

U.S. Army Medical Command



Civilian Nurse Program Information

Prepared by the MEDCOM
Office of Equal Employment Opportunity
(EEO) Programs
DSN 471-8170

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Civilian Nurse Program

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 - 1. Memo signed by MEDCOM CofS, dated 27 Dec 01
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- E. Delegation of Authority for Civilian Academic Degree Training (dated 27 Nov 01) with enclosures:
 - 1. Memo signed by MEDCOM CofS, dated 27 Nov 01
 - 2. DA Memo dated 26 Oct 01
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- F. Civilian Nurse Tuition Assistance Program (information from the MEDCOM FY 00 Affirmative Employment Program Plan)
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TAB A

Civilian Nurse and Medical Training Programs and Incentives
(message dated 11 Jun 01)

Trimble, Delia Ms MEDCOM HQ

From: Gray, Joe Mr MEDCOM HQ
Sent: Monday, June 11, 2001 3:24 PM
To: Barrow, Ruth M WRAMC-Wash DC; Gibson, Randy L Mr GARRISON-FSHTX; Dick, Carol E Ms USAG; Becker, John A COL MEDCOM HQ; Campbell, Larry E COL OTSG; Foxhall, Roger W COL MEDCOM HQ; Jamison, Dian S Ms MEDCOM HQ; Jelonek, Linda S LTC MEDCOM HQ; Kimes, Howard M COL MEDCOM HQ; Kirk, William C COL MEDCOM HQ; Kissane, Jonathan M COL OTSG; McCrady, David B COL MEDCOM HQ; Phurrough, Steve E COL MEDCOM HQ; Semarge, Thomas J COL OTSG; Thompson, Rohm V Mr MEDCOM HQ; Thresher, William H COL OTSG; Trimble, Delia Ms MEDCOM HQ; Whisenant, Larry K Mr MEDCOM HQ; Williams, Debra B Ms OTSG; Bester, William T BG OTSG; Biggerstaff, Douglas A COL GARRISON-FSHTX; Blakely, Frank E COL AMEDDCS; Briggs, Lee W COL TAMC; Brown, John H COL WRAMC-Wash DC; Broyles, Thomas E COL NARMC-Wash DC; Burgess, Scott A LTC GPRMC; Chambers, William R COL USACHPPM; Cook, Michael R MAJ MAMC; Davies, Jeffrey W COL USAMRMC; Fabricius, Georg LRMC; Foley, Brian P COL WRAMC-Wash DC; Greenwood, Jim R COL USAG; Gustke, Deborah A COL GARRISON-FSHTX; Hanf, Darrell J LTC EAMC; Harris, Karl K COL MEDCOM HQ; Horning, Leonard B LTC (ERMC); Lively, Lafon; Michaels, Paul G LTC HCAA; Novak, William R LTC USAMISSA; Phillips, Peggy C Ms USACHPPM; Rivera, Margaret COL MAMC; Sanchez, Ramon M COL ERMC; Sanders, Jimmy COL EAMC; Sly, Leonard J COL GPRMC; Treiber, Randal COL WRAMC-Wash DC; Weatherington, Lisa D COL NARMC-Wash DC
Cc: Geppert, Larry M Mr MEDCOM HQ; Quick, Nancy F Ms MEDCOM HQ; Grayson, Dorothy H Ms MEDCOM HQ; Hinson, Darrick R Mr MEDCOM HQ; Abbey, Susan G Ms AMEDDCS; Ackley, Karin H Ms CHPPMEUR; Black, Vicki; Burris, Linda J WBAMC; Caldwell, B Diane; Clark, Louise A Ms WACH; Day, Diane DHCS-FT Belvoir; Finstad, Carmen M Ms TAMC; Franciosi, Penny A KACH-West Point; Freeman, Judith W (Judy); Garrett, Ronna L WAMC-Ft Bragg; Gotham, Barbara L GAHC-Ft Drum; Hammer, Larry MAHC; Hines, Yvette M Ms OTSG; Howard, Rhoda L MAJ BACH-Ft Wainwright; Huguley, Rhonda M; Jagers, Harriet L MACH-Ft Eustis; Jones-Lugo, Renee LTC DACH-Ft Hood; Jonietz, Jeanette M BAMC-Ft Sam Houston; Kallenberger, Dianna L Ms IACH; Kaminer, Carol BMACH-Ft Benning; Kelley, Kathryn H; Lee, Cathy B Ms LJAHC; Lewis, Clementine Ms DACH-Ft Hood; Lloyd, Norma; Mills, Diane L WRAIR-Wash DC; Montanye, Janie F KAHC-Ft Lee; Moore, Datonia M KACC-Ft Meade; Neeley, Inez B Mrs GLWACH; Nelson, Mary M Ms NW-WACH; Nierwienski, Tina M Ms KUSAHC-APG; Orr, Liz R RWBAHC RMD; Padgett, Janie IACH-Ft Knox; Porter, Chris PAHC-Ft Monmouth; Roberts, Christi L Ms USAMRMC; Schmitt, Joachim H Mr USAMMCE; Schupay, John S WRAMC-Wash DC; Stoner, Paula J Ms EACH; Thomason, Judy K BACH; Vanderpool, Louise M CMDHQ; Wagnon, Kay BJACH; Wagstaff, Ginger I RAHC-Ft Myer; Whitcomb, James P LTC USAMH; Williams, Homer E RACH-FtSill; Witt, Mary; Zills, Judy T; Anderson, Larry Mr GPRMC; Barbara Summers; Fine, Sonny; fletcher, nora; Goshorn, G; Katt, R; Michaels, Marilyn; Mitchell, Maurice; Norris, C; Norris, Robbie; Pearson, Pat; potter,C; Rozmiarek, Joe; Scales, Y; Sholar, Lisa; Tonic,w; Velez, L; Woolsey, Greg; Eady, Charlotte; Hansohn, Jeannie; Helmer, David; Hermann, Dennis; Lander, Janice; Matthews, DJ; Shea, Pat; Skates, Nancy
Subject: CPD Guidance- Civilian Nurse and Medical Training Programs and Incentives

11 June 2001

MEDCOM GUIDANCE FOR MEDCOM COMMANDERS, SENIOR MANAGERS, SERVICING CPACS AND CIVILIAN PERSONNEL LIAISON OFFICES

SUBJECT: Civilian Nurse and Medical Training Programs and Incentives

1. Is there currently a civilian personnel career intern program for medical occupation?

Officially, there is no current Army Career Program for medical occupations like there are for other occupations, e.g., Civilian Human Resource

Management, Comptroller, Safety Management, Engineers and Scientists, Information Management, etc.

However, The Student Career Experience Program (SCEP) offers the opportunity to hire students in many occupational groups, alternate periods of work and formal education, and non-competitively convert the graduated students into permanent civil service positions. Under this program, the students combine periods of schooling with periods of career-related work. At the conclusion of the educational requirements and a specified number of career-related work hours, the students are non-competitively appointed to full-time permanent positions in the Federal service. Madigan Army Medical Center (MAMC) has recently started using this authority to recruit for RNs. It currently has two students participating in this program. CPD previously sent out information regarding this program to the field. The program is open to all occupations with qualifying educational requirements. Under this program, entry-level positions may be established at the GS-02, 03, or 04 levels, depending upon the amount of education the student has completed when entering the program. At MAMC, management had several nursing vacancies and chose to restructure two vacancies to the GS-04 level with a target grade of GS-05 and a promotion potential to GS-10. As nurse trainees, the selectees were placed in the GS-699 series and will be converted non-competitively to GS-610-05 when they complete all requirements of the program.

2. Do we anticipate a formal career program for medical occupations in the future?

No, because Army establishes career programs for occupations that exist throughout Army, in all major commands. Medical occupations do not meet the criteria.

However, Army does recognize Career Field Number 53, Medical. The AMEDD Personnel Proponency Office (APPD) manages this career field and is developing Army Civilian Training, Education, and Development (ACTEDS) Plans for medical and medically-related positions. These plans provide guidance on Army-wide training and developmental requirements for one to follow in order to progress from the "intern level" to the SES level. At present, neither Army nor MEDCOM provides central funding to support the plans.

To date, APPD has developed plans for Health Systems Specialists/Administrators; Industrial Hygienists; Medical Records Administrators, and several Registered Nurse occupations. It is finalizing plans for additional nurse specialties and Psychologists.

3. If one wishes to expand the definition of "intern" to include any employee that enters the workforce with an expectation of specific training and development and career progression to a target grade, are there other "intern" opportunities available?

Yes, there are other options available even though we have no formal career intern program. Such options include:

- a. Accelerated Registered Nurse (RN) Training Program. Currently,

some of our MTFs employ RNs under an accelerated training program that combines satisfactory completion of a training plan with promotion from GS-5 to GS-9 in one year. Currently, these plans are developed locally on an individual basis. However, the Civilian Personnel Division, working with head nurses throughout MEDCOM, has developed an umbrella plan for Office of Personnel Management (OPM) approved that would achieve MEDCOM-wide approval to use this program. The plan is currently enroute to BG Bester for signature.

b. **Upward Mobility Training Program.** This program enables an organization to structure a position at a lower grade level, usually in a non-professional occupational series, with non-competitive promotion potential to a higher grade. For example, the U.S. Army Dental Command is establishing an Upward Mobility Training program to train GS-4 Dental Assistants for progression to GS-5 or GS-6 Expanded Dental Assistant positions. Current employees would compete to attend a 1-year program of formal and on-the-job training designed to equip them to perform as a Dental Assistant (Expanded Function).

4 Is money available for civilian medical training?

Currently, local commanders fund from such training from local budgets. The Civilian Personnel Division has sent an Unfinanced Requirement (UFR) in the amount of \$120,000 to ACSRM to support the Civilian Nurse Tuition Assistance Program during FY 01. To date this UFR has not been funded. In the past, this program has enabled a significant number of MEDCOM licensed practical nurses and nurse's aides to complete educational requirements to become registered nurses. In return, the student signs a training agreement to remain in federal service for a time three times the length of the training. The MEDCOM retention rate with such "home grown" nurses is high.

5. What other incentives are available to attract and retain civilian medical personnel?

The following pay and other incentives are currently available for use by MEDCOM activities to attract and retain qualified medical personnel:

a. **Relocation Bonus.** A relocation bonus of up to 25% of base salary may be paid to current Federal employees. These bonuses require service agreements and are paid in lump sum.

b. **Recruitment Bonus.** A recruitment bonus of up to 25% base salary may be paid to "newly appointed" employees. These bonuses also require a service agreement and are paid in lump sum.

c. **Retention Allowance.** A retention allowance of up to 25% base salary may be paid to current Federal employees based on unique qualifications, need of the agency, and when the agency determines that the employee would likely leave Federal service without the allowance. Use of this authority requires the activity to document in writing the extent to which the employee's departure would affect the activity's ability to perform a function that is essential to it's mission. It should also address the success of recent efforts to recruit candidates with similar

qualifications and availability of candidates in the labor market. This allowance is calculated as a percentage of employee base pay and is included in the employee's regular bi-weekly paycheck.

d. **Special Salary Rates.** Special Salary Rates approved under the Department of Defense Title 38 expedited procedures, or Special Salary Rates approved by the Office of Personnel Management, may be paid to covered occupations in certain geographic areas or locations. Currently, Civilian Personnel Advisory Centers support our medical activities by submitting requests for special pay rates to the appropriate approving authority.

e. **Advanced In-Hire Rates.** Appointments of new employees may be made at advanced in-hire salary rates based upon superior qualifications or special mission needs. New General Schedule employees may be paid up to step 10 of their grade. The advanced salary rate must be offered with the first appointment into Federal service; or with subsequent appointments after a break in Federal service of at least 90 days.

f. **Physician Comparability Allowances.** Commanders may authorize Physician Comparability Allowances for physicians and dentists, except for recently resigned or retired military members. The maximum amount payable is up to \$14,000 per annum for physicians/dentists with 24 months or less of civilian service, and up to \$30,000 for other physicians/dentists. One or two year service agreements are required and the length of the service requirement impacts the amount payable. In addition, payable amounts depend upon grade level, patient care responsibilities, board certification requirements, and what is actually negotiated with the physician/dentist. The allowance paid is intended to be the minimum necessary to deal with recruitment or retention problem. These allowances are paid in the same manner as regular pay.

g. **Premium Pay.** When appropriate, MEDCOM may pay premium pay, to include overtime compensation (pay or compensatory time off), annual premium pay for standby duty, Sunday pay, holiday pay, night pay, and hazardous duty pay.

i. **Federal Employee Benefits.** Federal employees enjoy the benefits of the Federal Employee Retirement System (FERS), health insurance, life insurance, periodic within-grade step increases, cost of living adjustments, 13-26 days of annual leave, 13 days of sick leave, and 10 paid holidays.

