire authority under 5 U.S.C. § 9905 or 10 U.S.C. § 4091.

     b. Electronic Portfolio (ePortfolio) – An electronic collection of meaningful artifacts, which provides evidence of learning, competencies, and employability. It provides an opportunity for applicants to reflect on their unique and diverse approaches to learning and to generate evidence of skills, including digital literacy, self-management, creativity and innovation, communication and problem solving. The ePortfolio highlights an applicant's technical capabilities beyond the resume with visual and/or audio evidence showcasing their employability for the position.

3. Roles and Responsibilities.

    a. Under the authority, direction, and control of the Under Secretary of Defense for Personnel and Readiness, the Deputy Assistant Secretary of Defense for Civilian Personnel Policy is responsible for conducting the pilot program.

    b. Under the authority, direction, and control of the Director, Defense Human Resources Activity, the Director, DCPAS, is responsible for monitoring use of this authority and preparing a report describing the results of the pilot program, to include the impact of using ePortfolios on Time-to-Hire (TTH) and quality of hires, recommendations concerning expanded or continued use of ePortfolios, and any other recommendations which support the goals of the pilot program to attract and expedite hiring of high-quality employees with technical expertise.

    c. The Secretaries of the Military Departments, for their respective organizations, and DA&M, for other DoD Components, are responsible for oversight, implementation, accountability, and reporting requirements concerning the conduct of the pilot program.

4. Hiring Procedures Applicable to Candidates for Technical Positions in Participating Organizations.

    a. Application and selection procedures involving use of ePortfolios will:

    (1) Define the competencies (technical and soft skills) and evaluation criteria used to assess ePortfolios in the crediting plan.

    (2) Include the requirement to provide an ePortfolio, as defined in paragraph 2.b., in job opportunity announcements or other vacancy posting notifications. The announcement will also include information on the assessment of competencies (technical and soft skills) and how the ePortfolio will be evaluated as part of the candidate assessment process.

    (3) Be otherwise consistent with application and selection procedures for technical positions, which do not involve use of ePortfolios.

    (4) Evaluate applicants based, in part, on the ePortfolio submitted by the applicant concerned.

    b. Appointments to technical positions covered by this pilot program will be evaluated as part of the DoD Human Capital Framework.

    c. Merit factors shall be the basis for selecting individuals for technical positions. All personnel programs and practices shall be administered in accordance with DoD Directive 1020.02E, "Diversity Management and Equal Opportunity in the DoD."

    d. DoD Components must ensure transparency, accountability, and auditability in hiring processes.

5. Reporting.

    a.   Participating organizations will provide the following information about hiring for technical positions. Such reports will be provided by email to the DCPAS SOAR Group at **dodhra.mc-alex.dcpas.mbx.soar@mail.mil**.

    (1) Monthly Report – By the 15th of each month, provide a report concerning the prior month which contains the following information about hiring for technical positions, in which an e-Portfolio was used as a hiring tool:

        a) Total number of new requests for personnel action (RPAs);
        b) Total number of new selections made;
        c) Total number of new hires entered on duty (EODs);
        d) New Hire information (e.g., title, series, grade) for EODs;
        e) Job opportunity announcement (JOA) vacancy identification number and copy of JOA, if applicable; and
        f) ePortfolio crediting plan.

    (2) Quarterly Report – By the 15th of January, April, July, and October for the respective quarter, provide a report concerning the prior 3-month period which contains the following information about hiring for all technical positions:

        a) Total number of new requests for personnel action (RPAs), broken down by whether an ePortfolio was used as a hiring tool, during the quarter.
        b) Position information for technical position EODs, broken down by whether an ePortfolio was used as a hiring tool, during the quarter.
        c) TTH for technical position EODs, broken down by whether an ePortfolio was used as a hiring tool, during the quarter.
        d) Whether use of an ePortfolio contributed to a significant increase/decrease in TTH for technical positions.
        e) Whether use of an ePortfolio contributed any other costs/benefits to hiring for technical positions.

    (3) Biannual Report – By the 15th of April for the period of October through March and the 15th of October for the period of April through September, provide a report concerning the 6-month period which contains an assessment by organization leaders, hiring officials, and subject matter experts of the benefits and costs of:

        a) Using ePortfolios to determine technical qualifications.
        b) Using ePortfolios to determine fit (e.g., soft skills such as communication, planning, interpersonal, leadership, time management, teamwork) for the position or organizational role.
        c) Using ePortfolios to ensure the candidate pool for the vacancy was well qualified for the position.

