

HHS Idea Lab – Ignite Program

# Global Bidding & Assignment System (GBAS)

Pilot Staffing Accelerator



Agency Information Sessions  
CDC Atlanta, September 30, 2015



# HHS Role in Global Health



- Escalating HHS role in:
  - Global Health Diplomacy
  - Global Health Security
- Expanding demand for HHS services
- Nearly 600 positions in 60+ countries
  - No HHS-wide global staffing system

# Reality

- Escalating global health security and protection mandates
- 12 year, 27% vacancy rate trending up; 11+ months to fill vacancies



# PEPFAR

U.S. President's Emergency Plan for AIDS Relief

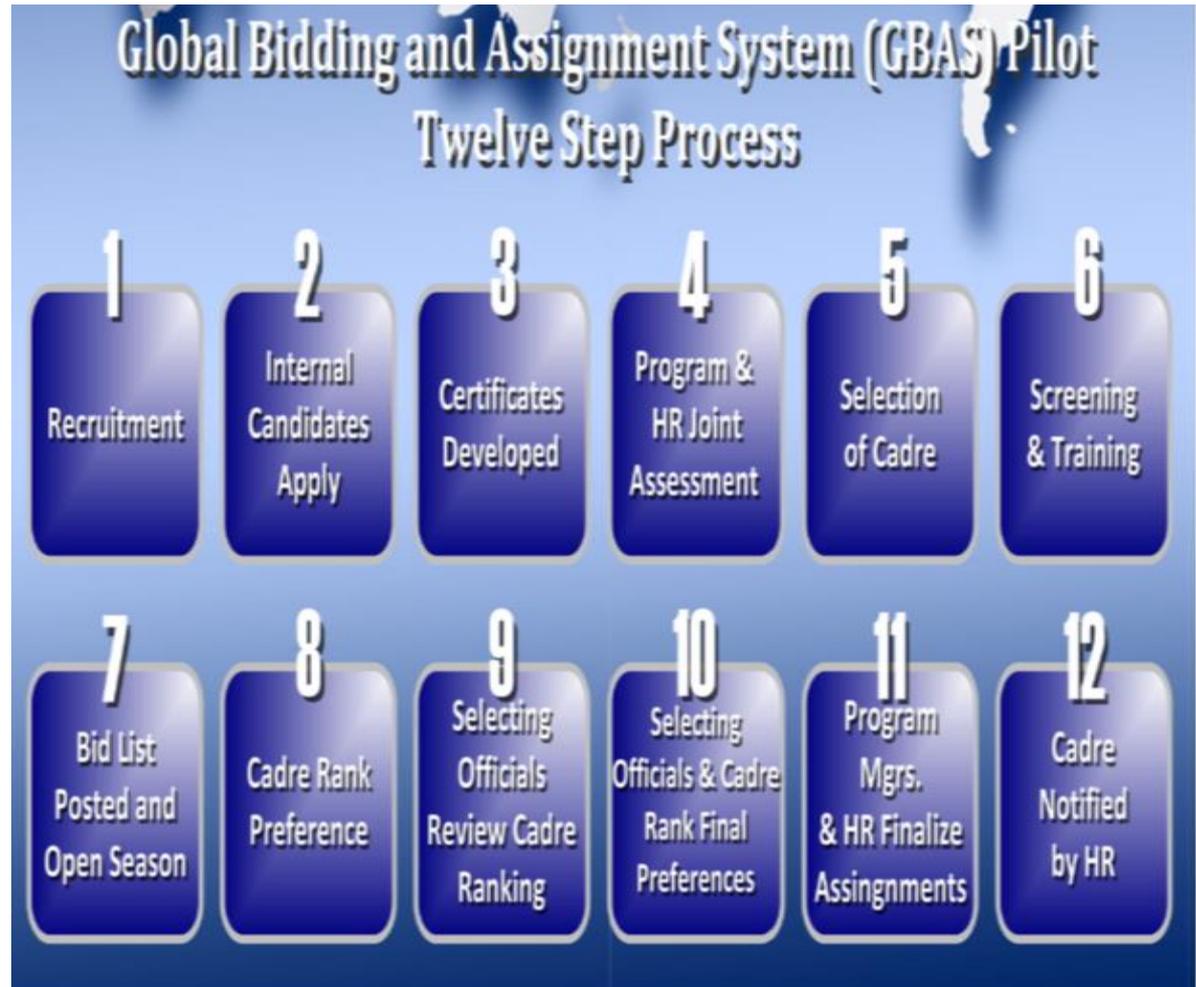
# Challenges



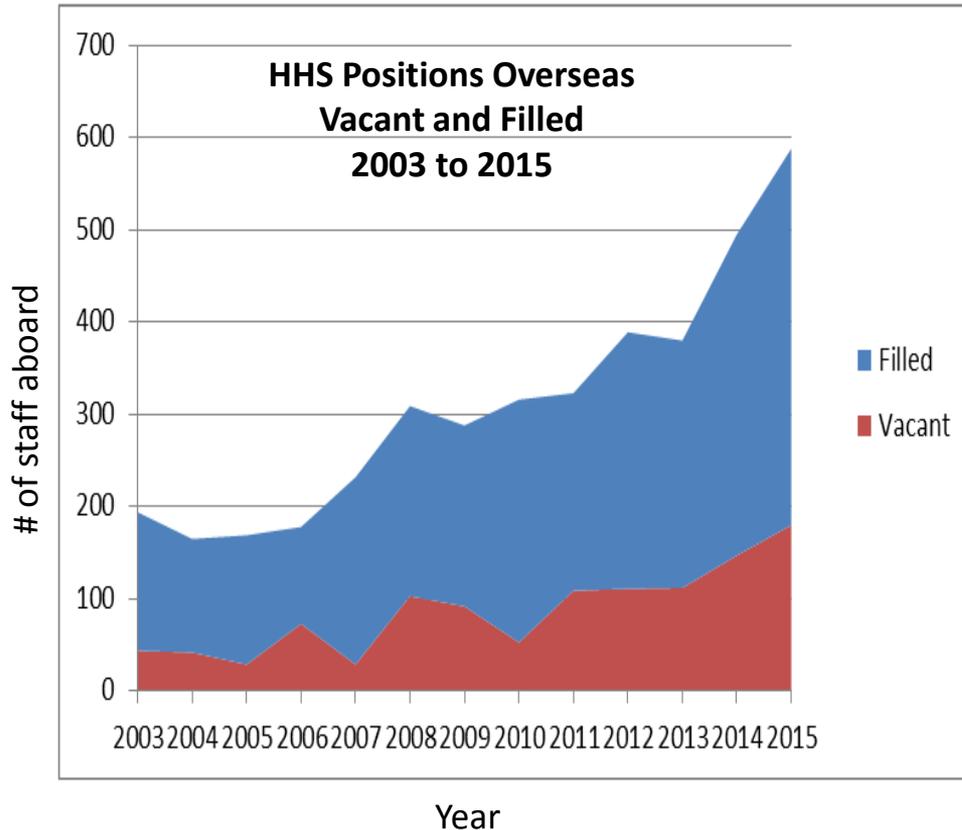
- For global health programs:
  - Recruiting challenge (Ebola)
  - Staff burnout covering gaps
  - No HHS strategy to target workforce gaps
- For applicants to international positions:
  - Little transparency in process
  - 50% returning staff leave HHS (term appointments)

# GBAS Pilot

- Applications Oct 1-23
- Positions in series 301, 601, 602, 685 only
- Assessment & selection
- Clearances & training
- Bidding open season
- Panel matches
- Assignments February (Round 1) & May (Round 2) 2016



# Evaluation



By July 2016, will assess:

- For **global health programs**:
  - Fill vacancies faster; decrease vacancy rate;
  - Expand pool of qualified candidates;
  - Develop HHS wide strategy and data for global staffing
- For **applicants**:
  - Transparent recruitment & selection
  - Summer cycle deployments;
  - Timely onward assignments;

Explore future GBAS expansion



# Today's Ask



- For **applicants** – apply to serve abroad for HHS
  - Oct 1 to 23, 2015 (assignment in 2016)
- For **programs** – identify international and domestic vacancies