6. Are there any other incentives for ex-military members?

Yes, ex-military members are a valuable recruitment source because of both their medical and Army experience. In addition to those described above, incentives for ex-military members include the following:

a. In accordance with Section 5534a of Title 5 U.S. Code, military members can apply for civil service positions while still on active duty. In fact, they may actually begin working while on terminal leave prior to separation under honorable conditions. They would be entitled to receive the pay of the civilian position in addition to pay and allowances from the

uniformed service for any unexpired portion of their military terminal leave.

b. The compensation reductions for military retirees were eliminated in October 1999. This means that ex-Army officers and enlisted personnel may now collect their full military retirement. In addition, they can collect full civilian pay and allowances up to the annual statutory maximum for Executive Level I (currently \$161,200 per year).

c. Veterans appointments are special appointing authorities for veterans under the Veteran Employment Opportunity Act (VEOA) and the Veteran's Readjustment Act (VRA). VRA is a non-competitive hiring authority that allows activities to hire eligible veterans without competing the vacancy. VEOA allows Army activities to hire veterans, who have separated from the armed forces under honorable conditions after 3 or more years of continuous military service, to apply for jobs if it is seeking candidates from outside its own activity through merit promotion or open continuous announcements. Applicants will find further information about veteran's appointments in CPOC and Medical Cell vacancy announcements.

Dian S. Jamison
Civilian Personnel Director

TAB B

Student Educational Employment Program: the Student Career
Experience Program (formerly the Student Co-op Program)
(Re: 5 CFR, Part 213.3202(b), revised 1 Jan 2001)
Also, DA Memo dated 30 Jan 02

January 30, 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Civilian Training, Education, and Development System
(ACTEDS) Intern Hiring Freeze

The past fiscal year demonstrated exceptional efforts by the North Central Civilian Personnel Operations Center (NC CPOC), Career Program Functional Chief Representatives, and commands in bringing 715 new interns on board.

In FY02, the program is funded at \$50.4 million in support of 950 intern work years. While we will execute the 950 intern work years allocated, we will have a \$7 million unfunded requirement due to work year under-funding, i.e., the programmed work year cost for FY02 is \$53,000 and the projected actual cost is \$60,000. Thus, it is with regret that I impose an immediate hiring-freeze on ACTEDS interns, including the conversion of Student Career Experience Program participants and Presidential Management Interns, in order to sustain salaries and benefits of those currently on-board. On January 25, 2002, I notified the NC CPOC to immediately stop any new commitments. I plan to honor commitments made prior to that date and ask that they be effected toward the end of this fiscal year. I also ask that in-as-much as practicable, you reassign ACTEDS interns to local rolls in order to reduce the cumulative ACTEDS unfunded requirement of more than \$7 million.

I appreciate your cooperation in this matter. I am fully aware of the potential impact this hiring freeze may have on the future years. I have asked my staff for a brief analysis to determine future hiring capabilities, yielding to end-strength numbers and available funding to ensure exponential execution of the program. The enclosed spreadsheet indicates projected hires for FY03 and out. Army will continue to keep its presence at minority college career fairs and other events in support of future hiring.

// SIGNED BY //

David L. Snyder
Deputy Assistant Secretary
(Civilian Personnel Policy)

Enclosure

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Student Educational Employment Program

The Student Educational Employment Program combines all student hiring authorities into two components and two appointing authorities. It has two major programs:

1. the Student Career Experience Program, and
2. the Student Temporary Employment Program.

See 5 C.F.R. §213.3202(a) and (b) (1997).

Student Career Experience Program

In the Student Career Experience Program students are hired to work in their academic field such as computer programming. They are eligible for a noncompetitive conversion to a permanent Federal position upon completion of their academic course work. Agencies may use *5 U.S.C. Chapter 41 and 5 C.F.R. part 410* authorities to pay for all or part of the following expenses:

1. tuition and matriculation fees,
2. library and laboratory services,
3. materials and supplies,
4. books (purchase or rental), and
5. other services directly related to training, including travel and transportation expenses from duty stations and schools and between work experiences and study. *See 5 U.S.C. §4109 (a)(2) (B) (1997).**

Such training is subject to the prohibition on paying for academic degrees found in *5 U.S.C. §4107 (1997)*.

A Federal agency may require a student to sign a continued service agreement to continue employment in the Federal agency for a specified period of time before accepting tuition assistance from the agency. Service in a non-pay status is not counted toward completion of the obligation unless it is at the convenience of the agency. *See 5 U.S.C. §4108 (1997).**

Since a student under the Student Career Experience Program is eligible to be noncompetitively converted to permanent status within 120 days of completion of their academic program, the student is responsible for ensuring that he or she completes all requirements for the position, including mandatory certification, prior to the end of the 120-day conversion period.

Student Temporary Employment Program

With the Student Temporary Employment Program, a manager may appoint students on a temporary basis to jobs that may or may not be related to the student's academic field. The intent is to provide maximum flexibility and opportunity to agencies and students that will meet varying needs on a short-term basis. An agency may use its training authority to pay for all or part of the student's job-related training expenses.

Training Law and Veteran's Educational Assistance

Under *38 U.S.C. §3681 (1997)*, veterans' educational assistance cannot be used to pay for training when an employee is attending training paid for under training law. This statute ensures that multiple payment is not made for the same training activity. For example, a Federal agency providing training under training law to a student appointed under *5 C.F.R. §213.3202 (1997)* authority, who is also receiving veterans' educational assistance, must ensure that agency assistance is not provided for the same training. .

This also applies to Federal fellowships, scholarships, and grants. Such a determination is necessary to protect the Government's financial interest.

An employee would not be prohibited by *38 U.S.C. §3681 (1997)* from having one training course paid for under training law and another course taken concurrently which is paid for under the law governing veterans' educational assistance allowances. For example, an employee could receive training in computer programming under training law during duty hours while receiving an allowance from the Department of Veterans Affairs for college instruction in business administration after hours during the same academic term. The computer programming course, however, cannot be a part of the same program of study for which the employee is receiving veterans' educational assistance.

*This link is to the 1996 version of the document. To search for more recent updates select "Update" after following the link.

[Code of Federal Regulations]
[Title 5, Volume 1, Parts 1 to 699]
[Revised as of January 1, 2001]
From the U.S. Government Printing Office via GPO Access
[CITE: 5CFR213.3202]

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TITLE 5--ADMINISTRATIVE PERSONNEL

CHAPTER I--OFFICE OF PERSONNEL MANAGEMENT

PART 213--EXCEPTED SERVICE--Table of Contents

Subpart C--Excepted Schedules

Sec 213.3202 Entire executive civil service

(a) Student Educational Employment Program--Student Temporary Employment Program. (1) Students may be appointed to the Student Temporary Employment Program if they are pursuing any of the following educational programs:

- (i) High school diploma or General Equivalency Diploma (GED);
- (ii) Vocational/Technical certificate;
- (iii) Associate degree;
- (iv) Baccalaureate degree;
- (v) Graduate degree; or
- (vi) Professional degree.

(2) Definition of student: A student is an individual who has been accepted for enrollment, or who is enrolled, as a degree (diploma, certificate, etc.) seeking student in an accredited high school, technical or vocational school, 2-year or 4-year college or university, graduate or professional school. If the student is enrolled, the student must be taking at least a half-time academic/vocational/ or technical course load. The definition of half-time is the definition provided by the school in which the student is enrolled. Students need not be in actual physical attendance, so long as all the other requirements are met. An individual who needs to complete less than the equivalent of half an academic/vocational or technical courseload in the class enrollment period immediately prior to graduating is still considered a student for purposes of this program.

(3) Schedules. Students may work full-time or part-time schedules at any time during the year. There are no limitations on the number of hours a student can work per week, but the student's work schedule should not interfere with the student's academic schedule.

(4) Breaks in program. A break in program is defined as a period of time when a program participant is working but is unable to go to school, or neither attending classes nor working at the agency. Agencies may use their discretion in either approving or denying a break in program.

(5) Employment of minors. Participation in this program must be in conformance with Federal, State, or local laws and standards governing the employment of minors.

(6) Citizenship. Agencies may appoint non-citizens provided that:

- (i) The student is lawfully admitted to the United States as a permanent resident or otherwise authorized to be employed; and
- (ii) The agency is authorized to pay aliens under the annual appropriations act ban and any agency specific enabling and appropriation statutes.

(7) Employment of relatives. In accordance with part 310 of this

chapter, a student may work in the same agency with a relative when there is no direct reporting relationship and the relative is not in a position to influence or control the student's appointment, employment, promotion or advancement within the agency.

(8) Financial need. There is no requirement for students to meet any specific economic/income criteria to be eligible. However, agencies have the option to establish and use financial need as a criteria to select students, if they wish. OPM does not develop or distribute annual economic guidelines for use in determining financial need. An agency wishing to use the Department of Health and Human Services' poverty guidelines may call the Department of Health and Human Services, Office of the Assistant Secretary for Planning and Evaluation.

(9) Training expenses: Observing the prohibitions in 5 U.S.C. 4107, agencies may use their training authority in 5 U.S.C. chapter 41 and 5 CFR part 410 to pay all or part of training expenses directly related to students' official duties.

(10) Appointments. (i) Students are appointed to positions not to exceed 1 year. Appointments under this authority may be extended in one-year increments as long as the individual meets the definition of a student. Agencies may establish minimum academic requirements and on the job performance requirements for continuation in the

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program. Students under this appointment authority are excepted from the limitations under Sec. 213.104.

(ii) The nature of the duties does not have to be related to the student's academic/career goals.

(iii) Students are not eligible for noncompetitive conversion to term, career, or career-conditional appointments. They may be converted to the Student Career Experience Program (refer to paragraph (a)(15) of this section).

(11) Classification. Classification of students is based on the occupational series for which they are hired. Grade level is to be set according to the criteria in the appropriate General Schedule (GS) or wage grade (WG) classification standard.

(12) Qualifications. Students may be evaluated either by agency-developed standards or by the OPM qualification requirements for the position to which appointed. Students are eligible for promotions. Promotions should be documented as a conversion to another excepted appointment, citing the same authority used for the original appointment, and maintaining the original not-to-exceed (NTE) date.

(13) Benefits. (i) Students under this program are eligible for annual and sick leave and are generally ineligible for retirement coverage. Refer to Sec. 831.201 and Sec. 842.105 of this chapter for specific information.

(ii) For rules on health and life insurance coverage refer to Sec. 870.202, Sec. 890.102, and Sec. 890.502 of this chapter.

(14) Reductions-in-Force (RIF). Students are covered by Sec. 351.502 of this chapter for purposes of RIF. Students, provided they have completed at least 1 year of current continuous service, are in excepted service Tenure Group III.

(15) Conversion to Student Career Experience Program. (i) Students may be noncompetitively converted to the Student Career Experience Program whenever they meet the requirements of that program and the agency has an appropriate position available.

(ii) Work experience related to the student's academic program and career goals, gained while under the Student Temporary Employment Program, may be credited towards the 640 hour work experience necessary for noncompetitive conversion to a term, career, or career-conditional

appointment.

(iii) Conversions are not subject to requirements of subparts C and D of part 302 of this chapter.

(b) Student Educational Employment Program--Student Career Experience Program. (1)(i) Students may be appointed to the Student Career Experience Program if they are pursuing any of the following educational programs:

- (A) High school diploma or General Equivalency Diploma (GED);
- (B) Vocational/Technical certificate;
- (C) Associate degree;
- (D) Baccalaureate degree;
- (E) Graduate degree; or
- (F) Professional degree.

(ii) Student participants in the Harry S. Truman Foundation Scholarship Program under the provision of Public Law 93-842 are eligible for appointments under the Student Career Experience Program.

(2) Definition of student: A student is an individual who has been accepted for enrollment, or who is enrolled, as a degree (diploma, certificate, etc.) seeking student in an accredited high school, technical or vocational school, 2-year or 4-year college or university, graduate or professional school. If the student is enrolled, the student must be taking at least a half-time academic/vocational/ or technical course load. The definition of half-time is the definition provided by the school in which the student is enrolled. Students need not be in actual physical attendance, so long as all the other requirements are met. An individual who needs to complete less than the equivalent of half an academic/vocational or technical courseload in the class enrollment period immediately prior to graduating is still considered a student for purposes of this program.

(3) Schedules. Students may work full-time or part-time schedules at any time during the year. There are no limitations on the number of hours a student can work per week, but the student's work schedule should not interfere with the student's academic schedule.

(4) Breaks in program. A break in program is defined as a period of time when a program participant is working but is unable to go to school, or neither

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attending classes nor working at the agency. Agencies may use their discretion in either approving or denying a break in program.

(5) Employment of minors. Participation in this program must be in conformance with Federal, State, or local laws and standards governing the employment of minors.

(6) Citizenship. (i) Agencies may appoint non-citizens provided that

(A) The student is lawfully admitted to the United States as a permanent resident or otherwise authorized to be employed; and

(B) The agency is authorized to pay aliens under the annual appropriations act ban and any agency specific enabling and appropriation statutes.

(ii) All students must be United States citizens at the time they are noncompetitively converted to a term, career, or career-conditional appointment.

(7) Employment of relatives. In accordance with part 310 of this chapter, a student may work in the same agency with a relative when there is no direct reporting relationship and the relative is not in a position to influence or control the student's appointment, employment, promotion or advancement within the agency.

(8) Financial need. There is no requirement for students to meet any

specific economic/income criteria to be eligible. However, agencies have the option to establish and use financial need as a criteria to select students, if they wish. OPM does not develop or distribute annual economic guidelines for use in determining financial need. An agency wishing to use the Department of Health and Human Services' poverty guidelines may call the Department of Health and Human Services, Office of the Assistant Secretary for Planning and Evaluation.