6. Additional Information.

Reporting tools and other resources are located on the ePortfolio Pilot MilSuite page at https://www.milsuite.mil/book/groups/eportfolio-pilot/.

Appendix
List of Technical Positions for Pilot Program

Position Title	Occupational Series	GS or Equivalent Grade(s)
Position Category: Artificial Intelligence (AI)		
AI Engineer	801, 1550	12 -15
Data Science, Data Scientist/AI	301, 1515, 2210	12, 13, 14, 15
Data Engineer	801, 1550	12, 13
Data Scientist (AI Scientist)	854, 1550	14
Engineer/Scientist	854, 1550	5, 7 and 12, 13
Engineer/Scientist	801, 1550	12 - 15
Human-Centered Design/User Experience	801, 1550	12, 13
It Specialist	2210	7 - 15
Product Manager	801, 1550	12 - 15
Product Manager	301	14, 15
Product Manager	2210	12 - 15
Scientist	1515, 1520, 1529, 1550	5, 7 and 12, 13
Software Developer	2210	7 - 15
Software Developer (Interdisciplinary)	854, 1550	14
Software Developer/Engineer	301, 801	14, 15
Software Developer/Engineer	801, 2210	13 - 15
Software Development, Director of Design	301, 2210	15
Software Engineer	854	9 - 15
Software Engineer	854, 1550	12 - 15
Test & Evaluation	854, 1550	15
User Experience	854, 1550	14
UX Designer	301	14, 15
UX/UI Designer	2210	12, 13
Position Category: Data Science		
Computer Scientist	1550	13
Data Engineer	801, 1550	12, 13
Data Engineer	2210	12, 13
Data Science	1550, 2210	12 - 14
Data Science, Data Scientist	301, 2210, 1515	12 -14
Data Scientist	301	14 -15
Data Scientist	1515, 1520, 1530, 1550	9 -15
Data Scientist (AI Scientist)	854, 1550	14
Data Scientist (AI)	301	14, 15
Engineer (Front end, back end, security, cloud, network)	301, 801	14, 15
Engineer/Scientist	854, 1550	5, 7 and 12, 13
Human-Centered Design/User Experience	801, 1550	12, 13

IT Specialist	2210	7 - 15
Product Manager	801, 1550	12 - 15
Product Manager	301	14, 15
Product Manager	2210	12 - 15
Scientist	1515, 1520, 1529, 1550	5, 7 and 12, 13
Software Developer	2210	7 - 15
Software Developer/Engineer	301, 801	14, 15
Software Developer/Engineer	801, 2210	13 - 15
Software Engineers	854	9 - 15
Software Engineer	854, 1550	12 - 15
Systems Engineer	801	12, 13
Test & Evaluation	854, 1550	15
UX Designer	301	14, 15
UX/UI Designer	2210	12, 13
Position Category: Software Development		
Data Engineer	801, 1550	12, 13
Data Scientist	301	14, 15
DevSecOps Engineer/Developer	301, 801, 2210	12 - 15
Engineer (front end, back end, security, cloud, network)	301, 801	14, 15
Engineer/Scientist	854, 1550	5, 7 and 12, 13
IT Specialist	2210	7 - 15
IT Specialist (APPSW) (Software Development)	2210	5, 7 and 11, 12
Product Manager	301	14, 15
Product Manager	801, 1550	12 - 15
Product Manager	301, 2210	12 - 14
Product Manager	2210	12 - 15
Scientist	1515, 1520, 1529, 1550	5, 7 and 12, 13
Software Developer	2210	7 - 15
Software Developer, (APPSW)	2210	12 -15
Software Developer (Interdisciplinary)	854, 1550	14
Software Developer/Engineer	301, 801	14, 15
Software Developer/Engineer	801, 2210	13 - 15
Software Development, Engineer/Software Developer	301, 801, 2210	13 - 15
Software Engineer	854, 1550	12 -15
Systems Engineer	801	12 - 15
Test & Evaluation	854, 1550	15
UX Designer	301	14, 15
UX/UI Designer	301, 2210	12 - 14