

## **Recruitment Choices**

The following is an excerpt of the Common Hiring Categories on the “Recruit/Fill Form” customized for TMA and USUHS along with suggestions as to when they are a good choice to use for any particular recruitment.

You can find definitions of these “Common Hiring Categories” at:

<https://chart.donhr.navy.mil/info/HiringCats.pdf>

You can learn how to apply to Jobs on CHART through the link on the DONHR webpage at:

<https://www.donhr.navy.mil./Jobs/default.asp>

The first 7 hiring categories shown are referred to as part of “merit recruitment” and require a definition of “best qualified” work experience along with the RPA. These would be recruited from an OCA for the series of the position or a “Stand Alone” merit announcement when there is no applicable OCA available.

- Current DOD** (valid for any competitive positions, good source for internal promotions especially those that require experience related to defense or activity programs & processes. Selectees from this appointability would be more likely to have security clearances and CAC cards which translates to a shorter waiting period for them to be producing work)
- Current Federal** (valid for any competitive positions, especially those that require experience related to federal or defense programs & processes)
- Reinstatement Eligible** (valid for any competitive positions, especially those that require experience related to federal or defense programs & processes)
- VEOA** (valid for any competitive positions, especially those that require experience related to military functions. Must be included as a recruitment source when you are recruiting outside of your component)
- NAFI/Interchange Eligibles** (valid to include with competitive recruitment when like positions exist within NAF i.e. clerical, contracting, program management)
- Persons with Disabilities** (valid to include with any competitive recruitment to expand your applicant base)
- E.O. 12721** (Returning Overseas Family Member) (a good addition to a competitive recruitment when hiring in hard to fill positions, especially clerical)

The following recruitment choices result in excepted service appointments (not excepted service positions) and are normally recruited independently from merit recruitments. These recruitments require a definition of “basically qualifying” work experience:

**VRA/30% DAV** (valid for any competitive position with a GS-11 entry level or below equivalent, especially those that require experience related to military functions. This is a non-competitive appointability so can be used to name request a potential candidate who is qualified and meets the definition without waiting for a certificate of eligibles.)

**Student Educational & Employment Program** (valid for temporary needs, lower level clerical positions, “growing” staff on a developmental PD)

**Local Hire (Overseas)** (Valid when an overseas position cannot be filled by other means)

The following recruitment choice is independent and requires an extensive Job Analysis and Crediting plan:

**(DE/NSPS CE) Any U.S. Citizen** (Valid when you have a qualified candidate in mind who has no appointability, you have marketed the vacancy to your applicant pool and found qualified candidates i.e., through a job fair, and all other sources have been exhausted)