

OCHR FACTSHEET

Recruitment for Overseas DON Civilian Positions

Issued: 24 March 2016

HR OPERATIONS

This Fact Sheet:

- Provides the new process overview
- Identifies what steps equate to a business process change
- Outlines the collaborative roles and responsibilities of the overseas hiring process.

Background

In order to effectively recruit for overseas Navy and United States Marine Corps civilian appropriated fund positions, we must establish continuity in the expectations of applicant procedures and recruiting methods. Therefore, the Department of the Navy (DON) has determined the need to streamline all overseas hiring procedures in compliance with the Presidential Hiring Reform Initiative by aligning them under the present USAJOBS recruitment tool effective as of **31 March 2016**.

Impact to Hiring Managers

The Human Resources Offices (HROs), Outside the Continental United States (OCONUS) will continue to provide strategic Human Resources (HR) advisory services to the Command hiring managers in the initial planning and development stages of job functions and key requirements.

To better assist Hiring Managers and HR professionals, OCHR has outlined the following changes in the overseas recruitment process.

- OCHR Operations (Ops) Centers will establish the competencies and associated Assessment Questionnaires (AQs) criteria for all overseas recruitments in direct coordination with Command Hiring Managers.
- OCHR Ops Center will post all DON job announcements centrally to USAJOBS. HROs will no longer create separate job announcements for Local Hire recruitments.
- HROs and Hiring Managers will no longer accept electronic or hard copy resumes directly from applicants for the purpose of applying for or seeking advanced consideration for an overseas position. Applicants will be advised they are required to apply for and submit any requested supporting documentation through USAJOBS.
- OCHR Ops Centers will assume all responsibility for evaluating candidates against the Office of Personnel Management authorized Qualification Standards and rate candidates work experience against the approved AQ criteria.
- OCHR Ops Center referrals will be issued in accordance with established policy. HROs will no longer rate candidates nor prepare/issue referral certificates.
- Hiring Managers will receive all referrals from the servicing OCHR Ops Center in accordance with the established USA Staffing policy. HROs can continue to receive access to the referrals for viewing purposes.

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Frequently Asked Questions (FAQs)

Q. What happens if an applicant wants to provide a hard copy of their resume to the servicing HRO to keep on file for future vacancies or even to apply for a job?

A1. For Local Hire Announcements posted *prior to 31 March 2016*, applicants will continue to submit their resume to the HRO under the former process.

A2. For Local Hire Announcements posted *beginning on 31 March 2016 forward*, applicants will be redirected to USAJOBS where they can "store" their application and supporting documents. Also, they should be encouraged to create a "search engine" in USAJOBS to notify them when a particular vacancy they may be interested in becomes available.

Q. What referral lists can a hiring manager expect on or after 31 March 2016?

A. Hiring managers will receive electronic certificates via USA Staffing Selection Manager from the OCHR Ops Centers versus typed hard copy referrals from the HRO. There are several types of referral certificates, each one dependent upon the area of consideration and the types of candidates referred.

Q. Will there be separate announcements for Merit Promotion and Delegated Examining hiring authorities?

A. Yes. One announcement will cover recruitments for merit promotion candidates. A separate announcement will be used for delegated examining and will adhere to the provisions in the most recent version of the Office of Personnel Management Delegated Examining Operations Handbook.

Q. How will a hiring manager's ability to recruit for a local hire be impacted?

A. It will expand the hiring manager's ability to reach all available and interested candidates in the local area by streamlining the local hire recruitment process.

Still Need Assistance?

For additional questions on applying for Navy civilian positions in overseas areas, email the DON OCHR at DONhrfaq@navy.mil

Send Us Your Feedback

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.

