



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-1
CIVILIAN HUMAN RESOURCES AGENCY
3330 RARITAN AVENUE
ABERDEEN PROVING GROUND, MD 21005-5200

DAPE-CHP

FEB 26 2014

MEMORANDUM FOR ALL CIVILIAN HUMAN RESOURCES AGENCY (CHRA)
REGIONAL DIRECTORS

SUBJECT: Recruitment for Medical Positions and Medical Cell (Medcell) Procedures,
CHRA Guidance Memorandum (GM) No. ADM-14-CIGM-01

1. This memorandum supersedes CHRA GM No. 05-10, 12 Jul 2010.
2. This memorandum describes the responsibility for external recruitment of Department of the Army civilian medical occupations listed in the enclosure. To promote efficiency and effectiveness, the responsibility for external recruitment for the specified positions for any Command or organization within Army is consolidated at the CHRA North Central (NC) Region, Medcell. The procedures outlined in this memorandum apply to all servicing Civilian Personnel Advisory Centers (CPACs).
 - a. Recruitment for Medical Positions:
 - (1) The Medcell will:
 - (a) Perform all external recruitment undertaken under Office of Personnel Management/Department of Defense (OPM/DoD) Direct Hire Authority, Expedited Hiring Authority or Delegated Examining for the series listed in the enclosure except local national recruitment. The Medcell will recruit for full-time and part-time permanent, temporary and term positions.
 - (b) Inform managers of the existence of candidates available for consideration under direct hire authority for occupations listed in the enclosure.
 - (c) Perform extensive outreach recruitment when there are insufficient direct hire candidates acceptable to the selecting official.
 - (d) Arrange for paid advertising when necessary to attract external candidates using funds provided by the serviced organization or otherwise allocated for approved critical recruitment needs.

DAPE-CHP

SUBJECT: Recruitment for Medical Positions and Medical Cell (Medcell) Procedures, CHRA Guidance Memorandum (GM) No. ADM-14-CIGM-01

(e) Provide Interagency Career Transition Assistance Plan (ICTAP) clearance as requested by CPAC representatives.

(f) Assume expanded recruitment responsibility for special projects and initiatives as requested by the Command and designated by CHRA headquarters (HQs).

(g) Serve as centralized point of contact for receipt and distribution of external recruitment procedures, policies or practices; Medcell will collaborate with Army Command representatives to identify and assess external recruitment issues or develop recruitment plans and procedures, sharing information within CHRA community through the Regional Directors.

(h) Share responsibility with CPACs for Onboarding Manager processes, instructions to be issued separately.

(i) Upon request, recruit for medical occupations using merit promotion announcements when approved by NC Regional Director.

(j) Coordinate any objection/pass over requests from a CPAC with the NC Regional Director.

(k) When only external recruitment is requested, the Medcell will receive the Request for Personnel Action (RPA) from the CPAC upon completion of the position build. Medcell will enter appropriate Portal Event Tracker (PET) codes, requisition Priority Placement Program (PPP) work any PPP matches, and work the recruitment through the point of acceptance of tentative offer, at which time the RPA will be routed back to the CPAC for completion of pre-employment screenings, establishment of Entry On Duty (EOD) and processing. If external recruitment is requested following unsuccessful internal recruitment, the Medcell will receive the RPA and continue as previously described except that the PPP requisition/update will continue to be handled by the CPAC in coordination with Medcell.

(2) The CPACs will:

(a) Market the use of Medcell as the first means to identify direct hire candidates; provide timely feedback to Medcell regarding status of direct hire candidates, e.g. selection, declination, etc; and return any referrals issued by Medcell with appropriate annotations.

DAPE-CHP

SUBJECT: Recruitment for Medical Positions and Medical Cell (Medcell) Procedures, CHRA Guidance Memorandum (GM) No. ADM-14-CIGM-01

(b) Coordinate with the Medcell and submit requests for recruitment in a timely manner to the Medcell for all external recruitment under OPM/DoD Direct Hire Authority, Expedited Hiring Authority or Delegated Examining for the series listed in the enclosure. No announcements of these types will be issued by CPACs.

(c) When management requests only external recruitment, forward the RPA to Medcell immediately upon completion of the position build. The Medcell will enter appropriate PET codes, requisition PPP, work any PPP matches, and work the recruitment through the point of acceptance of tentative offer. Following acceptance of tentative offer, when the Medcell routes the RPA back to the servicing CPAC, the CPAC will ensure pre-employment screenings are completed, coordinate the EOD, and process the personnel action. If the CPAC requests external recruitment following unsuccessful internal recruitment, the RPA will be routed to Medcell, documented to show that internal recruitment has ceased and external recruitment is needed. The CPAC will continue to work the PPP requisition process in coordination with Medcell and will receive the RPA back upon acceptance of tentative offer to complete the pre-employment screenings, arrange EOD and process the action. When internal and external recruitment are underway simultaneous, the CPAC will retain the RPA and will request Medcell recruitment by submission of the electronic Standard Form 39.

