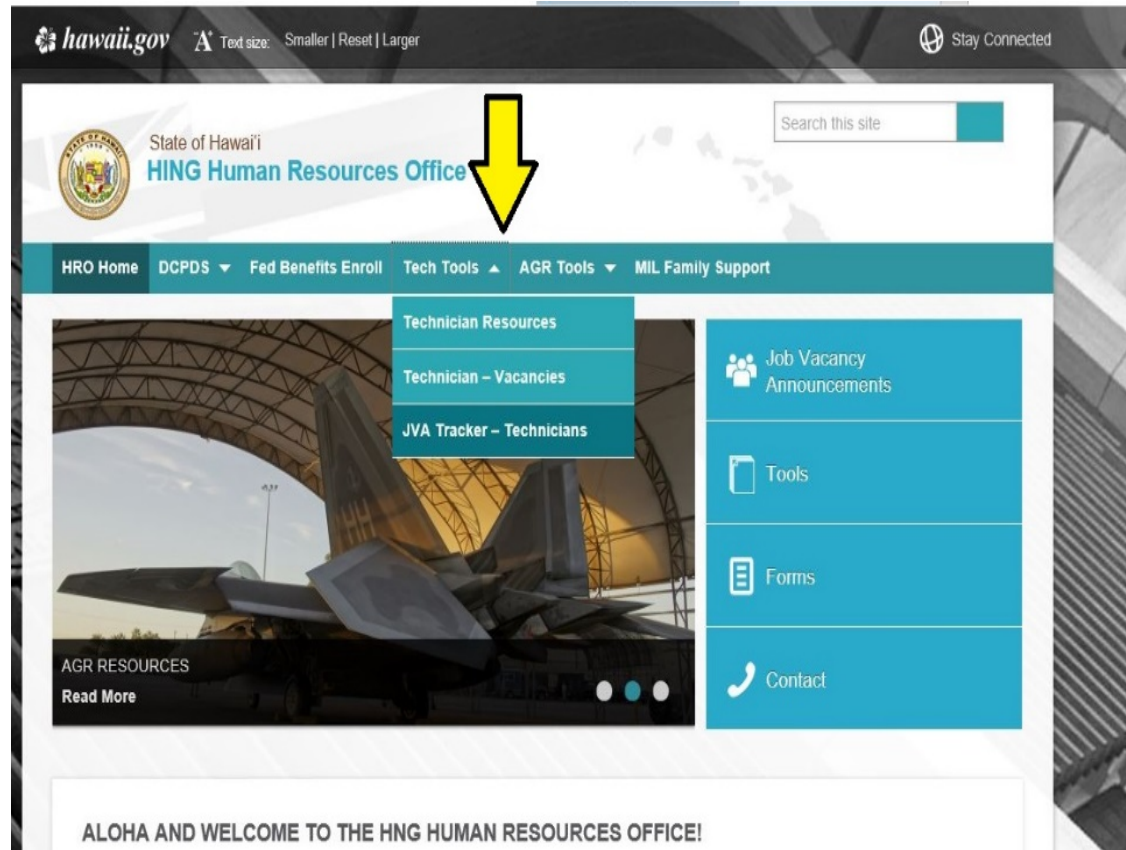


JVA LOG

Example of JVA LOG: This will be updated and posted weekly on the HRO DOD website.



*Received SF52 req @ HRO (15 DAYS)
0. RPA
1. Position Validation
2. Create JVA Draft (Position Descriptions & NGB Qualifications)
3. Review JVA Draft (Staffer reviews & makes changes)
4. Hierarchy build- Classifier builds/validates hierarchy in DCPDS
*Draft Sent to Req Unit
5. Pending Posting to USA Jobs (Draft Sent to Requesting Unit for review and approval before posting)
*JVA Closing Date Set (30 DAYS OPEN)
6. JVA Posted on USA Jobs, DOD Website, HIARNG Mailers, HIANG
7. Screening Applicants; JVA closes, 3 Phases of Screening (AOC, General Experience/ Specialized Experience) (15 DAYS)
*Packet Sent to Unit (30 DAYS)
8. Out for Selection (UNIT) Certificate sent to the Unit via Hiring Manager to conduct interviews.
9. Validate Selection (HRO) Unit returns Selection Packets to HRO to validate scores & selection; Assures that COS/Group Commanders signs off for approval.
10. Selection Approval (TAG/HRO) Selection Packets sent to HRO for review and approval.
*Hiring Date (15 DAYS)
11. Letters Sent to Applicant; Service Member is sent to selectee for acceptance or non-acceptance of the job offer.
12. Set Start Date (Supervisor/HRO) Coordination of effective date done with supervisor. In-processing notification sent out.
13. Completed (Employee is working) JVA Completed after selectee is on board.



