



# CASTING YOUR NET

## HIRING OPTIONS GUIDE

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### OVERVIEW

Hiring managers have a significant impact on their organizations and play an important part in developing the kind of culture that encourages employee loyalty and influences the types of candidates the agency attracts. Both the hiring manager and the human resources consultant should strive to build the organization’s reputation as an “employer of choice.”

Hiring the wrong person is costly, time-consuming, and counterproductive. In addition to the cost of recruiting and training new employees, consider the additional demands on managers and coworkers when someone leaves, as well as missed opportunities or poor service due to unqualified or inadequate staff.

An integral part of any agency’s recruitment goal is to build a workforce equipped to meet the demanding needs of its increasingly diverse customer base. Diversity is not viewed as a political ideal, but rather as a business necessity at all levels of the organization. Please keep HHS targeted recruitment and outreach efforts in mind when you select your recruitment strategy and focus efforts on attracting candidates to overcome specific areas of under-representation, such as Hispanics, Asian Americans, veterans, and persons with targeted disabilities.

Hiring options, or hiring authorities, are regulatory requirements under which certain individuals are eligible to be hired. These options may enable hiring managers to set aside more traditional hiring procedures to select the best person for the job. Your HR consultant will help you determine what the options are and which are appropriate for your situation.

### INTERNAL HIRING OPTIONS

#### *Applies to Current Federal Employees*

The following pages provide a brief description of various ways that a vacant position can be filled within your organization with current Federal employees. There may be additional requirements for positions subject to local bargaining agreements. Contact your HR professional for more information on these options.

#### Detail

- A detail is a temporary assignment to an unclassified set of duties (no established job series

or grade level) or to a position at the same, lower or higher grade. When employees serve on a detail, there is no change in their pay, and they do not need to meet the full qualification requirements of the position to which they are detailed. However, they must meet positive education requirements, professional certification, and licensure requirements where applicable.

- Under the General Schedule (GS) and the Federal Wage System (FWS), details may be made in 120-day increments.
- Details to higher-graded duties may be made without competition up to 120 days (under GS and



FWS). Certain rules may apply pertaining to your local collective bargaining agreement and/or merit promotion plan for details to a position at a higher grade.

### **Reassignment**

A reassignment is a permanent assignment of an employee to another position at the same grade. When an employee is reassigned to a position with *promotion potential* to a higher grade level, competition is usually required.

### **Change to Lower Grade**

An employee can accept a permanent reassignment to a position at a lower grade level. Competition is usually required if the position has promotion potential to a higher grade level.

### **Transfer**

A transfer is the movement of an employee to your organization from a Federal agency outside your OPDIV/STAFFDIV. Under GS or FWS, the transfer may or may not involve a grade change. Competition is usually required if the position has promotion potential to a higher grade level.

### **Promotion**

A promotion is a time limited or permanent assignment of an employee to a position at a higher grade level. Employees may receive temporary promotions up to 120 days in a 12-month period without competition.

### **Noncompetitive Promotion**

An employee who has previously held a position on a permanent basis under career or career-conditional appointment at or above the grade level of the position to be filled may be noncompetitively promoted. Since the employee previously served in a permanent position at the higher grade, he/she must only meet the qualification requirements of the position.

### **Career Ladder Promotion**

A "career ladder" is the term used to describe a position that is filled at an entry level to allow an employee to develop, through training, to the full performance level. The promotion of an employee within a career ladder is made without competition.

### **Merit Promotion**

- Merit Promotion refers to the placement, promotion, transfer, reassignment and other movement of competitive service employees. One of the primary objectives is to staff HHS and its OPDIVs/STAFFDIVs with the best qualified candidates while enhancing employees' careers by giving all employees a fair chance to compete for advancement.

- The underlying principle of Merit Promotion Programs is the identification, qualification, evaluation, and selection of candidates based solely on job-related criteria with legitimate position requirements.
- Positions filled through merit promotion may use an automated application and referral tool. When an individual job opportunity announcement is used, applicants apply under the specific announcement.

### **Modification to Qualification Standards**

- HHS OPDIVs and STAFFDIVs may consider internal candidates under the Careers Opportunity Training Program (COTA). Under COTA, the experience requirements defined in any qualification standard may be modified for certain internal actions, such as reassignments and changes-to-lower grade, to allow the identification of closely related experience to be qualifying.
- COTA allows managers to select candidates who clearly show the capability to perform the major task requirements of the position being filled based on closely related experience.
- Requirements for minimum education, professional certifications, and licenses may not be waived.