(9) Training expenses: Observing the prohibitions in 5 U.S.C. 4107, agencies may use their training authority in 5 U.S.C. chapter 41 and 5 CFR part 410 to pay all or part of training expenses directly related to students' official duties.

(10) Appointments. (i) Appointments are subject to all the requirements and conditions governing term, career, or career-conditional employment, including investigation to establish an appointee's qualifications and suitability.

(ii) Appointments of participants who have met all the requirements of the program may be noncompetitively converted to term, career, or career-conditional appointments at any time within 120 days after satisfactory completion of the requirements for his/her diploma, certificate, or degree.

(11) Program requirements for noncompetitive conversion. (i) Students, who are U.S. citizens, may be noncompetitively converted from the Student Career Experience Program to a term, career or career-conditional appointment under Executive Order 12015 (as amended by Executive Order 13024) when students have:

(A) Completed within the preceding 120 days, at an accredited school, course requirements conferring a diploma, certificate, or degree;

(B) Completed at least 640 hours of career-related work (agencies have the option of increasing this requirement for some or all of its occupational fields), before completion of, or concurrently with, the course requirements;

(C) Been recommended by the employing agency in which the career-related work was performed; and

(D) Met the qualification standards for the targeted position to which the student will be appointed.

(ii) Conversions must be to an occupation related to the student's academic training and career related work experience.

(iii) The noncompetitive conversion may be to a position within the same agency or any other agency within the Federal Government.

(iv) Agencies who noncompetitively convert Student Career Experience Program participants to term appointments may also noncompetitively convert them to career or career-conditional appointments before the term appointments expire.

(12) Agreement by all parties. (i) The Student Career Experience Program is a formally structured program and requires a written agreement by all parties (agency, school, student) as to the:

(A) Nature of work assignments;

(B) Schedule of work assignments and class attendance;

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(C) Evaluation procedures; and

(D) Requirements for continuation and successful completion of the program.

(ii) The work experience with the agency must be related to his/her academic/career goals.

(13) Schedule. Agencies, participating educational institutions, and students should agree on a formally-arranged schedule of school and work to ensure that:

(i) Work responsibilities do not interfere with academic performance;

(ii) Completion of the educational program (awarding of diploma/certificate/degree) and the Student Career Experience Program are accomplished in a reasonable and appropriate timeframe;

(iii) The agency is informed and prepared for the student's periods of employment; and

(iv) Requirements for non-competitive conversion to term, career, or career-conditional employment are understood by all parties.

(14) Classification. Students whose positions are covered by the General Schedule will be classified as student trainees, to the -99 series of the appropriate occupational group. Students whose positions are covered by the Federal Wage System will be classified as student trainees, to the -01 series of the appropriate occupational group.

(15) Qualifications. Students may be evaluated by either agency-developed standards or by the OPM qualifications requirements for the target position. Any OPM test requirements are waived. Students are eligible for promotion.

(16) Benefits. (i) Students appointed under this program earn annual and sick leave and with no prior service or with less than 5 years of prior civilian service, are generally covered by the Federal Employees Retirement System (FERS) (see part 842 of this chapter).

(ii) For life insurance and health benefits coverage refer to Sec. 870.202 and Sec. 890.102 of this chapter.

(17) Tuition assistance. Observing the prohibitions in 5 U.S.C. 4107, agencies may use their training authority in 5 U.S.C. chapter 41 and 5 CFR part 410 to pay all or part of training expenses directly related to students' official duties.

(18) Travel and transportation. Agencies may pay for other expenses directly related to training, such as travel and transportation between duty station and school, for participants.

(19) Reduction-in-force (RIF). (i) Students are in excepted service Tenure Group II for purposes of Sec. 351.502. They are accorded the same retention rights as excepted service employees.

(ii) They may qualify for severance pay if involuntarily separated under part 550, subpart G of this chapter.

TAB C

2002 General Schedule (GS) Pay Chart

2002 GENERAL SCHEDULE PAY CHART

GS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
1	16032 7.68	16567 7.94	17100 8.19	17630 8.45	18165 8.70	18479 8.85	19003 9.11	19535 9.36	19556 9.37	20051 9.61
2	18026 8.64	18453 8.84	19050 9.13	19556 9.37	19774 9.47	20355 9.75	20936 10.03	21517 10.31	22098 10.59	22680 10.87
3	19667 9.42	20322 9.74	20977 10.05	21632 10.37	22287 10.68	22943 10.99	23598 11.31	24253 11.62	24908 11.93	25563 12.25
4	22078 10.58	22813 10.93	23549 11.28	24284 11.64	25020 11.99	25755 12.34	26491 12.69	27226 13.05	27962 13.40	28697 13.75
5	24701 11.84	25525 12.23	26348 12.62	27172 13.02	27995 13.41	28819 13.81	29642 14.20	30466 14.60	31289 14.99	32113 15.39
6	27534 13.19	28452 13.63	29370 14.07	30288 14.51	31206 14.95	32124 15.39	33042 15.83	33960 16.27	34878 16.71	35796 17.15
7	30597 14.66	31617 15.15	32638 15.64	33658 16.13	34678 16.62	35698 17.10	36718 17.59	37738 18.08	38758 18.57	39779 19.06
8	33886 16.24	35016 16.78	36146 17.32	37275 17.86	38405 18.40	39535 18.94	40665 19.48	41795 20.03	42925 20.57	44055 21.11
9	37428 17.93	38675 18.53	39922 19.13	41169 19.73	42416 20.32	43664 20.92	44911 21.52	46158 22.12	47405 22.71	48652 23.31
10	41217 19.75	42591 20.41	43966 21.07	45340 21.72	46714 22.38	48088 23.04	49463 23.70	50837 24.36	52211 25.02	53586 25.68
11	45285 21.70	46795 22.42	48304 23.15	49813 23.87	51322 24.59	52831 25.31	54340 26.04	55849 26.76	57358 27.48	58867 28.21
12	54275 26.01	56084 26.87	57893 27.74	59702 28.61	61511 29.47	63320 30.34	65129 31.21	66937 32.07	68746 32.94	70555 33.81
13	64542 30.93	66693 31.96	68844 32.99	70995 34.02	73146 35.05	75297 36.08	77448 37.11	79599 38.14	81751 39.17	83902 40.20
14	76271 36.55	78813 37.76	81355 38.98	83897 40.20	86439 41.42	88982 42.64	91524 43.85	94066 45.07	96608 46.29	99150 47.51
15	89715 42.99	92706 44.42	95697 45.85	98687 47.29	101678 48.72	104669 50.15	107660 51.59	110651 53.02	113642 54.45	116633 55.89

MAXIMUM OVERTIME RATE (GS-10, STEP 1) 29.63

TAB D

MEDCOM Guidance - Delegation of Authority for Repayment of Student Loans (dated 27 Dec 01) with enclosures:

- 1. Memo signed by MEDCOM CofS, dated 27 Dec 01**
- 2. DA Memo dated 26 Nov 01**
- 3. DoD Sample Student Loan Repayment Service Agreement**
- 4. DoD Student Loan Repayment Plan**

Trimble, Delia Ms MEDCOM HQ

From: Trimble, Delia Ms MEDCOM HQ
Sent: Thursday, December 27, 2001 2:48 PM
To: Arthur Arnold; Bev Smith; Thomas Dickenson
Cc: Lopez, Carmen L Ms MEDCOM HQ
Subject: FW: MEDCOM Guidance- Delegation of Authority for Repayment of Student Loans

EEO Officers,

Here's some good information to share with your SEP Managers and Committees.

Significantly, the repayment of student loans incentive could possibly be used in conjunction with the Accelerated Training Program for Registered Nurses (reference the "civpers" web site) to address the hard-to-fill jobs in Nursing areas. This employment opportunity in the MEDCOM is certainly something you may want your SEP Managers to assist in publicizing.

Our POC is Carmen Lopez at 1-8170 or DSN 471-8170.

Delia Ramirez Trimble
Director, Office of Equal Employment
Opportunity Programs
MEDCOM

-----Original Message-----

From: Gray, Joe Mr MEDCOM HQ
Sent: Thursday, December 27, 2001 10:33 AM
To: Gibson, Randy L Mr GARRISON-FSHTX; Dick, Carol E Ms USAG; Barrow, Ruth M WRAMC-Wash DC; Chomycia, Nicholas WRAMC-Wash DC; Bester, William T BG OTSG; Biggerstaff, Douglas A COL GARRISON-FSHTX; Blakely, Frank E COL AMEDDCS; Briggs, Lee W COL TAMC; Brown, John H COL WRAMC-Wash DC; Broyles, Thomas E COL NARMC-Wash DC; Byrod, Fred J LTC GPRMC; Campbell, Larry E COL OTSG; Chambers, William R COL USACHPPM; Davies, Jeffrey W COL USAMRMC; Dunn, Michael A COL WRHCS-Wash DC; Fabricius, Georg (LRMC); Greenwood, Jim R COL USAG; Gustke, Deborah A COL GARRISON-FSHTX; Hanf, Darrell J LTC EAMC; Harris, Karl K COL AMEDDCS; Horning, Leonard B LTC (ERMC); Hoskins, Clyde B COL MEDCOM HQ; Jamison, Dian S Ms MEDCOM HQ; Lambert, Ronald J COL MEDCOM HQ; Lopez, Jose L LTC USAMISSA; Michaels, Paul G LTC HCAA; Pacchiana, Sharon J MAJ GPRMC; Phillips, Peggy C Ms USACHPPM; Rivera, Margaret COL MAMC; Sanders, Jimmy COL EAMC; Sly, Leonard J COL GPRMC; Tisby, John F Mr MAMC; Treiber, Randal COL WRAMC-Wash DC; Weatherington, Lisa D COL NARMC-Wash DC; West, Johnny L COL ERM
Cc: Abbey, Susan G Ms AMEDDCS; Ackley, Karin H Ms CHPPMEUR; Anderson, Larry Mr GPRMC; Bonica, Mark J CPT TAMC; Burris, Linda J WBAMC; Caldwell, B Diane Ms FAHC MPB; Clark, Louise A Ms WACH; Day, Diane DHCS-FT Belvoir; Finstad, Carmen M Ms TAMC; Franciosi, Penny A KACH-West Point; Freeman, Judith W (Judy); Garrett, Ronna L WAMC-Ft Bragg; Gotham, Barbara L GAHC-Ft Drum; Hammer, Larry MAHC; Hines, Yvette M Ms OTSG; Houck, Chris C Ms USAMRMC; Howard, Rhoda L MAJ BACH-Ft Wainwright; Huguley, Rhonda M; Jagers, Harriet L MACH-Ft Eustis; Jones-Lugo, Renee LTC DACH-Ft Hood; Jonietz, Jeanette M BAMC-Ft Sam Houston; Kallenberger, Dianna L Ms IACH; Kaminer, Carol BMACH-Ft Benning; Kircher, Dana H Ms MEDCOM.HQ; Lee, Cathy B Ms LJAHC; Lewis, Clementine Ms DACH-Ft Hood; Lloyd, Norma J Ms MAMC; Mills, Diane L WRAIR-Wash DC; Montanye, Janie F KAHC-Ft Lee; Moore, Datonia M KACC-Ft Meade; Neeley, Inez B Mrs GLWACH; Nelson, Mary M Ms NW-WACH; Nierwienski, Tina M Ms KUSAHC-APG; Orr, Liz R RWBAHC RMD; Porter, Chris PAHC-Ft Monmouth; Roberts, Christi L Ms USAMRMC; Schmitt, Joachim H Mr USAMMCE; Schupay, John S WRAMC-Wash DC; Stoner, Paula J Ms EACH; Thomason, Judy K BACH; Vanderpool, Louise M CMDHQ; Wagnon, Kay BJACH; Wagstaff, Ginger I RAHC-Ft Myer; Williams, Homer H BJACH; Zills, Judy T; Becker, James J COL OTSG; Becker, John A COL MEDCOM HQ; Butler, Barclay P LTC OTSG; Durham, James A COL MEDCOM HQ; Foxhall, Roger W COL MEDCOM HQ; Gerber, Fred E COL OTSG; Grayson, Dorothy H Ms MEDCOM HQ; Hightower, John P COL OTSG; Hinson, Darrick R Mr MEDCOM HQ; Kimes, Howard M COL MEDCOM HQ; Kirk, William C COL MEDCOM HQ; Kissane, Jonathan M COL OTSG; Lewis, Cheryl R LTC MEDCOM HQ; McCrady, David B COL MEDCOM HQ; Moonan, David T COL OTSG; Olson, Glen N STAR DIGITAL MEDCOM HQ; Quick, Nancy F Ms MEDCOM HQ; Raines, Kristen B COL OTSG; Stephanakis, Virginia C Ms OTSG; Thompson, Rohm V Mr MEDCOM HQ; Thresher, William H COL OTSG; Trimble, Delia Ms MEDCOM HQ; Webb, Joseph G BG MEDCOM HQ; Whisenant, Larry K Mr MEDCOM HQ; Yaglom, Maurice J Mr OTSG; Eady, Charlotte; Goshorn, Gary; Hansohn, Jeannie; Harris, Vicki; Helmer, David; Lander, Janice; Matthews, DJ; Mitchell, DC; Norris, C; Shea, Pat; Skates, Nancy; Barrow, Ruth M WRAMC-Wash DC; Beavers, Joy H WRAMC-Wash DC; Betts, Rose H WRAMC-Wash DC; Chomycia, Nicholas WRAMC-Wash DC; Dick, Carol E Ms USAG; Gibson, Randy L Mr GARRISON-FSHTX; Glass, Dave W Mr GARRISON-FSHTX; Hatfield, Robey L WRAMC-Wash DC; Hines, Jerry L Ms GARRISON-FSHTX; Jackson, Barbara S WRAMC-Wash DC; Kinlin, Joseph P Mr GARRISON-FSHTX; Miller, Jeff B Mr USAG; Miller, Regina T Ms USAG; Morales, Ernesto Mr GARRISON-FSHTX; O'Shea, Eric M WRAMC-Wash DC; Reiser, Lou Ann Ms GARRISON-FSHTX; Sulyma, David J Mr GARRISON-FSHTX; Waldrop, Michael D Mr AMEDDCS; Asbury, Deborah; Barbara Summers; Campbell, P; Crotty, Pat; Davis, Debbie; Friedman, Lorin S Mr USACHPPM; Hill, Peter; Hogan, Charleen; Katt, R; MacMurray, Ann; Michaels, Marilyn; Mitchell, Maurice; Niznik, Rudy; Norris, Robbie; Pearson, Pat; potter,C; Rhynes, Rhonda; Roden, Dennis; Rozmiarek, Joe; Scales, Y; Sholar, Lisa; Smith, Patricia; Tonic,w; Velez, L; Waldhour, Ron; Williams, Debra
Subject: MEDCOM Guidance- Delegation of Authority for Repayment of Student Loans