(d) Forward all requests for objection/pass over to Medcell for approval by the NC Regional Director and for transmittal to OPM for approval as appropriate.

(e) Upload all locally developed case file documents into the Medcell USA Staffing case file as prescribed by CHRA GM No. 690-335-13-GM-01, e.g. PPP/RPL documentation, supplemental recruitment documents.

(f) Share responsibility with the Medcell for On-boarding Manager processes, instructions to be issued separately.

(g) Recruit for medical occupations using merit promotion announcements for serviced organization unless special arrangements have been made for Medcell involvement.

(h) Arrange for consideration of candidates who have status or who are eligible for appointment under the Veterans Recruitment Appointment Authority (VRA), the Veterans Employment Opportunity Act (VEOA), or other appointing authorities, using the appropriate competitive or non-competitive placement method. For example, a merit promotion announcement must be issued to consider VEOA candidates or status

DAPE-CHP

SUBJECT: Recruitment for Medical Positions and Medical Cell (Medcell) Procedures, CHRA Guidance Memorandum (GM) No. ADM-14-CIGM-01

candidates competing for promotion; VRA candidates may be referred non-competitively.

b. Workforce Planning Tool:

(1) In collaboration with the Command, the Medcell will develop occupational questionnaires for standardized position descriptions for the series listed in the enclosure and upload to Workforce Planning Tool (WPT).

(2) CPACs will develop occupational questionnaires for non-standardized position descriptions for the series listed in the enclosure and upload to WPT.

(3) Any issues related to occupational questionnaires or established recruitment procedures will be coordinated between CPAC and Medcell Chiefs. Policy and unresolved issues will be raised to the appropriate regional staffing proponents and to CHRA HQs if necessary.

c. Participation in Job Fairs:

(1) Participation in job fairs to recruit candidates for medical positions covered by the Medcell will be coordinated and led by the Medcell. Participation in locally sponsored, non-Army job fairs is at the discretion of the CPAC. The CPAC will advise the Medcell of any plans to participate in a non-Army medical job fair.

(2) Medcell or CPAC recruiters who attend the job fair are recruiting for Department of the Army candidates. Candidates will be referred to the Medcell or CPAC, as appropriate, regardless of who is recruiting. Recruiters who attend job fairs will keep track of the number of valid applications received as a result of the job fair and the resumes of any candidates not immediately selected will be provided to the Medcell.

3. Questions can be directed to your regional staffing proponent.



BARBARA P. PANTHER
Director, Civilian Human Resources Agency

Encl

MEDCELL External Recruitment

OPM Direct Hire Authority, Expedited Hiring Authority or Delegated Examining

- 180 Psychologist
- 181 Psychology Technician
- 185 Social Worker
- 186 Social Service Assistant
- 601 Chiropractor and Cytotechnologist only
- 602 Physicians and Medical Officer
- 603 Physician Assistant
- 610 Registered Nurse
- 620 Licensed Practical Nurse
- 621 Nursing Assistant
- 630 Dietitian/Nutritionist
- 631 Occupational Therapist
- 633 Physical Therapist
- 636 Rehabilitation Therapy Assistant
- ~~640 EMT and Paramedic only (removed from list effective 3/2/15)~~
- ~~642 Nuclear Medicine Technician (removed from list effective 3/2/15)~~
- 644 Medical Technologist
- ~~645 Medical Technician (removed from list effective 3/2/15)~~
- 647 Diagnostic Radiologic Technologist
- ~~648 Therapeutic Radiologic Technician (removed from list effective 3/2/15)~~
- ~~649 Medical Instrument Technician (removed from list effective 3/2/15)~~
- 651 Respiratory Therapist
- 660 Pharmacist
- 661 Pharmacy Technician
- 662 Optometrist
- 665 Audiologist/Speech Pathologist
- 667 Orthotist/Prosthetist
- 668 Podiatrist
- ~~669 Medical Records Administrator (removed from list effective 3/2/15)~~
- 671 Health System Specialist (IDES only effective 3/2/15)
- ~~675 Medical Records Technician (removed from list effective 3/2/15)~~
- 680 Dentist and Dental Officer
- 681 Dental Assistant
- 682 Dental Hygienist
- 683 Dental Laboratory Technician
- ~~690 Industrial Hygienist (removed from list effective 3/2/15)~~
- 701 Veterinarian
- ~~858 Bio Engineer (removed from list effective 3/2/15)~~