## **EXTERNAL HIRING OPTIONS**

***Applies to General Public, Former Military Members, Former Federal Employees, or Spouses of Relocating Military Members***

The following pages provide a brief description of various ways that a vacant position can be filled from outside the current Federal work force. Each section addresses a different category of external hiring options. Contact your HR consultant for more information on these options.

### **Former Overseas Employees HIRED UNDER EXECUTIVE ORDER 12721**

Appointments may be made to eligible employees returning to the United States. In order to be eligible, the employee must have received a fully successful performance rating and must have worked overseas for a total of 52 weeks in an appropriated fund position(s) under a local hire appointment(s) while accompanying a family member who was officially assigned overseas. The qualifying family member may have been:

- a Federal civilian employee;
- a non-appropriated fund employee; or
- a uniformed service member.



Eligibility is limited to three years following the date of return from overseas to the United States to resume residence.

### **Noncompetitive Appointment of Certain Military Spouses**

A military spouse may be noncompetitively appointed to a temporary, term or permanent position. Eligibility for this noncompetitive hiring option falls into these major categories:

- A spouse of a U.S. Armed Forces service member serving on active duty (not for training) for more than 180 days provided the spouse relocates to the member's new permanent duty station.
- A spouse of a U.S. Armed Forces service member who is retired from active duty with a documented service-connected disability rating of 100%.
- A spouse of a U.S. Armed Forces service member who retired or was released or discharged from active duty and has a disability rating of 100% as documented by the Department of Veterans Affairs.
- A spouse of a U.S. Armed Forces service member killed while on active duty. In this case, the spouse must be the un-remarried widow/widower of the deceased service member to meet eligibility.

Eligibility is limited to a maximum of two years from the date of documented eligibility and the geographical area indicated on the service member's permanent change of station (PCS) orders.

Similarly, but without regard to the duty location of the position, the spouse of a 100% disabled veteran and the unmarried widow or widower of a military member who was killed while on active duty may also apply through job opportunity announcements.

Additionally, the spouse must have been married to the service member at the time the service member received their orders to relocate, became 100% disabled, or was killed.

Supporting documentation required may include:

- a copy of the marriage or death certificate
- a copy of the PCS Orders
- a copy of the member's DD-214
- Veterans Administration (VA) documentation

### **People with Disabilities Employment Program**

- People with disabilities may be hired through the traditional competitive hiring process or, if they qualify, noncompetitively through the use of excepted service appointing options.

- Excepted service appointing options for hiring people with disabilities were developed to provide an opportunity to people with disabilities to show that they can do the job and to circumvent the attitudinal barriers that managers and supervisors may have concerning people with disabilities. It is emphasized that candidates must be fully qualified and be able to perform the essential functions of the position with or without reasonable accommodation.
- There are two ways to hire people with disabilities noncompetitively:
  - People with disabilities may be certified as eligible by the state vocational rehabilitation agency or Department of Veterans Affairs. Employees may be converted to competitive status after two successful years of job performance.
  - People who are severely disabled may also be hired noncompetitively after completion of a 700-hour appointment. This trial appointment allows people with disabilities to demonstrate their ability to do the job. If successful, employees may convert to a continuing Schedule A appointment without certification.

### **Presidential Management Fellows (PMF) Program**

The PMF Program attracts to the Federal service outstanding men and women from a variety of academic disciplines and career paths who have a clear interest in, and commitment to, excellence in the leadership and management of public policies and programs.

- Initial PMF appointments are generally made at the GS-9 grade level, but appointments at the GS-11 and GS-12 grade levels are possible.
- Appointments are made for a period of two (2) years. Under special circumstances, a fellowship may be extended one additional year with OPM approval.
- While serving in the PMF program, a Fellow may be promoted as high as the GS-13 grade level.
- Similarly, Senior PMF appointments are generally made at the GS-13 grade level, but appointments at the GS-14 and GS-15 grade levels are possible. The highest grade while a Senior PMF is GS-15.
- The Office of Personnel Management (OPM) issues a Government-wide announcement. Individuals are nominated by graduate schools and compete through the OPM Assessment Center process.
- Once the assessment process is completed, Federal agencies are invited to conduct interviews of the final PMF applicants for selection and placement. HHS' PMF coordinator



facilitates the scheduling of these interviews with HHS management officials.