The Department of Defense (DOD) recently granted the Department of the Army the authority to approve student loan repayments. This authority was further delegated by Army to major Army commands.

The use of this discretionary authority is now delegated to U.S. Army Medical Command (MEDCOM) activity commanders, who may further delegate to the lowest practical level. The DOD Plan, Army Memorandum, and MEDCOM Memorandum provide the parameters for implementation of this discretionary incentive within DOD/Army/MEDCOM.

Under this program, agencies are allowed to pay all or part of an outstanding federally insured student loan to recruit and retain highly qualified employees. Section 5379 of Title 5 USC, and Part 537 of Title 5 CFR, establish the statutory and regulatory authority for the use of student loan repayment as a recruitment or retention incentive. The repayment of student loans may be used in conjunction with other available recruitment incentives.

Similar to other recruitment and retention incentives (e.g., the "3Rs" and Physicians Comparability Allowances), there are no additional DOD/Army/MEDCOM funds to cover use of this authority. Costs must be borne by local budgets.

Attached are the DOD Plan and sample DOD service agreement; the ASA(M&RA) memorandum; and the MEDCOM memorandum signed by MG Patrick Sculley. These memorandums will be posted on the CPD web site at:

<http://www.armymedicine.army.mil/medcom/civpers>

Other related student loan repayment information may be found at:

5 U.S.C. 5379: <http://www4.law.cornell.edu/uscode/5/5379.html>

5 CFR Part 537: <http://www.opm.gov/Fedregis/2001/66-02789-a.htm>

OPM questions and answers: <http://www.opm.gov/studentloan/q&a.htm>

Dian S. Jamison
Civilian Personnel Director
U.S. Army MEDCOM



Student Loan
Plan-DOD.doc



Student Loan-DOD
Service agree...



Student Loan
payment-ARmy



Student Loan
MeRepay-Sculley.doc...



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MEDICAL COMMAND
2050 WORTH ROAD
FORT SAM HOUSTON, TEXAS 78234-6000

REPLY TO
ATTENTION OF

MCPE-C

27 Dec 01

MEMORANDUM FOR Commanders/Directors, MEDCOM Major Subordinate
Commands, Installations, and Activities

SUBJECT: Guidance on Repayment of Student Loans

1. References:

a. Memorandum, Office of the Assistant Secretary of Defense, 17 October 2001, subject: Authority Delegation-Student Loan Repayment Approval.

b. Memorandum, Office of the Assistant Secretary of the Army (Manpower and Reserve Affairs) (ASA(M&RA)), 26 November 2001, subject as above (enclosed).

c. Section 5379, Title 5, United States Code (USC).

d. Title 5, Code of Federal Regulations (CFR), Part 537.

2. Reference 1a, above, granted the Department of the Army the authority to approve student loan repayments. This authority was further delegated to major Army commands by reference 1b, above. Under this program, agencies are allowed to pay all or part of an outstanding federally insured student loan to recruit and retain highly qualified employees. Section 5379 of Title 5 USC, and Part 537 of Title 5 CFR (references 1c and 1d, above), establish the statutory and regulatory authority for the use of student loan repayment as a recruitment or retention incentive. The repayment of student loans may be used in conjunction with other available recruitment incentives.

3. The enclosed Army memorandum to include the Department of Defense (DOD) Plan provides the parameters for implementation of this discretionary incentive within DOD and Army. The use of this discretionary authority is delegated to U.S. Army Medical Command (MEDCOM) activity commanders, who may further delegate to the lowest practical level. Appointing officials in MEDCOM may use this authority as a tool in their workforce reshaping efforts and may use the DOD plan to repay student loans until it is incorporated into the DOD Civilian Personnel Manual. Repayment

MCPE-C

SUBJECT: Guidance on Repayment of Student Loans

is limited to outstanding federally insured loans made by educational institutions or banks, and other private lenders as authorized by the Higher Education Act of 1965 and the Public Health Service Act. Similar to other recruitment and retention incentives; e.g., the "3Rs" and Physicians Comparability Allowances, there are no additional DOD/Army/MEDCOM funds to cover use of this authority. Costs must be borne by local budgets.

4. When implementation of this program impacts bargaining unit employees' conditions of employment, activities are reminded of their statutory and contractual labor relations obligations and the need to fully coordinate with their servicing Civilian Personnel Advisory Centers.

5. Our point of contact is Mr. Joe Gray, Civilian Personnel Division, Office of the Assistant Chief of Staff for Personnel, DSN 471-7096 or Commercial (210) 221-7096.

FOR THE COMMANDER:

/signed/27 Dec 01

Encl
as

PATRICK D. SCULLEY
Major General
Chief of Staff

November 26, 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Guidance on Repayment of Student Loans

On October 17, 2001, the Office of the Assistant Secretary of Defense authorized the Department of the Army authority to approve student loan repayments. Enclosed is a copy of the delegated authority and the Department of Defense Student Loan Repayment Plan for immediate implementation. Under this program agencies are allowed to pay all or part of an outstanding federally insured student loan to recruit and retain highly qualified employees. The repayment of student loans can be used in conjunction with other recruitment incentives.

The repayment of student loan guidance issued by DoD was written to allow agencies maximum flexibility. As such, the following information should be used along with the DoD guidance and Title 5 U.S.C. § 5379 when determining eligibility and criteria.

Within the Department of the Army, authority to approve repayment of student loans may be delegated to the lowest practical level.

Managers will verify the existence of, and the balance remaining on qualifying outstanding loans by requesting the candidate/employee provide a letter from the loan holder containing this information.

Managers will provide the Customer Service Representative a copy of the signed service agreement for forwarding to the Defense Finance and Accounting Service in order to begin payments to the loan holder.

A copy of the verification of the employee's outstanding federally insured student loan, the manager's justification for authorizing the loan repayment, and a copy of the service agreement will be maintained on the left-hand side of the Official Personnel Folder.

Where this program impacts bargaining unit employees' conditions of employment, activities should be reminded of their statutory and contractual labor relations obligations.

//Original signed//
David L. Snyder
Deputy Assistant Secretary
(Civilian Personnel Policy)

Enclosure

DISTRIBUTION:

OFFICE, SECRETARY OF THE ARMY, ATTN: P&ESW (MS. WARD)

COMMANDER

US ARMY EUROPE AND SEVENTH ARMY, ATTN: MS. DAVIS

EIGHTH US ARMY, ATTN: MS. MURPHY

US ARMY FORCES COMMAND, ATTN: MS. MARKS

US ARMY MATERIEL COMMAND, ATTN: MS. DARBY

US ARMY TRAINING AND DOCTRINE COMMAND, ATTN: MS. LAMKIN

US ARMY CORPS OF ENGINEERS, ATTN: DR. DUNCAN

US ARMY PACIFIC, ATTN: MS. MCFADDEN

MILITARY TRAFFIC MANAGEMENT COMMAND, ATTN: MR. HARDIMAN

US ARMY CRIMINAL INVESTIGATION COMMAND, ATTN: MS. BRAY

US ARMY MEDICAL COMMAND, ATTN: MS. JAMISON

US ARMY MILITARY DISTRICT OF WASHINGTON, ATTN: MR. HARRIS

US ARMY SOUTH, ATTN: MS. SMITH

US ARMY SPECIAL OPERATIONS COMMAND, ATTN: MS. CRUMLEY

US ARMY INTELLIGENCE AND SECURITY COMMAND, ATTN: MR. LOOSE

US ARMY SPACE AND MISSILE DEFENSE COMMAND, ATTN: LTC RAINEY

US MILITARY ENTRANCE PROCESSING COMMAND, ATTN:

MR. SANGERMAN

US ARMY RECRUITING COMMAND, ATTN: MS. PARISH

US ARMY RESERVE PERSONNEL COMMAND, ATTN: MR. WALDRON

US ARMY TEST AND EVALUATION COMMAND, ATTN: MR. PARSONS

US SOUTHERN COMMAND, ATTN: MS. KENYON

SUPERINTENDENT, U.S. MILITARY ACADEMY, ATTN: MACP

DEPUTY CHIEF OF STAFF FOR INTELLIGENCE, ATTN: DAMI-CP

DISTRIBUTION (CONTINUED):

OFFICE OF THE GENERAL COUNSEL, ATTN: MS. JOHNSON

OFFICE OF THE JUDGE ADVOCATE GENERAL, ATTN: MS. NUGENT

DIRECTOR

CIVILIAN PERSONNEL OPERATIONS CENTER MANAGEMENT AGENCY

CIVILIAN PERSONNEL EVALUATION AGENCY

US ARMY EUROPE CPOC, ATTN: MR. LACY

PACIFIC REGION CPOC, ATTN: MS. PEARSON

KOREA REGION CPOC, ATTN: MR. PROCK

CHIEF

CENTRAL PROGRAM OPERATIONS DIVISION

CIVILIAN HUMAN RESOURCE MANAGEMENT PROPONENT OFFICE, ATTN:

MS. SPURLIN

MODERNIZATION AND FUNCTIONAL AUTOMATION DIVISION

NONAPPROPRIATED FUND PERSONNEL POLICY AND PROGRAM

DIVISION

PLANS AND STRATEGIES DIVISION

POLICY AND PROGRAM DEVELOPMENT DIVISION

PROGRAM SUPPORT DIVISION

SENIOR EXECUTIVE SERVICE OFFICE

QUALIFYING LOANS FOR REPAYMENT OF STUDENT LOAN INCENTIVE

The Higher Education Act covers three families of loans, such as:

Loans covered under the Public Health Service Act include:

Federal Family Education Loans (FFEL)

- Subsidized Federal Stafford Loans;
- Unsubsidized Federal Stafford Loans;
- Federal Plus Loans; and
- Federal Consolidation Loans;

William D. Ford Direct Loan Programs (Direct Loans)

- Direct Subsidized Stafford Loans;
- Direct Unsubsidized Stafford Loans;
- Direct Plus Loans;
- Direct Subsidized Consolidation Loans; and
- Direct Unsubsidized consolidation Loans;

Federal Perkins Loan Program

- National Defense Student Loans (made before July 1, 1972);
- National Direct Student Loans (made between 7/1/71 and 7/1/87);
- Perkins Loans (made after July 1, 1987)

Loans covered under the Public Health Service Act include:

- Loans for Disadvantaged Students (LDS);
- Primary Care Loans (PCL);
- Nursing Student Loans (NSL);
- Health Profession Student Loans (HPSL);
- Health Education Assistance Loans (HEAL).

**DEPARTMENT OF DEFENSE
SAMPLE STUDENT LOAN REPAYMENT SERVICE AGREEMENT**

Title 5 USC 5379 allows repayment of outstanding federally insured student loans made by educational institutions or banks and other private lenders as authorized by the Higher Education Act of 1965 and the Public Health Service Act. Student loan repayments are made directly to the lender subject to the conditions stated in this agreement. Use of this authority in no way constitutes a right, promise, or entitlement for continued employment or noncompetitive conversion to the competitive service.

CONDITIONS OF EMPLOYMENT

_____ (COMPONENT) _____ agrees to provide a student loan repayment benefit to:

EMPLOYEE	SOCIAL SECURITY NUMBER	POSITION

subject to the conditions of employment stated in this document.