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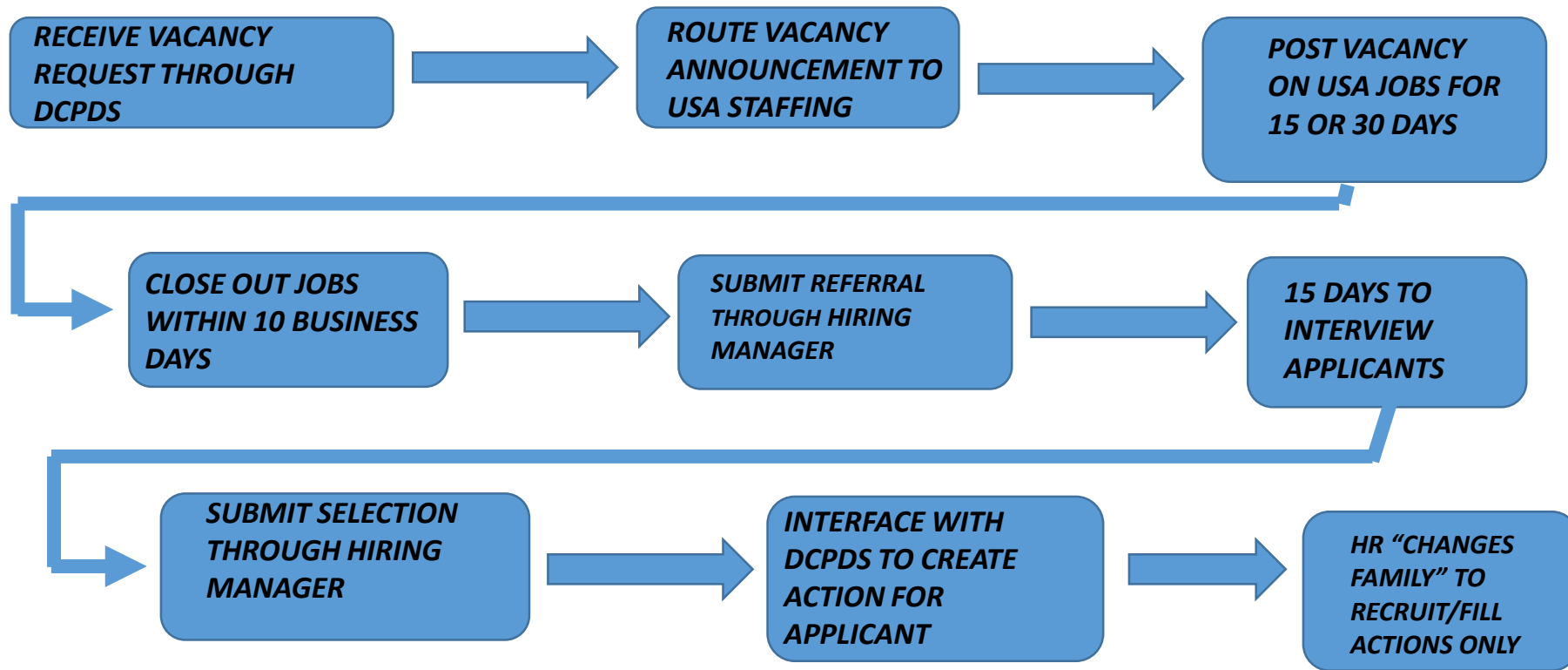
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	A	B	C	D	E	F	G	H	I	J	K	L
1	Current Statu	Brani	HI-FY	PD	POSITION TITLE	PAY GRAI	UNI	Source of Vacat	Position #	Received SF52 req @ HRO	Draft Sent to Req Unit	JVA Closing Date
2	01. Create JVA Draft	HIANG		D1705000	Production Controller (Automotive)	GS-1152-09	154 LGR SQ	Dieron		23-Aug-17		
3	01. Create JVA Draft	HIANG		D1975000	GENERAL SUPPLY SPECIALIST	GS-2001-09	154 LRS	WASADA-CASHMAN	009600930R	03-Aug-17		
4	01. Create JVA Draft	HIANG		D0297000	TRAINING TECHNICIAN	GS-1702-07	154 MSG	INITIAL	775074	03-Aug-17		
5	01. Create JVA Draft	HIANG		D0100000	AIRCRAFT MECHANIC	WG-8852-10	154 MXS	DARRIN KAHALA	0879385	26-Jul-17		
6	01. Create JVA Draft	HIANG		D0211000	AIR TRANSPORTATION SPECIALIST	GS-2130-11	201 AMOS	ELI TIMOTEO	0087776734	07-Jul-17		
7	01. Create JVA Draft	HIANG		D2173P01	SUPERVISORY IT SPECIALIST (PLCYPLN)	GS-2210-12	169 ADS	FREDRIC VILLAMOR	0161929	08-Jun-17		
8	01. Create JVA Draft	HIANG		D2182000	IT SPECIALIST (CUSTSPT)	GS-2210-11	154 WG	CASABAR	0102930734	29-May-17		
9	01. Create JVA Draft	HIANG		D1524000	SUPPLY TECHNICIAN	GS-2005-07	154 LRS	77404834	77404834	18-May-17		
10	01. Create JVA Draft	HIANG		D2151000	FINANCIAL MANAGEMENT TECHNICIAN	GS-0503-08	154 CPTF	KIM GAPOL	0076092134	14-Apr-17		
11	01. Create JVA Draft	HIANG			LOGISTICS MANAGEMENT SPECIALIST		154 LRS	DONNA MARSHALL	009601270R	16-Mar-17		
12	01. Create JVA Draft	HIANG		D1929000	FLIGHT ENGINEER	GS-2185-10	201 AMOS	INITIAL	0087776134	16-Mar-17		
13	01. Create JVA Draft	HIANG		D1767000	ELECTRONIC INTEGRATED SYSTEMS MECHANIC SUPERVISOR	WS-2610-13	154 AMXS	DEMELLO	0891829	09-Feb-17		