- If selected, a PMF is appointed in the excepted service with eligibility for appointment to the competitive service without further competition following successful completion of the fellowship program.

#### **Federal Career Intern Program (FCIP)**

- The Federal Career Intern Program (FCIP) is an entry-level employment and career development program designed to recruit and develop the next generation of HHS employees.
- The FCIP hiring authority is for use in filling positions at the GS-5, 7, or 9 levels that lend themselves to internal, formal training/developmental programs.
- Upon successful completion of the 2-year program, FCIP participants may be converted to a permanent, full-time position with promotion potential up to the full-working level (i.e., GS-9, 11, or 12) depending on the grade structure.
- The FCIP gives managers the opportunity to evaluate the employees' performance in real work situations before placing them in their permanent workforce.
- Applicants are identified through external recruitment initiatives such as job fairs, community outreach activities, or paid advertising.

#### **HHS Emerging Leader Program (ELP)**

- The Emerging Leaders Program (ELP) is an internship program intended to attract the best graduates who are eager to make contributions to the HHS.
- HHS conducts the recruitment of applicants on an annual basis by participating in various school and organization job fairs over a six (6) month period.
- OPDIV liaisons coordinate the interviewing and training sessions for Emerging Leaders hired by their managers. Interviews are normally conducted during March, with selections made by April and selectees reporting to work in July of each year.
- Selectees are hired at the GS-09 level. After one (1) year in the program they are eligible for promotion to the GS-11 level. At the end of the program, graduates are advanced to the GS-12 level.
- The OPDIV liaison will contact the servicing HR specialist when selections have been made. Standard position descriptions have been developed for all entry levels.

#### **Intergovernmental Personnel Act (IPA) Mobility Program**

The Intergovernmental Personnel Act (IPA) Mobility Program provides for the temporary assignment of personnel between the federal government and state and local governments, colleges and universities, Indian tribal governments, federally funded research and development centers, and other eligible organizations. The goal is to facilitate the movement of employees for short periods of time that serves a sound public purpose. Mobility assignments may be used to achieve objectives such as:

- assisting the transfer and use of new technologies and approaches to solving governmental problems;
- facilitating an effective means of involving state and local officials in developing and implementing federal policies and programs; and,
- providing program and developmental experience which will enhance the assignee's performance in his or her regular job.

IPA assignees are usually detailed to or from HHS and remain on their home organization's payroll in an active pay status while on assignment. Salary and benefits continue to be administered by the home organization. IPA assignments are subject to the following provisions:

- The initial IPA assignment may be approved for up to two (2) years with extensions for an additional two (2) years, not to exceed four continuous years.
- Employees, both federal and non-federal, serving under an IPA for four (4) continuous years must take a 12-month break before being eligible for further assignments.
- NOTE: Breaks in assignments of at least 60 days require a new agreement and are not considered in calculating time limits for purposes of defining "continuous".

#### **VETERANS**

##### **Veterans' Recruitment Appointment (VRA)**

- The VRA is a special option by which agencies can appoint an eligible veteran without competition. The candidate does not have to be on a list of eligibles, but must meet the qualification requirements for the position.
- Most candidates eligible for appointment as a VRA, however, apply under Merit Promotion announcements.
- The VRA is an excepted appointment to a competitive service position up to the GS-11 level (or equivalent). Positions filled through a VRA can have promotion potential higher than GS-11.



- After two years of satisfactory service, the veteran is converted to a career-conditional appointment in the competitive Service.

### **Veterans' Employment Opportunity Act (VEOA)**

When an agency accepts applications from outside the Department of Health and Human Services, the Veterans' Employment Opportunity Act of 1998 (VEOA) allows eligible veterans to compete for these vacancies under merit promotion procedures. Veterans who are selected may be appointed at any level and are given career or career conditional appointments in the competitive Service.

### **30% or More Disabled Veterans**

- Veterans who have a current notice of a service-connected compensable disability of 30% or more from the Veterans Administration may be appointed at any level and without competition.
- The disabled veteran is appointed to a temporary position lasting longer than 60 days or to a term position. The employee may then be converted without competition to a career or career conditional appointment at any time during his or her temporary or term appointment.