(STATE CONDITIONS OF EMPLOYMENT SPECIFIC TO EACH AGREEMENT AS DESCRIBED IN 5 CFR 537.107(a) HERE OR ATTACH AS SEPARATE PAGE).

CONDITIONS OF LOAN REPAYMENT

I agree to complete _____ (MINIMUM OF THREE YEARS SERVICE) _____. My period of service begins on _____ (DATE) _____. In return, _____ (COMPONENT) _____ will make payments on my outstanding federally insured loan to:

(LENDER NAME AND ADDRESS)

REPAYMENT AMOUNT	YEARS	TOTAL

Increases or renewals made under this part not to exceed \$6000 each calendar year up to a lifetime total of \$40,000 (may/may not) be made without requiring a new period of service. If increases or renewals are made, however, the Department of Defense (DoD) Component shall document the changes on a revised service agreement. The DoD Component shall provide the Defense Finance and Accounting

Service (DFAS) with a copy of the amended service agreement to ensure the size and duration of payments to the loan holder are adjusted accordingly.

LOAN REPAYMENT PROCEDURES

DFAS will make payments to the lender on a biweekly basis. It will determine the amount to be paid by dividing the annual repayment amount by the number of pay periods in the year for which payments are made. This usually will be 26 payments per year, except for years having 27 pay periods. In those cases, 27 biweekly payments will be made. The loan repayment amount will be considered as taxable wages and tax withholding will be made on a biweekly basis as appropriate. The Department of Defense is not responsible for any late fees or penalties assessed by the loan holder(s) prior to, during, or subsequent to this agreement.

LOSS OF ELIGIBILITY FOR LOAN REPAYMENT BENEFIT

I understand I will no longer be eligible for the loan repayment incentive if I voluntarily end my employment with _____ (COMPONENT) _____, am separated for reasons of misconduct or performance, fail to maintain an acceptable level of performance (as defined by each DoD Component), or in any way violate the terms of this agreement.

REIMBURSEMENT OF LOAN REPAYMENT BENEFIT

If I leave DoD before I complete the period of service specified in this agreement, will reimburse DoD for the entire amount of all loan repayments considered as taxable wages that DoD has made in my behalf.

EMPLOYEE SIGNATURE

DATE

I certify that I have discussed the conditions of the student loan repayment program with this employee.

HRO REPRESENTATIVE SIGNATURE

DATE

"This information is subject to the Privacy Act of 1974, as amended."

Department of Defense Student Loan Repayment Plan

Purpose. Section 5379 of title 5, United States Code, and Part 537 of Title 5, Code of Federal Regulations (CFR), establish the statutory and regulatory authority for the use of student loan repayment as a recruitment or retention incentive. This plan provides the parameters for implementation of the incentive within the Department of Defense (DoD). Appointing officials in DoD may consider the authority as part of their workforce reshaping efforts and shall use this plan to repay student loans until it is incorporated into the DoD Civilian Personnel Manual. Repayment is limited to outstanding federally insured loans made by educational institutions or banks, and other private lenders as authorized by the Higher Education Act of 1965 and the Public Health Service Act.

Applicability. This plan applies to the Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within DoD (hereafter collectively referred to as the DoD “Components”).

Eligibility. A DoD Component may offer student loan repayment to facilitate the recruitment or retention of highly qualified employees who meet the eligibility criteria established in 5 CFR 537.104. The incentive may be paid provided there is a written determination by the approving official (see approval policy below) that, in the absence of student loan repayment, the Component would encounter difficulty in filling the position or retaining an employee in that position. Determinations for recruitment purposes must be made before the employee enters on duty. Determinations for retention purposes must be based on the qualifications of the employee or the special need of the Component for the employee's services and, in the absence of offering loan repayments, an assessment that the employee would be likely to leave the Federal service. When selecting employees to be recipients, a DoD Component shall consider both equitable treatment and diversity of the workforce.

Student Loan Repayment Offer and Approval. The authority to approve repayment of student loans is delegated through, and subject to, the authority of the Head of the DoD Component and the Component's chain of command to the official(s) who exercise(s) personnel appointing authority (normally, the head of an installation or activity). Prior to approval, officials shall establish criteria that must be met or considered in authorizing the incentive, including criteria for determining the size of a payment, to comply with OPM regulations at 5 CFR 537.105. The amount paid by the DoD Component may not exceed maximum statutory limitations.

Student Loan Repayment Service Agreement. A student loan repayment is made under the terms, limitations, and conditions of a written service agreement between the Component and the employee for a specified period of employment with DoD. The incentive is in addition to basic pay and any other form of compensation payable to the employee. A sample agreement is attached. The DoD Components may use this agreement or develop their own service agreements, providing, as a minimum, the information contained in the sample agreement is covered and that the loan repayment procedures are included without modification.

a. Where appropriate, an approving official may seek an agreement requiring a period of service beyond the statutory minimum. The service requirement begins on the date stated in the agreement. Individuals who fail to complete their agreements must reimburse DoD for the entire amount of all benefits received.

b. Prior to authorizing loan repayments, DoD Components must verify that the employee has a qualifying outstanding student loan or loans. Components may repay more than one loan as long as the payments do not exceed the legally prescribed limits. The DoD Component shall not authorize payments to cover accrued penalties associated with the loan(s).

c. Employees who do not complete periods of service under the terms of the service agreement are subject to the debt collection process as outlined by DoD 7000.14-R, Department of Defense Financial Management Regulation, Volume 8. The appropriate authority may waive the recovery of an employee's debt, in whole or in part, if he or she determines that recovery would be against equity and good conscience, or against the public interest.

Loan Repayment Procedures. The Defense Finance and Accounting Service (DFAS) will make payments to the lender on a biweekly basis. DFAS will determine the amount to be paid by dividing the annual repayment amount by the number of pay periods in the year for which payments are made. This usually will be 26 payments per year, except for years having 27 pay periods. In those cases, 27 biweekly payments will be made. The loan repayment amount will be considered as taxable wages and tax withholding will be made on a biweekly basis as appropriate. DoD is not responsible for any late fees or penalties assessed by the loan holder(s) prior to, during, or subsequent to this agreement.

Documentation and Records. Each approving official is responsible for ensuring that the justification for each student loan repayment incentive is documented and records are maintained in accordance with 5 CFR, Part 537. Documentation shall include verification that the employee's outstanding student loan qualifies for repayment and shall contain the written determinations of recipient eligibility as required by 5 CFR 537.105. Records, maintained on a fiscal year basis, shall verify the number of employees receiving the loan repayment incentive, the job classification of each

recipient, and the total cost of the student loan repayment incentive. Upon request, Components will provide DoD with an annual fiscal year report containing these data.

Program Oversight and Evaluation. The Deputy Assistant Secretary of Defense (Civilian Personnel Policy) (DASD(CPP)) is responsible for the oversight and evaluation of the policy throughout DoD. Each DoD Component shall furnish the DASD(CPP) with a copy of the Component's implementing guidance when issued.

TAB E

Delegation of Authority for Civilian Academic Degree Training (dated 27 Nov 01) with enclosures:

1. Memo signed by MEDCOM CofS, dated 27 Nov 01
2. DA Memo dated 26 Oct 01
3. DoD Memo, Subj: Civilian Academic Degree Training, dated 15 Aug 01
4. DoD Civilian Academic Degree Training Policy

Trimble, Delia Ms MEDCOM HQ

Subject: FW: Delegation of Authority for Civilian Academic Degree Training

-----Original Message-----

From: Gray, Joe Mr MEDCOM HQ
Sent: Tuesday, November 27, 2001 4:02 PM
To: Bester, William T BG OTSG; Biggerstaff, Douglas A COL GARRISON-FSHTX; Blakely, Frank E COL AMEDDCS; Briggs, Lee W COL TAMC; Brown, John H COL WRAMC-Wash DC; Broyles, Thomas E COL NARMC-Wash DC; Byrod, Fred J LTC GPRMC; Campbell, Larry E COL OTSG; Chambers, William R COL USACHPPM; Davies, Jeffrey W COL USAMRMC; Dunn, Michael A COL WRHCS-Wash DC; Fabricius, Georg (LRMC); Greenwood, Jim R COL USAG; Gustke, Deborah A COL GARRISON-FSHTX; Hanf, Darrell J LTC EAMC; Harris, Karl K COL AMEDDCS; Horning, Leonard B LTC (ERMC); Hoskins, Clyde B COL MEDCOM HQ; Jamison, Dian S Ms MEDCOM HQ; Lambert, Ronald J COL MEDCOM HQ; Lopez, Jose L LTC USAMISSA; Michaels, Paul G LTC HCAA; Pacchiana, Sharon J MAJ GPRMC; Phillips, Peggy C Ms USACHPPM; Rivera, Margaret COL MAMC; Sanders, Jimmy COL EAMC; Sly, Leonard J COL GPRMC; Tisby, John F Mr MAMC; Treiber, Randal COL WRAMC-Wash DC; Weatherington, Lisa D COL NARMC-Wash DC; West, Johnny L COL ERMC; Becker, James J COL OTSG; Becker, John A COL MEDCOM HQ; Butler, Barclay P LTC OTSG; Durham, James A COL MEDCOM HQ; Foxhall, Roger W COL MEDCOM HQ; Gerber, Fred E COL OTSG; Grayson, Dorothy H Ms MEDCOM HQ; Hightower, John P COL OTSG; Hinson, Darrick R Mr MEDCOM HQ; Kimes, Howard M COL MEDCOM HQ; Kirk, William C COL MEDCOM HQ; Kissane, Jonathan M COL OTSG; Lewis, Cheryl R LTC MEDCOM HQ; McCrady, David B COL MEDCOM HQ; Moonan, David T COL OTSG; Olson, Glen N STAR DIGITAL MEDCOM HQ; Quick, Nancy F Ms MEDCOM HQ; Raines, Kristen B COL OTSG; Stephanakis, Virginia C Ms OTSG; Thompson, Rohm V Mr MEDCOM HQ; Thresher, William H COL OTSG; Trimble, Delia Ms MEDCOM HQ; Webb, Joseph G BG MEDCOM HQ; Whisenant, Larry K Mr MEDCOM HQ; Yaglom, Maurice J Mr OTSG
Cc: Abbey, Susan G Ms AMEDDCS; Ackley, Karin H Ms CHPPMEUR; Anderson, Larry Mr GPRMC; Bonica, Mark J CPT TAMC; Burris, Linda J WBAMC; Caldwell, B Diane Ms FAHC MPB; Clark, Louise A Ms WACH; Day, Diane DHCS-FT Belvoir; Finstad, Carmen M Ms TAMC; Franciosi, Penny A KACH-West Point; Freeman, Judith W (Judy); Garrett, Ronna L WAMC-Ft Bragg; Gotham, Barbara L GAHC-Ft Drum; Hammer, Larry MAHC; Hines, Yvette M Ms OTSG; Houck, Chris C Ms USAMRMC; Howard, Rhoda L MAJ BACH-Ft Wainwright; Huguiley, Rhonda M; Jaggars, Harriet L MACH-Ft Eustis; Jones-Lugo, Renee LTC DACH-Ft Hood; Jonietz, Jeanette M BAMC-Ft Sam Houston; Kallenberger, Dianna L Ms IACH; Kaminer, Carol BMACH-Ft Benning; Kircher, Dana H Ms MEDCOM HQ; Lee, Cathy B Ms LJAHC; Lewis, Clementine Ms DACH-Ft Hood; Lloyd, Norma J Ms MAMC; Mills, Diane L WRAIR-Wash DC; Montanye, Janie F KAHC-Ft Lee; Moore, Datonia M KACC-Ft Meade; Neeley, Inez B Mrs GLWACH; Nelson, Mary M Ms NW-WACH; Nierwienski, Tina M Ms KUSAHC-APG; Orr, Liz R RWBAHC RMD; Porter, Chris PAHC-Ft Monmouth; Roberts, Christi L Ms USAMRMC; Schmitt, Joachim H Mr USAMMCE; Schupay, John S WRAMC-Wash DC; Stoner, Paula J Ms EACH; Thomason, Judy K BACH; Vanderpool, Louise M CMDHQ; Wagnon, Kay BJACH; Wagstaff, Ginger I RAHC-Ft Myer; Whitcomb, James P LTC ERDC; Williams, Homer H BJACH; Zills, Judy T; Asbury, Deborah; Barbara Summers; Campbell, P; Crotty, Pat; Davis, Debbie; Goshorn, G; Hill, Peter; Hogan, Charleen; Katt, R; MacMurray, Ann; Michaels, Marilyn; Mitchell, Maurice; Niznik, Rudy; Norris, C; Norris, Robbie; Pearson, Pat; potter,C; Rhynes, Rhonda; Roden, Dennis; Rozmiarek, Joe; Scales, Y; Sholar, Lisa; Smith, Patricia; Tonic,w; Velez, L; Waldhour, Ron; Williams, Debra; Barrow, Ruth M WRAMC-Wash DC; Beavers, Joy H WRAMC-Wash DC; Betts, Rose H WRAMC-Wash DC; Chomycia, Nicholas WRAMC-Wash DC; Dick, Carol E Ms USAG; Gibson, Randy L Mr GARRISON-FSHTX; Glass, Dave W Mr GARRISON-FSHTX; Hatfield, Robey L WRAMC-Wash DC; Hines, Jerry L Ms GARRISON-FSHTX; Jackson, Barbara S WRAMC-Wash DC; Kinlin, Joseph P Mr GARRISON-FSHTX; Miller, Jeff B Mr USAG; Miller, Regina T Ms USAG; Morales, Ernesto Mr GARRISON-FSHTX; O'Shea, Eric M WRAMC-Wash DC; Reiser, Lou Ann Ms GARRISON-FSHTX; Sulyma, David J Mr GARRISON-FSHTX; Waldrop, Michael D Mr AMEDDCS
Subject: Delegation of Authority for Civilian Academic Degree Training

The Department of Defense (DOD) and ASA(M&RA) recently issued implementing guidance pursuant to Section 1121 of the National Defense Authorization Act for Fiscal Year 2001 for payment of costs associated with degrees for civilian employees.

