

OCHR FACTSHEET

HRO Preparation: Transition of Overseas US Local Hire Work to OCHR Operations Centers

Issued: 24 March 2016

HR OPERATIONS

This Fact Sheet:

- Explains current model and decision to transition overseas US local hire work
- Highlights noticeable changes at the overseas HRO
- Identifies benefits resulting from transition of work
- Provides stakeholders with pre transitional planning topics to address locally

Background

In the current overseas Human Resources (HR) service delivery model, locally recruited positions require applicants to search for and submit applications to their local Human Resources Office (HRO). However, worldwide recruitments are recruited, by law, using USAJOBS. Inconsistent application processes makes the hiring process confusing to the applicant and the lack of automation puts the Department of the Navy (DON) at a disadvantage when responding to audits and assessments. As a result, DON has made the decision to move all US local hire recruitment work to the OCHR Operations Centers currently servicing overseas Navy and USMC customers, i.e., OCHR San Diego and OCHR Stennis.

When will this Transition take place?

Throughout second quarter Fiscal Year (FY)16, a transition plan to move the subject work will be implemented. The DON will ensure an orderly and transparent process to implement this change. Implementation of this new process is to occur no later than **31 March 2016**. OCHR will provide additional policy, process guidance and communication to both HROs and Commands to assist with the transition of work and any new business processes.

What Noticeable Changes will take place at the Overseas HRO?

- HRO will no longer use a manual process to recruit US positions locally.
- Case files will be managed electronically at OCHR Operations Center.
- Local recruitment will be conducted in the same manner as the Continental United States (CONUS) recruitment.
- Local Job Opportunity Announcements (JOA) will be centrally posted on USAJOBS.
- One method of assessment and referral of candidates will be used, i.e. USA Staffing.

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What Doesn't Change at the HRO level?

- The application of military spouse and family member preference for eligible applicants overseas does not change.
- HRO will continue to carry on with their mission to provide strategic HR advisory services to their customers and those seeking overseas employment.
- All overseas recruitment actions will continue to be processed by the current servicing OCHR Operations Center.
- No HR Information Technology (IT) system changes are required.

Next Steps - HRO Preparation

- Begin planning any marketing changes regarding the new location of job opportunity announcement (JOA) postings and new application procedures that are used in the local area to target applicants and Commands. For example, publish articles in Base newspapers or post flyers in Family Service Centers, etc.
- Work with Commands to identify upcoming recruitments that may need additional preparation on the part of the hiring manager including the development of assessment questionnaires and/or use of new procedures.
- Work with Commands on current crediting plans for positions impacted that need to be converted to assessment questionnaires.
- Assess the training needs of the local HRO staff to determine if any essential practitioner training is needed.
- Assess the training needs of Commands to determine if any essential Hiring Manager training is needed.
- Assess current workload and determine what needs to be finalized at the HRO level prior to transition date. No partially completed case files or actions are to move to the OCHR Operations Center for completion.
- Provide any updated HRO point of contact information that may change as a result of the transition.

Where to Find Additional Information

- URL for Applicants is <http://www.secnav.navy.mil/donhr/Pages/Default.aspx>
- URL for HRO and Hiring Managers is available on the Hiring Manager Toolkit at <https://portal.secnav.navy.mil/orgs/MRA/DONHR/Recruitment/Pages/Hiring-Manager-Toolkit.aspx>

Still Need Assistance?

For additional questions on HRO Preparation: Transition of Overseas US Local Hire Work to OCHR Operations Centers, email the DON HR FAQ box at DONhrfaq@navy.mil.

Frequently Asked Questions

Q. Overseas Human Resources Offices (HROs) receive a lot of walk-in customers seeking federal positions. Will this change as a result of this transition?

A. Yes. Since all job opportunity announcements will be posted on USAJOBS there should be a reduction in the walk-in customers you get on a regular basis. Employees can visit USAJOBS at any time to search for specific positions and/or duty locations. They can also set up job alerts to notify them of new positions and even apply online without having to come to the HRO.

Q. Have HRO/OCHR Operations Center functions (who does what) been defined and finalized, or are they open for discussion? Where can we find the latest reference to the HRO/OCHR functional split?

A. Functional alignments are already defined, and the service delivery model approved by the Under Secretary of the Navy includes HRO and OCHR Ops Center functions. This transition of work simply changes the execution methodology of local US hires from manual to electronic using the same tools currently used for CONUS and the recruitment of overseas US positions via CONUS, i.e. USAJOBS and USA Staffing.

Q. If we post an announcement locally prior to 31 March 2016, will we issue the referral lists and complete the selection process manually?

A. Yes. HRO's will complete the selection process for all announcements posted locally. RPA's routed to OCHR on or after 31 March 2016 will be announced on USAJOBS.

Q. What about recruitment case files in progress on 31 March 2016?

A. There may be some overlap during the transition since an HRO may have posted announcements that are still open as of 31 March 2016. HRO are expected to complete any in-progress recruitment and retain the file at their level.

Q. Does the HRO need to send manual recruitment case files to OCHR Ops Center?

A. No. HRO's will maintain case files for recruitments completed manually in the event of an audit.

Still have questions?

For additional questions on the transition of overseas local US hire recruitments, email the DON OCHR at DONhrfaq@navy.mil

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OCHR welcomes your comments and suggestions on the quality and usefulness of this document. Your input is an important part of the revision process. If you have comments or suggestions for improvement, please send them to us via the DON HR FAQ box at DONhrfaq@navy.mil.



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