Hiring U.S. veterans makes sense. Veterans have the training, work ethic, and proven skills that will immediately add value to any organization.



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# 10 Reasons To Hire Veterans

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- 1. Accelerated learning curve.** Veterans have the proven ability to learn new skills and concepts. In addition, they can enter your workforce with identifiable and transferable skills, proven in real-world situations. This background can enhance your organization's productivity.
- 2. Leadership.** The military trains people to lead by example as well as through direction, delegation, motivation, and inspiration. Veterans understand the practical ways to manage behaviors for results, even in the most trying circumstances. They also know the dynamics of leadership as part of both hierarchical and peer structures.
- 3. Teamwork.** Veterans understand how genuine teamwork grows out of a responsibility to one's colleagues. Military duties involve a blend of individual and group productivity. They also necessitate a perception of how groups of all sizes relate to each other and an overarching objective.
- 4. Diversity and inclusion in action.** Veterans have learned to work side by side with individuals regardless of diverse race, gender, geographical origin, ethnic background, religion, and economic status as well as mental, physical, and attitudinal capabilities. They have the sensitivity to cooperate with many different types of individuals.
- 5. Efficient performance under pressure.** Veterans understand the rigors of tight schedules and limited resources. They have developed the capacity to know how to accomplish priorities on time, in spite of tremendous stress. They know the critical importance of staying with a task until it is done right.
- 6. Respect for procedures.** Veterans have gained a unique perspective on the value of accountability. They can grasp their place within an organizational framework, becoming responsible for subordinates' actions to higher supervisory levels. They know how policies and procedures enable an organization to exist.
- 7. Technology and globalization.** Because of their experiences in the service, veterans are usually aware of international and technical trends pertinent to business and industry. They can bring the kind of global outlook and technological savvy that all enterprises of any size needed to succeed.
- 8. Integrity.** Veterans know what it means to do "an honest day's work." Prospective employers can take advantage of a track record of integrity, often including security clearances. This integrity translates into qualities of sincerity and trustworthiness.
- 9. Conscious of health and safety standards.** Thanks to extensive training, veterans are aware of health and safety protocols both for themselves and the welfare of others. Individually, they represent a drug-free workforce that is cognizant of maintaining personal health and fitness. On a company level, this awareness and conscientiousness translate into protection of employees, property, materials and a healthier workforce.
- 10. Triumphs over adversity.** In addition to dealing positively with the typical issues of personal maturity, veterans have frequently triumphed over great adversity. They likely have proven their mettle in mission critical situations demanding endurance, stamina, and flexibility. They may have overcome personal disabilities through strength and determination.



## STUDENTS

### Student Education Employment Program (SEEP)

The Student Education Employment Program (SEEP) serves as a tool to assist in building a diverse work force. The program has two components, the *Student Career Experience Program* and the *Student Temporary Employment Program*. Students gain exposure to public service while enhancing their educational goals and shaping their career choices. Managers have the ability to evaluate the students' performance in real-world situations.

### Student Career Experience Program (SCEP)

- College students meeting specific eligibility requirements (such as maintaining good academic standing with their educational institution and signing an agreement between the student, school, and employer) are hired to work in their academic fields.
- Students under this option may be entitled to health insurance and other federal benefits, and may be noncompetitively converted to a career, career conditional or term appointment following completion of their academic and work experience requirements.
- Hiring a student under SCEP is an effective way for a manager to bring students into the agency in targeted positions for work force and succession planning, evaluate the student's performance in real work situations and permanently place successful students upon completion of coursework leading to a diploma, certificate or degree and at least 640 hours of work experience.

### Student Temporary Employment Program (STEP)

- The STEP provides managers the flexibility to appoint students on a temporary basis (not to exceed one year) to jobs that may or may not be related to the student's academic field.
- Appointments under this program may be extended in one-year increments as long as the individual meets the definition of a student and maintains a good academic standing with his or her educational institution (generally at least a 2.0 Grade Point Average).
- This program does not provide a means of subsequently converting the student to a permanent appointment at a future date.

### Student Volunteer Program

- OPDIVs may provide educationally-related work assignments for student volunteers on a non-pay basis.
- The student must be enrolled at least half-time in a high school, trade school, vocational institute, university, or other accredited educational institution.
- The school and OPDIV sign a work agreement outlining each party's responsibilities; including any academic credit that may be earned.