The Deputy Assistant Secretary of the Army (Civilian Personnel Policy), ASA (M&RA), delegated the authority to implement and approve Civilian Academic Training to major Army commands. This authority is further delegated to U.S. Army Medical Command (MEDCOM) activity commanders to be used in accordance with the implementing guidance contained in the referenced Army and DOD Policies. No additional DOD, Army, or MEDCOM funds have been allocated for Civilian Academic Degree Training.

Attached for implementation are the MEDCOM policy and delegation of authority, the ASA(M&RA) Memorandum, and the DOD Policy and Implementing Instructions. These documents may also be found under the category of

training on the CPD web site at:

<http://www.armymedicine.army.mil/medcom/civpers>



Civ Acad



Civ Academic



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Dian S. Jamison
Chief, Civilian Personnel
Division



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MEDICAL COMMAND
2050 WORTH ROAD
FORT SAM HOUSTON, TEXAS 78234-6000

REPLY TO
ATTENTION

MCPE-C

27 Nov 01

MEMORANDUM FOR Commanders/Directors, MEDCOM Field Operating Agencies, Major Subordinate Commands, Installations, and Activities

SUBJECT: Civilian Academic Degree Training

1. Reference enclosed memorandum, Office of the Assistant Secretary of the Army (Manpower and Reserve Affairs) (ASA(M&RA)), 26 Oct 01, subject as above.

2. The Department of Defense (DOD) and ASA(M&RA) recently issued implementing guidance pursuant to Section 1121 of the National Defense Authorization Act for Fiscal Year 2001 for payment of costs associated with degrees for civilian employees.

3. The three main statutory changes to civilian academic degree training are:

a. Management no longer needs to attest to or prove that costs associated with obtaining academic degree are necessary to assist in recruiting or retaining employees in shortage occupations.

b. Degree payments are authorized as part of a planned, systematic, and coordinated program of professional development (see Army definition, paragraph 4, below). However, this does not preclude degree payments for other occupations for which degree training is necessary to fill critical shortages, such as training licensed-vocational nurses to qualify for registered nurses.

c. Degree-granting institutions must be accredited unless accreditation standards do not exist or are not appropriate.

4. Within Army, "planned, systematic, and coordinated programs of professional development" includes academic degree training identified in an appropriate Army Civilian Training, Education, and Development System (ACTEDS) plan, Army Acquisition Career Development plan, Defense Leadership and Management Program (DLAMP), or other Army approved competitive leader/management development programs.

MCPE-C

SUBJECT: Civilian Academic Degree Training

5. The Deputy Assistant Secretary of the Army (Civilian Personnel Policy), ASA(M&RA), delegated the authority to implement and approve Civilian Academic Training to major Army commands. This authority is further delegated to U.S. Army Medical Command (MEDCOM) activity commanders to be used in accordance with the implementing guidance contained in the referenced Army and DOD Policies. No additional DOD, Army, or MEDCOM funds have been allocated for Civilian Academic Degree Training.

6. Our point of contact is Mr. Joe Gray, Civilian Personnel Division, Office of the Assistant Chief of Staff for Personnel, DSN 471-7096 or Commercial (210) 221-7096.

THE COMMANDER:

/original signed/27 Nov 01

PATRICK D. SCULLEY
Major General
Chief of Staff

as



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
MANPOWER AND RESERVE AFFAIRS
111 ARMY PENTAGON
WASHINGTON, DC 20310-0111



REPLY TO
ATTENTION OF

October 26, 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Civilian Academic Degree Training

The Department of Defense (DoD) issued implementing policy for Civilian Academic Degree Training on August 15, 2001 (enclosure). This policy guidance is pursuant to Section 1121 of the National Defense Authorization Act for Fiscal Year 2001 for payment of costs associated with degrees for civilian employees. The three principle changes to Civilian Academic Degree Training are: (1) elimination of the requirement to prove that cost associated with obtaining academic degree is necessary to assist in recruiting or retaining employees in shortage occupations, although this authority remains available; (2) degree payments are authorized as part of a planned, systematic, and coordinated program of professional development and; (3) degree-granting institutions must be accredited unless accreditation standards do not exist or are not appropriate.

DoD has delegated to Department of the Army the full authority to implement and approve Civilian Academic Degree Training. I hereby delegate implementing and approval authority to Major Army Commands, Independent Reporting Activities, and the Administrative Assistant to the Secretary of the Army, who may further delegate this, in writing, to the lowest practical level to ensure program integrity. The DoD policy will be used with the following Army implementing guidance:

a. "Planned, systematic and coordinated programs of professional development" includes academic degree training identified in an appropriate Army Civilian Training, Education, and Development System (ACTEDS) plan, Army Acquisition Career Development plan, Defense Leadership And Management Program (DLAMP), or other Army approved competitive leader/management development programs.

b. Title 10 United States Code section 1745(a)(2) deems that there is a shortage of qualified DoD acquisition personnel until September 30, 2010.

c. To administer the authority delegated under this implementing guidance programs of professional development must be consistent with merit system principles.

d. No additional DoD or Army funds have been allocated for Civilian Academic Degree Training.

e. As provided in 5 United States Code section 4107 (a), Army may not

approve the selection and assignment of the employee for Civilian Academic Degree Training, or payment or reimbursement of the costs of training for:

(1) the purpose of providing an opportunity to the employee to obtain an academic degree in order to qualify for appointment to a particular position for which the academic degree is a basic requirement.

(2) the sole purpose of providing an opportunity to the employee to obtain an academic degree unless such opportunity is part of a planned, systematic, program of professional development endorsed by the Department of the Army.

f. Implementation of this policy must be accomplished in accordance with all statutory and contractual labor relations obligations.

g. Department of the Army will provide instructions, issued separately, on recording Civilian Academic Degree Training in the modern Defense Civilian Personnel Data System (DCPDS).

The point of contact for Civilian Academic Degree Training is Mike Okin at 703-325-6563 or DSN 221-6563, E-mail michael.okin@asamra.hoffman.army.mil.

// original signed //
Elizabeth B. Throckmorton
signed for //
David L. Snyder
Deputy Assistant Secretary
(Civilian Personnel Policy)

Enclosures

1. DoD Civilian Academic Degree Training
2. OASD Civilian Academic Degree Training

DISTRIBUTION:
OFFICE, SECRETARY OF THE ARMY

COMMANDER
U. S. ARMY EUROPE AND SEVENTH ARMY
EIGHTH U. S. ARMY
U. S. ARMY FORCES COMMAND

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U. S. ARMY MATERIEL COMMAND
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MILITARY TRAFFIC MANAGEMENT COMMAND
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U. S. MILITARY ENTRANCE PROCESSING COMMAND
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U. S. ARMY SPACE AND MISSILE DEFENSE COMMAND
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U.S. SOUTHERN COMMAND

SUPERINTENDENT, U. S. MILITARY ACADEMY

DEPUTY CHIEF OF STAFF FOR INTELLIGENCE
OFFICE OF THE GENERAL COUNSEL
OFFICE OF THE JUDGE ADVOCATE GENERAL

FUNCTIONAL CHIEF REPRESENTATIVES

DIRECTOR
CIVILIAN PERSONNEL OPERATIONS CENTER MANAGEMENT AGENCY
CIVILIAN PERSONNEL EVALUATION AGENCY
US ARMY EUROPE CPOC
KOREA REGION CPOC
PACIFIC REGION CPOC

CHIEF
CENTRAL PROGRAM OPERATIONS DIVISION
CIVILIAN HUMAN RESOURCE MANAGEMENT PROponent OFFICE
MODERNIZATION AND FUNCTIONAL AUTOMATION DIVISION
NONAPPROPRIATED FUND PERSONNEL POLICY AND PROGRAM DIVISION
PLANS AND STRATEGIES DIVISION
POLICY AND PROGRAM DEVELOPMENT DIVISION
PROGRAM SUPPORT DIVISION
SENIOR EXECUTIVE SERVICE OFFICE



OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE
4000 DEFENSE PENTAGON
WASHINGTON, DC 20301-4000

August 15, 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Civilian Academic Degree Training

The attached implements policy pursuant to Section 1121 of the National Defense Authorization Act for Fiscal Year 2001 for the payment of costs associated with degrees for civilian employees. This authority is the result of the Congress' interest in the Department's focus on investing in the systematic development of civilian employees in the Department of Defense.

The Office of Assistant Secretary of Defense (Force Management and Policy) memorandum, "Department of Defense (DoD) Academic Degree Training Policy", October 29, 1993, is hereby canceled. Should there be any questions, please contact Steve Ramp at (703) 697-5421.

// original signed //

J. L. Schrader

Acting Deputy Assistant Secretary
Civilian Personnel Policy

Attachment:

As stated

**DEPARTMENT OF DEFENSE (DoD)
CIVILIAN ACADEMIC DEGREE TRAINING**

A. REFERENCES

1. Section 1121 of the National Defense Authorization Act for Fiscal Year 2001, Public Law 106-398, amending 5 U.S.C. 4107
2. Chapter 41 of title 5, United States Code
3. DoD Directive 5124.7, "Office of the Chancellor for Education and Professional Development", September 27, 1999
4. Chapter 23 of title 5, United States Code
5. Section 983 of title 10, United States Code
6. Part 216 of title 32, Code of Federal Regulations
7. Section 8120 of the Department of Defense Appropriations Act for Fiscal Year 2000 (Pub.L. 106-79)

B. BACKGROUND

1. Before this change in law (reference (1)), Federal agencies could pay for degrees only in order to address recruitment and retention problems in occupations where the agency had or anticipated a shortage of qualified personnel as stated in reference (2). Under this new law, DoD may also now pay for degrees if they are part of a planned program of civilian professional development endorsed by the Department.
2. Section 1121 made three key changes to 5 U.S.C. § 4107:

(a) DoD need no longer prove that payment of costs associated with obtaining an academic degree is necessary to assist in recruiting or retaining employees in occupations in which the agency has or anticipates a shortage of qualified personnel, although this authority remains available.

(b) Degree payments are authorized as "part of a planned, systematic, and coordinated program of professional development endorsed by the Department of Defense".

(c) Under this new authority, degree-granting institutions must be accredited unless accreditation standards do not exist or are not appropriate.

C. DEFINITION

A "planned, systematic, and coordinated program of professional development" is one in which the investment is planned, the program is a sequence of instruction and/or assignments that support organizational objectives, and the results are measurable in terms of individual and

organizational performance.

D. POLICY

1. Heads of DoD Components and Principal Staff Assistants of the Secretary of Defense are delegated the authority to approve planned, systematic, and coordinated programs of professional development consistent with this policy, and to pay for academic degree training that is part of such approved programs. Further DoD endorsement is not required.
2. Heads of DoD Components and Principal Staff Assistants of the Secretary of Defense may redelegate this authority in writing.
3. Use of authority to pay for academic degree training shall be consistent with any collective bargaining obligations.
4. Degree payments may be made, at the Component's discretion, for any course of post-secondary education delivered through classroom, electronic, or other means, provided that it shall be administered or conducted by an institution recognized under standards implemented by a national or regional accrediting body, except in a case in which the DoD Chancellor for Education and Professional Development (reference (3)) has determined that such standards do not exist or would not be appropriate for that course.
5. Degree payments may include, at the Component's discretion, such additional expenses as supplies and equipment, application fees, registration fees, and parking fees. However, reference (1) does not allow payment for certifications or licenses.
6. Employees for whom academic degree training is paid under this policy shall sign a continued service agreement that obligates service in the Department of Defense for a period at least three times the length of the education, beginning after academic degree training is completed (reference (2)).
7. Components may not approve academic degree training under this authority for any employee occupying or seeking to qualify for appointment to any position which is exempted from the competitive service because of its confidential policy-determining, policy-making, or policy-advocating character.
8. To administer the authority delegated under this policy, programs of professional development must be consistent with the merit system principles set forth in section 2301(b) of reference (4). In addition, Components must not allow degree-granting institutions which

discriminate on the basis of race, color, religion, age, sex, national origin, or disability to provide academic degree training to civilian employees.

9. Components shall ensure that, with the exception of a Federal grant of funds made available solely for student financial assistance or related administrative costs, no funds are provided by contract or grant to an institution of higher education (or any subelement of that institution (listed under <http://epls.arnet.gov/>)) if either the parent institution or any subelement of that institution has a policy or practice that prevents ROTC units or student ROTC participation; or prevents military recruiting on campus, or access to student directory information, consistent with references (5), (6) and (7).

