

DIRECT HIRE AUTHORITY (DHA) APPLICATION PROCEDURES:

1. IDENTIFY ELIGIBLE CANDIDATE

2. OBTAIN COMPLETE APPLICATION PACKET:

- **RESUME** (Include: Employer name & address, Month/Year to Month/Year for each position, average hours worked per week, supervisor name & phone number, job title held, complete description of duties)
- **OFFICIAL TRANSCRIPT** (Computer generated is not accepted - can be a copy of the Official transcript or a Student copy that is signed by the college – please note that at the time of hire, an “official” transcript will be required)) **NOTE:** If foreign transcript, it must first be reviewed by accredited organization. e.g.
- <http://www.wes.org/fees/evaltypes.asp>
<http://www.ece.org/main/homepage?openform&SubSite=1>
<http://www.jsilny.com/html/foreign.htm>
- **CURRENT LICENSE**
- **CERTIFICATIONS HELD**
- **OF-306** (Should be included with most applications, but can send later if necessary – form is available on Website www.opm.gov/forms)

3. CREATE AND SAVE a Recruit/Fill RPA including the Gatekeeper & Job Description number (include any DHA Name Request in both the RPA notepad and the Gatekeeper)

4. FAX ALL APPLICATION DOCUMENTS AT ONE TIME TO:

“CPAC DHA RATING TEAM” (FAX # 967-4591). Fax cover sheet should contain the RPA # of the position to be filled, Department or Section, Name of Candidate, and any other pertinent information.

Once notified that Qualifications have been met, prepare any additional pink sheet paperwork and submit to the appropriate MAMC CPD Analyst.

NOTE: APPLICANTS CURRENTLY OR RECENTLY (WITHIN 90 DAYS) IN A FEDERAL CIVIL SERVICE POSITION (INCLUDING ON LWOP) APPLYING FOR A HIGHER GRADE OR A POSITION WITH PROMOTION POTENTIAL TO A HIGHER GRADE MUST COMPETE ON AN ANNOUNCEMENT. EARLY IDENTIFICATION OF THESE APPLICANTS WILL SPEED THIS PROCESS.

Civilian Personnel Advisory Center Point of Contact:

Kathy.Murphy@us.army.mil Phone Number: 253-967-4865

Madigan Army Medical Center Point of Contact: Sandra.jones1@us.army.mil

Phone Number: 253-968-2895