

# OCHR FACTSHEET

## Local Hire Transition Timeline and Workflow for Overseas DON Civilian Positions

*Issued: 24 March 2016*

### TRANSITION HIGHLIGHTS

- Identifies work remaining or transitioning
- Documents the designated parties completing the work
- Defines when and how pipeline actions are to be handled.

### Background

In March 2016, the Department of the Navy (DON) will implement a new local US hire recruitment delivery model for civilian appropriated fund positions. By realigning local US hire recruitment procedures from the overseas Command Human Resources Offices (HROs) to the servicing Office of Civilian Human Resources (OCHR) Operations (Ops) Centers it provides process, assessment and audit continuity across the DON Enterprise.

### US Local Hire Work Transition

In preparation for the transition of overseas U.S. Local Hire recruitment efforts to the OCHR Ops Centers, the process will involve several steps. The transitional steps are outlined below.

- All Request for Personnel Action (RPAs) for which recruitment has not begun prior to 31 March 2016 will be routed to the servicing OCHR Ops Center for recruitment.
- Outstanding RPAs for which a job announcement has been posted prior to 31 March 2016, and a certificate of eligibles has not been issued, will remain with the servicing HRO for recruitment completion and retention of records.
- Outstanding RPAs and recruitment case files for which certificates of eligibles has been issued, but no selection has been made, will remain with the servicing HRO for completion and retention of records.

### Still Need Assistance?

For additional questions on applying for Navy civilian positions in overseas areas, email the DON OCHR at [DONhrfaq@navy.mil](mailto: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](mailto:DONhrfaq@navy.mil).

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