10. Defense Components shall exclusively use the modern Defense Civilian Personnel Data System (DCPDS) for recording degree training. DCPDS will be used to evaluate academic degree training.

11. Components shall provide copies of implementing guidance to the Deputy Assistant Secretary of Defense for Civilian Personnel Policy.

TAB F

th	Nu MEDCOM FY	Tu t: Af	As rma	tan Emp: yme	nforma og
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Civilian Nurse Tuition Assistance Program

A civilian nurse tuition assistance program was established by the Office of the Deputy Chief of Staff, Civilian Personnel, HSC, in 1991. The program is designed to allow civilian nurses to attend short-term nursing related courses that do not require travel. The program was originally supported with MEDCOM funds. However, since 1992, the tuition for civilian nurses who wish to go to college to further their nursing education under this program is funded at the discretion of local medical treatment facility (MTF) commanders. It is still a viable program even in the face of budget cutbacks albeit to a lesser degree than in previous years. Licensed Vocational Nurses (LVNs) or Licensed Practical Nurses (LPNs) have continued to use the program to become Registered Nurses (RNs). Most participants are members of EEO protected groups (i.e., women and minorities).

A 1996 change to the Government Employees Training Act states that college level courses now have to be "mission related" rather than "job related." This has made it easier for employees to justify 100% tuition assistance.

The MEDCOM Office of EEO Programs continues to remind operating EEO Offices to encourage work force members to use the available educational/training opportunities that include the MEDCOM's Civilian Nurse Tuition Assistance Program. The information provided in this Accomplishment Report on the most populous occupations continues to reflect the large number of civilian women in nursing positions. During FY 00, 90.7% of all civilian nurses in MEDCOM were women and 30% of those were minority women.

Note: Above information was included in the MEDCOM FY 00 Affirmative Employment Program Plan.

TAB G

The MEDCOM Minority College Relations Program, dated 19 Nov 98. Note: This policy statement is being updated for LTG Peake's signature.



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY MEDICAL COMMAND
2050 WORTH ROAD
FORT SAM HOUSTON, TEXAS 78234-6000

REPLY TO
ATTENTION OF

MCEE (690)

19 NOV 1998

MEMORANDUM FOR Commanders, MEDCOM Major Subordinate Commands

SUBJECT: The U.S. Army Medical Command (MEDCOM) Minority
College Relations Program

1. The DA Equal Employment Opportunity (EEO) Agency recently addressed the need to energize the Minority College Relations Program by supporting the efforts of local activities/installations.
2. The MEDCOM has had subject program in effect for over 2 years. It was not meant to replace any already existing partnerships or community efforts in place at medical activities. Subject program has instead raised awareness of and increased participation in such efforts as:
 - a. The donation of excess computers and software to schools with significant minority student populations.
 - b. Summer training programs in science and computer skills for disadvantaged students.
 - c. Research opportunities for students from minority colleges and universities; i.e., Historically Black Colleges and Universities, Hispanic Serving Institutions, and Tribal Colleges.
3. As part of my strategy for valuing people, I strongly encourage commanders to be creative and come up with their own methods for implementation of the MEDCOM Minority College Relations Program. The enclosed Information Paper and Plan of Action will provide additional data for this endeavor.

MCEE

SUBJECT: The U.S. Army Medical Command (MEDCOM) Minority
College Relations Program

4. Our point of contact is Mrs. Delia Ramirez Trimble at
DSN 471-8170, Commercial (210) 221-8170, and E-mail address
is delia_trimble@smtplink.medcom.amedd.army.mil.



RONALD R. BLANCK
Lieutenant General, U.S. Army
Commanding

Encl
as

19 October 1998

INFORMATION PAPER

SUBJECT: The U.S. Army Medical Command (MEDCOM) Minority College Relations Program

1. PURPOSE. To provide an overview of the MEDCOM Minority College Relations Program and implementation options for the MEDCOM Commanders.

2. FACTS.

a. Basis for the program:

- o Executive Order (EO) 12900, subj: "Educational Excellence for Hispanic Americans," reissued by President Clinton, 22 Feb 94.
- o EO 12876, subj: "Historically Black Colleges and Universities," reissued by President Clinton, 1 Nov 93.
- o The OPM Memorandum, 18 Sep 97, which addresses the Hispanic Employment Initiatives.
- o The OPM Memorandum, 19 Jan 90, which addresses Federal agencies and Historically Black Colleges and Universities (HBCUs).
- o EO 13021, subj: "Tribal Colleges and Universities," 21 Oct 96 and amendment dated 19 Oct 98.

b. Goals of the MEDCOM Program:

- o To establish collaborative partnerships between MEDCOM and the Minority Colleges and Universities; i.e., HBCUs, HSIs, American Indian/Tribal Colleges.
- o To develop and implement new efforts at MEDCOM activities.
- o To share "success stories" in order to generate more creative projects.

c. Some options for partnership program implementation:

- Research and development contracts
- Student employment opportunities
- Permanent career opportunities
- Required academic course offerings
- Intergovernmental Personnel Act (IPA) assignments
- Service contracts
- Summer faculty employment programs
- Faculty exchange programs
- Curriculum development
- Career day programs
- Shadowing projects
- Excess equipment donations
- Joint community outreach projects
- Speakers bureaus

d. Related options, with minority school (elementary, middle school, and high school levels):

- Adopt-a-school
- Mentoring programs
- Tutoring
- Books/school supplies collections
- Career days
- Science fairs

Plan for the U.S. Army Medical Command (MEDCOM) Minority College Relations Program.

References. Basis for the Program:

- o Executive Order (EO) 12900, subj: "Educational Excellence for Hispanic Americans," reissued by President Clinton, 22 Feb 94.
- o EO 12876, subj: "Historically Black Colleges and Universities," reissued by President Clinton, 1 Nov 93
- o The OPM Memorandum, 18 Sep 97, which addresses the Hispanic Employment Initiatives.
- o The OPM Memorandum, 19 Jan 90, which addresses Federal agencies and Historically Black Colleges and Universities (HBCUs).
- o EO 13021, subj: "Tribal Colleges and Universities," 21 Oct 96 and amendment dated 19 Oct 98.

Purpose. Under the MEDCOM Minority College Relations Program, this command will enter into formalized agreements with minority colleges and universities. These partnership agreements will demonstrate MEDCOM's commitment to continue implementing programs that will ultimately increase and enhance employment and developmental opportunities for women and minorities now and in the future.

<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
1. CG publish a policy statement supporting the MEDCOM Minority College Relations Program.	Commanding General MEDCOM EEO Office PAO	Oct 98
2. Endorse CG policy to local levels	MSC Commanders MTF Commanders	Nov 98

<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
3. Establish multi-functional working group which will determine local needs and the respective Historically Black Colleges and Universities (HBCUs), Hispanic Serving Institutions (HSIs), and/or other minority institutions; e.g., American Indian/Tribal Colleges.	MSC Commanders MTF Commanders Staff Advisors	Nov 98
4. Formalize partnership agreement/memorandum of understanding with HBCUs, HSIs, and/or other minority institutions; e.g., American Indian/Tribal Colleges.	MSC/MTF Commanders MSC/MTF Working groups	1999
5. Use external recruitment methods to reach qualified candidates at HBCUs, HSIs, and other minority institutions for critical medical vacancies through the recruitment services provided by the Civilian Personnel Office Medical Cell, Northeast Civilian Personnel Operations Center (CPOC).	MSC Commanders MTF Commanders Management Officials Installation (Servicing) EEO Offices Civilian Personnel	1999
6. Recognize/publicize Minority College Relations Program success stories-- in the MACOM and respective Installation Affirmative Employment Program (AEP) Plans, newsletters, bulletins, newspapers.	Management Officials Subject Matter Experts MEDCOM EEO Office Installation (Servicing) EEO Offices PAO	1999

Abbreviations:

AEP Affirmative Employment Program Plan
EO (Presidential) Executive Order
EEO Equal Employment Opportunity
HBCUs Historically Black Colleges and Universities
HSIs Hispanic Serving Institutions
MSC Major Subordinate Command
MTF Medical Treatment Facility
OPM U.S. Office of Personnel Management
PAO Public Affairs Office
CPOC Civilian Personnel Operations Center

TAB H

Implementation Procedures for "Direct Hire" Authority for
Medical Occupations



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MEDICAL COMMAND
2050 WORTH ROAD
FORT SAM HOUSTON, TEXAS 78234-6000

MCPE-C

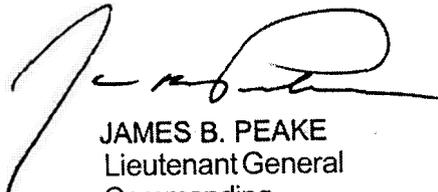
9 May 2002

MEMORANDUM FOR COMMANDERS, MAJOR SUBORDINATE COMMANDS

SUBJECT: Streamlined Appointment Authority for Target Medical Occupations

1. In accordance with Section 8151 of the Fiscal Year 2002 National Defense Appropriation Act, PL 107-117, I hereby delegate to you the authority and responsibility delegated to me by the Assistant Secretary of the Army, Manpower & Reserve Affairs (ASA (M&RA)) to make new civil service appointments into target medical positions without the usual title 5 rules of engagement. The authority delegated herein may be further delegated. Enclosure 1 provides a description of the authority ("direct hire" authority) and the implementation rules and processes; Enclosure 2 is a flow chart of the process. This delegation shall remain in effect for three years from the date of the execution, unless earlier rescinded in writing by me.
2. I want all medical activities to be aggressive in finding qualified candidates to fill medical vacancies to documented requirements and in submitting the necessary paperwork to bring these people on board quickly. Your servicing Civilian Personnel Advisory and Operations Centers are your partners to make this happen.
3. Appoint a lead person in each medical activity to manage this direct hire authority. In conjunction, make good use of fiscal incentives such as special salary rates, recruitment bonuses, relocation allowances, advanced in-hire salary rates, and tuition reimbursement or assistance. Recruit locally through job fairs and newspaper and radio ads. Encourage your staffs to solicit applications from the local community and to assist applicants in submitting the necessary resumes and supporting documentation for immediate hires.
4. This is a rare opportunity to bring qualified civilian health care professionals into the MEDCOM team quickly and simply. Use it wisely. I have tasked the Civilian Personnel Division to issue additional implementing instructions and to report our use of direct hire authority monthly. My point of contact is Mr. Paul Macias, paul.macias@amedd.army.mil. telephone number DSN 471-6509 or commercial (210) 221-6509 or 6859.

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as



JAMES B. PEAKE
Lieutenant General
Commanding

CF: Chiefs, Staff Offices

UPDATED 4 June 2002**Subject: CPD Guidance to medical activities to implement FY 02 "Direct Hire" authority:**

LTG Peake has signed the 9 May 02 memorandum delegating this authority to MSC/RMC commanders for further delegation to all MEDCOM appointing authorities. You may use this expedited authority for patient care positions and those in support of direct patient care that are listed on the attached matrix. The matrix provides more detail - but, in summary, here are pointers for making the FY 02 direct hire authority work for you and your medical activity:

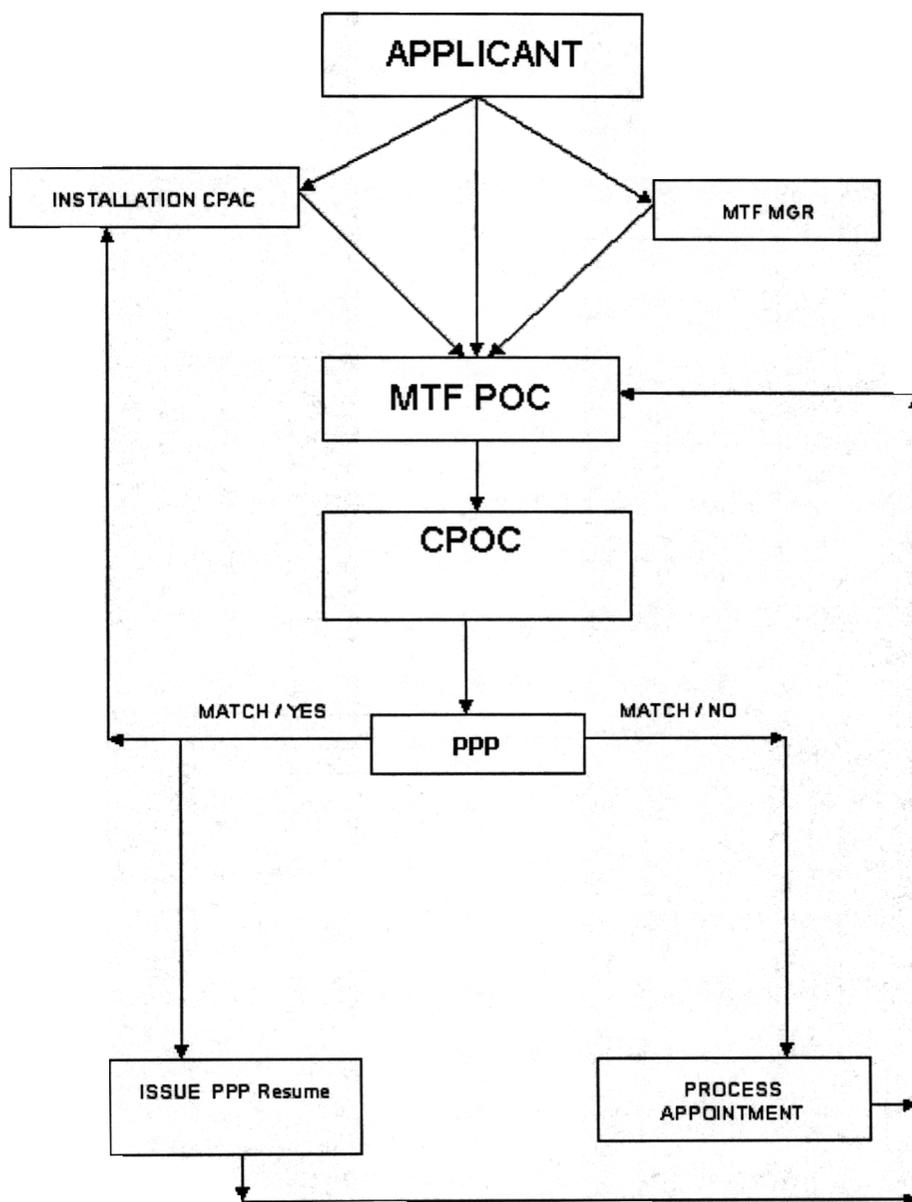
- This authority allows you to appoint new civil servants into medical healthcare vacancies without competition. This means no vacancy announcements, no rating and ranking applicants, no referral lists, and no veteran's preference rules.
- Because the normal procedures for announcing jobs and filling vacancies from external sources do not apply here, you must take an aggressive recruitment stance in attracting applicants to your medical activity. This means:
 - Advertise in local newspapers and on local radio stations
 - Reward your staff for making referrals that end in hires
 - Fund and support local job fairs (with your CPOC and CPAC). (Contact MEDCOM CPD for possible funding assistance. We have a limited pot available for such.)
 - Assist qualified applicants that walk into your facility interested and ready for work.
 - If you have a current or pending vacancy and believe they are qualified to fill your needs, take their resumes and supporting documentation and submit them to the servicing CPOC with the recruit RPA.
 - If you do not have a current or pending vacancy, direct the applicant to submit the resume by email, fax, or regular mail to the MEDCELL at NC CPOC.
 - Make good use of financial incentives to lure the best - recruitment bonuses, advanced in-hire salary rates, special salary rates, Accelerated Promotion Program for RNs, relocation allowances, pcs reimbursement, and tuition reimbursement/assistance.
 - Authorize and fund over-hires - especially if you have vacancies pending.
- The North Central CPOC is seeking authority to maintain a web-based (sortable) applicant inventory that all MTF POCs, servicing CPACs, and CPOCs can access for potential candidates to hire using the direct hire authority. Before posting the application in the inventory, the NC CPOC will verify that the applicant meets minimum qualifications in his/her specialty. We will let you know as soon as approvals are granted and the web-based inventory is operational.
- Direct hire authority works when you include a "selectee" name with your Requests for Personnel Actions and when you submit all necessary applicant documentation for appointment - to include resumes, proof of licenses and other credentials, DD 214s if applicable, and paperwork required for local privileging, if necessary. Under direct hire, the best case is when you have an available candidate (a walk in, a candidate from a recent job fair, or a resume that you pull from the NC CPOC web based inventory) and can attach the resume and supporting documentation to the RPA.
- If you have a recruit action in the pipeline and a qualified candidate becomes available (again, either a walk-in, a participant in a local job fair, or you pull a resume from the NC CPOC) -- you may submit the new candidate (name, resume, and licensing/credentialing documenting) to the servicing CPOC to apply against the existing RPA.
- Make tentative qualifications determinations, salary offers, and job offers. If you submit a complete RPA/application package, the personnel community has only to validate qualifications and clear the Defense Priority Placement Program to process your action.
- If you have a PPP registrant, consider whether you can hire both the PPP registrant and the applicant standing before you.
- Ensure timely EOD physical examinations, if needed. Consider contingent appointments pending necessary security checks and clearances if such makes sense.
- This authority expires on 30 Sep 02. If we use it wisely to fill to documented requirements in much shorter time frames, we may be able to get it extended into future years.
- MEDCOM CPD POC is Paul Macias, but any member of the CPD team will work with you to

understand and implement these streamlined processes. All can be reached at telephone number (210) 221-6859, DSN 471-. Let the MEDCOM CPD know if you believe you or your servicing CPAC or CPOC need assistance or additional information.

Attachments:

Implementation Matrix - roles, responsibilities, and expectations (UPDATED 4 Jun 02)
BPM

Expedited Medical Direct Hire Process



**Expedited Medical Direct Hiring
Definition of Roles, Responsibilities and Expectations**

UPDATED 4 JUN 02

BASIC RULES –

- **Public Law 107-117, section 8151**
- **This is authority to make non-competitive appointments**
 - **Quick and easy**
 - **No job announcements**
 - **No referral lists**
- **Veterans Preference rules do not apply. However, we will apply the principles of Veterans Preference by annotating Veteran's applications/resumes accordingly.**
- **Merit System Principles do apply**
 - **Recruit qualified individuals from all segments of society**
 - **Select employees on the basis of merit**
- **Priority Placement Program (PPP) does apply**
- **Eligible occupations: (Direct patient care and services incident to direct patient care)**
 - **Physician (0602)**
 - **Dentist (0680)**
 - **Podiatrist (0668)**
 - **Optometrist (0662)**
 - **Nurse (0610)**
 - **Physician Assistant (0603)**
 - **Pharmacist (0660)**
 - **Audiologist/Speech Audiologist (0665)**
 - **Expanded Function Dental Auxiliaries, to include**
 - **Dental Assistant (0681)**
 - **Dental Hygienist (0682)**
 - **Dental Laboratory Technician (0683)**

**Expedited Medical Direct Hiring
Definition of Roles, Responsibilities and Expectations**

PARTIES	RULES	ROLES	RELATIONSHIP	RESPONSIBILITIES	EXPECTATIONS/METRICS
APPLICANT	Title 5 PL 107-117, Section 8151	Job seeker Potential employee	Pending	<p>Contact MTF or CPAC for employment in your specialty.</p> <p>Submit resume with required documentation, to include:</p> <ul style="list-style-type: none"> - Transcripts - License/Certification - Personal references - Proof of military service if applicable (DD 214) - Complete request for privileging, if applicable. (See Qualifications Matrix for Medical Occupations at http://www.armymedicine.army.mil/medcom/civpers/) 	Employment in Specialty Area
MTF COMMANDER	Title 5 PL 107-117, Section 8151	Leader	Lead the MTF in effective use of new direct hire authority to fill to documented requirements.	<p>Appoint MTF POC for implementing direct hire authority</p> <p>Fund to fill to documented requirements</p> <p>Fund fiscal incentives to recruit for critical medical shortages and for recruitment activities (e.g. newspaper ads and job fairs)</p> <p>Direct expedient RPA internal review processes</p> <p>Make EOD physical examinations for direct hire placements a top priority</p> <p>Negotiate expedited security checks or authorize hires contingent upon security investigation if possible</p> <p>Streamline, and expedite local privileging processes</p> <p>Assess effectiveness of direct hire authority and processes in achieving expectations</p>	<p>Staffed to documented requirements</p> <p>Reduced fill time</p>

PARTIES	RULES	ROLES	RELATIONSHIP	RESPONSIBILITIES	EXPECTATIONS/METRICS
MTF MANAGER	Title 5 PL 107-117, Section 8151	Implement direct hire authority	Selecting Official	<p>Request, receive, review and share applications</p> <p>Encourage staff to seek and refer qualified applicants</p> <p>Pay bonuses to staff using Special Act Award authority for successful referrals</p> <p>Host <u>job fairs</u> for critical shortage occupations. Interview on-site and make tentative job offers.</p> <p>Assist applicants with application process, if necessary</p> <p>Make tentative qualifications determinations</p> <p>Pending: Task MTF POC to pull resumes from the web-based applicant inventory maintained by the NC CPOC if needed (Note: veterans' applications in the inventory will be so indicated so that you can give qualified veterans appropriate hiring consideration.)</p> <p>Make timely selections.</p> <p>Make tentative job and compensation offers</p> <p>Tactically apply financial incentives such as, advanced in hire rates, recruitment and relocation bonuses, tuition assistance, PCA (for physicians), accelerated RN promotion program and PCS authorization.</p> <p>Initiate name request RPA (via MTF POC) with name request.</p> <p>If a recruit RPA is already in the system when you receive the application of the individual you wish to hire, you may submit the name and the resume to the servicing CPOC, citing the RPA number the name is to be used against. Ensure that the CPOC knows that you are using the new direct hire authority.</p>	<p>Staffed to documented requirements</p> <p>Reduced fill time</p>

**Medical Direct Hire
Roles, Relationships, Responsibilities, and Outcomes**

PARTIES	RULES	ROLES	RELATIONSHIP	RESPONSIBILITIES	EXPECTATIONS/METRICS
MTF POC	Title 5 PL 107-117, Section 8151	Liaison -- to managers, applicants, CPAC, and CPOC -- for implementing direct hire process.	"Make it happen" MTF support – linked to applicants, managers, internal "chops," CPAC, and CPOC	<p>Market direct hire authority and processes internally and to potential applicants.</p> <p>Work through process problems with CPAC and CPOC</p> <p>Track strength to requirements ratio and position pending vacancies for timely recruit actions</p> <p>Work with managers on effective recruitment strategies, i.e. job fairs, local advertisement, effective use of fiscal incentives, areas of consideration.</p> <p>Accept applications</p> <p>Assist applicants in applying, to include completing privileging package, if applicable</p> <p>Pending: Pull resumes from web-based applicant inventory maintained by the NC CPOC if needed.</p> <p>Ensure complete resumes and supporting documentation. (See Qualifications Matrix for Medical Occupations at http://www.armymedicine.army.mil/medcom/civpers/quals3.htm)</p> <p>Simultaneously validate license/credentials (prime source verification) or submit to appropriate MTF office for same</p> <p>Submit name request RPAs with complete documentation, to include application package.</p>	<p>Staffed to documented requirements</p> <p>Reduced fill times</p>

				<p>Indicate on the remarks column of the RPA that the appointment is made under the direct hire authority set forth in PL 107-117, Section 8151.</p> <p>If a recruit RPA is already in the system when you receive the application of the individual you wish to hire, submit the complete resume to the servicing CPOC and inform the CPOC of the RPA numbers to which the name should be applied – ensuring that the CPOC understands the appointment is being made using the new direct hire authority.</p> <p>Track actions to completion, coordinate EOD and in-processing arrangements and privileging, if necessary</p> <p>Evaluate processes in terms of meeting expected outcomes; recommend improvements.</p>	
CPOC	Title 5 PL 107-117, Section 8151	Personnel process owners	Operational support -ensure processes achieve expectations.	<p>Supply resumes from local standing inventories, if available, and if requested. (NOTE: This is not a referral list; only resumes of qualified applicants. (Applications of veterans in the inventory will be so designated)</p> <p>Pending. Pull resumes from web-based applicant inventory maintained by the NC CPOC if so requested.</p> <p>Assist MTF and CPAC with recruitment strategies –mechanisms, fiscal incentives, areas of consideration</p> <p>Participate in <u>job fairs</u></p> <p>Validate qualifications</p> <p>Clear PPP</p> <p>Process appointments quickly; ensure Section 8151 authority is indicated as a second NOA on the RPA</p> <p>Maintain recruit files</p>	<p>MTFs staffed to documented requirements in eligible occupations</p> <p>Reduced fill time</p>

PARTIES	RULES	ROLES	RELATIONSHIP	RESPONSIBILITIES	EXPECTATIONS/METRICS
CPAC	Title 5 PL 107-117	Strategic and tactical advisor	Planner and advisor	<p>Establish and maintain Official Personnel Folder</p> <p>Assess and continually streamline processes</p> <p>Assist MTF and CPOC in applying direct hire authority and processes.</p> <p>Analyze labor markets to advise MTF on recruitment strategies (i.e., job fairs, compensation packages, areas of consideration, potential for on site applicants)</p> <p>Assess turnover to project MTF vacancies in eligible occupations</p> <p>Accept applications; ensure completeness and accuracy</p> <p>Assist applicants in applying</p> <p>Participate in <u>job fairs</u> and other recruitment efforts</p> <p>If requested, make tentative qualification determinations</p> <p>Pending. Pull resumes from web-based applicant inventory maintained by the NC CPOC if so requested.</p> <p>Liaison to MTF manager, MTF POC, and CPOC</p> <p>Make formal job offers and schedule EODs</p> <p>If requested, schedule physical examinations and security checks.</p> <p>In-process new employees.</p> <p>Assess direct hire processes in terms of success in meeting expected outcome; recommend improvements.</p>	<p>MEDCOM staffed to requirements in eligible occupations</p> <p>Reduced fill times</p>