USA STAFFING INTERFACING WITH DCPDS (e52)



Tips for a Vacancy Announcement

- Source of vacancy (Who is it vice?)
- Determine the area of consideration, include rank to prevent grade inversion
- Determine the eligible and potential applicant pool and recruitment sources prior to announcement
- Type of position (Permanent or Indefinite)
- Special requirements (Shift work, security clearance, etc.)
- Military Position (Para/Line)
- Immediate Supervisor
- Military Compatible MOS
- Submit 6 months out from projected vacancy

MILITARY TECHNICIAN COMPATIBILITY

- TPR 303
- Required for all T32 Dual Status Military Technicians
- Will not be required for T5 employees on Competitive Status
- Military Technician compatibility requires Technicians to be assigned to:
 - Compatible military units
 - Military positions with compatible Branch/MOS
 - Military positions with compatible grade (Officer, Warrant, Enlisted)
- Compatibility is judged by the Para/Line assignment

MILITARY TECHNICIAN COMPATIBILITY

- To avoid adverse impact on soldier's full-time technician employment, consult HRO prior to any military reassignment or transfer of a full-time technician.
- Waivers can be requested:
 - By Technician's military command through COS to HRO
 - With supported and documented justification
 - Requests submitted in memorandum with SSS
 - Some local authority for TAG approval (CLASP); other waiver requests must be sent to NGB
 - Waivers are not valid until approved
 - Note: Technicians are subject to termination or adverse action if found to be in an incompatible military assignment (TPR 303/715)

COMPATIBILITY

1. Niro Macaraya, Painter, pending compatibility
2. Thierry Sawa, Painter, pending compatibility
3. James Faleafine, J5, pending compatibility
4. Courtney Sykes, Mtr Veh Opr, pending compatibility

AS OF: 12 OCT 17

Technician Branch Comments

- Technician Personnel Management Course, 25-27 OCT
- Vouchered vs Non-Vouchered Technician Positions
- FY18 HING Technician Awards Program
 - TAG HING Technician Awards Program Policy, December 2017
 - 1st Quarter Award Board Packets Due December 2017
 - 1st Quarter Review Board and Notice, January 2018
 - 2nd Quarter Award Packets Due March 2018
 - 2nd Quarter Review Board and Notice, April 2018
 - 3rd Quarter Award Packets Due May 2018
 - 3rd Quarter Review Board and Notice, June 2018
 - 4th Quarter Award Packets Due August 2018
 - 4th Quarter Review Board and Notice, September 2018
- HRO Monthly Supervisor 1-on-1 Sessions