- No time limits have been established for these appointments, as long as the student continues to meet program requirements.

## OTHER EXTERNAL HIRING OPTIONS

### Delegated Examining

- This hiring option allows you to fill temporary, term or permanent vacancies where the source of applicants is generally candidates who are non-federal or cannot be appointed under any other method.
- The servicing HR office has Delegated Examining Authority for GS and FWS positions to issue individual announcements that are open to the general public.
- Candidates are certified under quality category ranking procedures, with veterans receiving preference within a quality category. Generally, all veterans in the same quality category as nonveterans must be selected before consideration may be given to a nonveteran. Provisions are available for valid requests for passing over of veterans.
- Your HR consultant can advise you of your selection options when the certificate is issued from the servicing HR office.

### Term Appointment

- Term appointments are usually for work of a project nature where there is uncertainty of future funding or where a function is scheduled for abolishment.
- An individual may be hired to perform work that is expected to last for more than one year, but no longer than four years (under GS and FWS).

### Temporary Appointment

- Temporary appointments are usually for meeting a temporary workload peak, completing a project, or meeting a staffing need that is going to be terminated by abolishment.
- An individual may be hired to perform work that is expected to be up to one year, but no longer than two years (under GS and FWS). The initial appointment may be no longer than one year, but may be extended one additional year.
- Temporary appointments extended beyond a total of two years must be approved by the Office of Personnel Management (OPM).

### Reinstatement Eligibles

- Reinstatement is the re-employment of former Federal government employees. Individuals with reinstatement rights may be noncompetitively placed in positions at grades equal to or lower than the grade they previously held on a permanent basis.
- Filling a position with a reinstatement eligible can be a quick method of filling a position, especially when the supervisor is able to *name request* an individual with previous experience.



- Reinstatement eligibles may also compete under merit promotion procedures for positions at higher grades or with higher promotion potential than they previously held.

- Corporation for National and Community Service *effective 7/29/05; expires 7/28/12*

### Re-employed Annuitants

- An annuitant (retired federal employee) under either the Civil Service Retirement System (CSRS) or Federal Employees Retirement System (FERS) may be employed in any position for which he or she is qualified. Re-employed annuitants may be hired on a temporary or indefinite basis.
- Employment of annuitants is beneficial to management in that it provides a readily available source of highly qualified candidates to meet critical mission needs (e.g., for a position that is hard to fill, a position that is critical to accomplish the organization's mission, or when the annuitant has unique or specialized skills or unusual qualifications).
- Some restrictions apply to rehiring civilian employees who received voluntary separation incentives.
- As part of the National Defense Authorization Act of 2009, OPM authorized on January 8, 2010, Federal agencies to grant dual compensation (salary offset) waivers on a *temporary basis*. The use of the authority must adhere to specified circumstances. For example, use of the authority may be warranted to fill a function critical to the mission of the agency or responding to emergency situations. Appointments are limited to one year or less, and the hours worked by any annuitant employed under these provisions are limited to 520 hours during the first six (6) months of retirement, 1,040 during any 12-month period, and 3,120 total hours worked during any period.

### Interchange Agreements

Agreements exist between agencies to allow employees to move from the excepted service to the competitive service. Interchange agreements exist with:

- Department of Defense Non-Appropriated Fund *effective 9/20/91; extended indefinitely*
- Defense Civilian Intelligence Personnel System *expires 9/30/10*
- Department of Homeland Security, Transportation and Security Administration *effective 2/1/05; expires 1/31/13*
- Veterans Health Administration of the Department of Veterans Affairs *effective 10/16/57; extended indefinitely*
- Federal Aviation Administration *effective 11/6/97; expires 12/31/11*
- Tennessee Valley Authority *effective 10/16/57; extended indefinitely*
- Nuclear Regulatory Commission *effective 5/12/87; extended indefinitely*

### Expert or Consultant Appointments

- OPDIV's may appoint experts and consultants to excepted service appointments in positions that primarily require performance of advisory services, rather than performance of operating functions, without regard to competitive civil service requirements.
- A manager may use expert and consultant appointments for individuals who have been nominated by the President, but not yet confirmed. In addition, a manager may use this authority to appoint individuals whose permanent excepted appointment is pending. The individual and the work assigned must comply with the expert or consultant requirements in 5 CFR, part 304.
- Agencies may not use expert and consultant appointments to avoid employment procedures or solely in anticipation of a competitive appointment.
- An expert and consultant appointment authority may not be used to fill positions in the Senior Executive Service (SES). However, if a position meets the criteria for placement in the SES, OPM may authorize a limited appointment authority to appoint an individual during the transition period.

### 30-Day Critical Needs Appointments

- Excepted service appointments can be made for a period not to exceed 30 days to meet a short-term, critical need or to fill continuing positions on an interim basis pending completion of competitive examining, clearances, or other procedures required for a longer appointment.
- This type of appointment can be extended for an additional 30 days; however, an individual may not be employed under this authority for more than 60 days in a 12-month period.
- This type of appointment cannot be used to extend another type of temporary appointment.

### DIRECT-HIRE APPOINTMENT OPTIONS

- When there is a severe shortage of candidates or a critical hiring need, OPM may approve specific direct-hire options for filling temporary, term, or permanent positions.
- Using a direct-hire option expedites the recruitment process by enabling a job offer to be made to a qualified candidate at a recruitment event, such as a job fair, as long as the servicing HR office has an open vacancy announcement for the occupation and there are no candidates under a mandatory placement program, such as the Priority Placement Program.



## **Government-wide Direct-Hire Authorities MEDICAL OCCUPATIONS**

The occupations covered under this direct-hire option are Medical Officer, GS-602; Nurse, GS-610 and GS-620; Pharmacist, GS-660; and Diagnostic Radiologic Technologist, GS-647. *Effective 6/20/03; no expiration date*

Veterinary Medical Officers at the GS-11 through GS-15 grade levels nationwide to include overseas territories and commonwealths including Puerto Rico, Guam, and Virgin Islands. *Effective 2/12/09; no expiration date*

## **INFORMATION TECHNOLOGY MANAGEMENT (INFORMATION SECURITY) GS-2210 POSITIONS**

This option is for positions at or above the GS-9 level in support of government-wide efforts to carry out the requirements of the Government Information Security Reform Act and the Federal Information Security Management Act. *Effective 6/20/03; no expiration date*

## **ACQUISITION POSITIONS**

The positions covered by this direct-hire authority are GS-1102 Contract Specialist position at the GS-09 through GS-15 grade levels. *Effective 9/30/07; expires 9/30/2012*

## **TITLE 42 HIRING OPTIONS**

***Applies to Scientific and Health Professional Positions When Other Appointment Authorities Are Impracticable or Less Effective***

The following pages provide a brief description of various ways that certain positions can be filled under special appointment authorities granted to the Department of Health and Human Services under Title 42, United States Code. These authorities may be used to appoint internal or external candidates. Individuals appointed under Title 42 do not have to be citizens of the United States.

### **Title 42, 209(f) Special Consultants**

- The Department of Health and Human Services may employ special consultants to assist and advise in the operations of the Public Health Service. These consultants may be appointed without regard to the civil-service laws.
- This appointment authority may only be used to fill **scientific** positions when recruitment or retention efforts under other available personnel systems, including Title 5 U.S. Code, the Senior Biomedical Research Service, and the PHS Commissioned Corps have failed to yield candidates who possess critical scientific expertise.

### **Senior Biomedical Research Service (SBRS)**

- The Senior Biomedical Research Service was established under the Public Health Service Act to recruit scientists who are considered by their peers

to be outstanding in their work. The number of positions that can be filled are limited by law.

- Scientists appointed under SBRS must be actively engaged in either peer-reviewed, original, biomedical research, or clinical research evaluation.
- SBRS appointments are excepted from normal competitive civil service procedures; however, individuals appointed to the SBRS must (1) have earned a doctoral level degree in biomedicine or a related field, and (2) meet the qualification standards prescribed by the Office of Personnel Management for appointment to a position at GS-15 grade level of the General Schedule.

### **Service Fellowships**

- Service Fellowships may be provided to secure the services of talented scientists for a period of limited duration for health-related scientific research, studies, and investigations.
- Individual scientists, other than commissioned officers of the Public Health Service, may be designated to receive fellowships without regard to the civil-service laws and may be assigned for studies or investigations either in this country or abroad during the terms of their fellowships.