  - Confirm Round #1 by Nov 12, & #2 by Feb 12



*HHS commitment to global service starts with you*

# GBAS Implementation Team!

- Matthew Brown (Project Lead), HHS/OGA
- Janice Hiland, HHS/OGA (Contractor)
- Paris Bannourah, HHS/ASA/HR
- Suzanne Theroux, CDC/CGH
- Raymona Ramsey, CDC/HRO
- Tina Harrison, FDA/OIP
- Whitney Gauthier, CDC/DGHT (ex officio)
- Mitch Wolfe, HHS/OGA (ex officio)

Project Sponsor: Ambassador Jimmy Kolker, HHS Assistant Secretary for Global Affairs

<http://www.hhs.gov/idealab/projects-item/global-staffing-accelerator/>

# Positions Available

- All positions finalized BEFORE final bid list
  - Nov 16, 2015 (Round 1) & Feb 16, 2016 (Round 2)
- Participating Agencies: CDC, FDA, HRSA, SAMHSA, OGA
- Locations: Asia, Africa, Europe, South America, USA (Washington, D.C.; Atlanta, GA; Bethesda and Rockville, MD)



# GBAS Process

# Global Bidding and Assignment System (GBAS) Pilot Twelve Step Process

**1**

Recruitment

**2**

Internal  
Candidates  
Apply

**3**

Certificates  
Developed

**4**

Program &  
HR Joint  
Assessment

**5**

Selection  
of Cadre

**6**

Screening  
& Training

**7**

Bid List  
Posted and  
Open Season

**8**

Cadre Rank  
Preference

**9**

Selecting  
Officials  
Review Cadre  
Ranking

**10**

Selecting  
Officials & Cadre  
Rank Final  
Preferences

**11**

Program  
Mgrs.  
& HR Finalize  
Assignments

**12**

Cadre  
Notified  
by HR

# Recruitment

- *Job Fairs*
- *Marketing to Internal HHS Staff*
- *FAQ Website*
- *Virtual Information Sessions*



Recruitment  
(Sept 21 - Oct 23)

- Open to all HHS permanent employees
- Pilot not open to term employees, Title 42, Contractors, or Locally Employed Staff
- Supervisor's approval needed to apply

# Application

A graphic featuring a computer monitor and keyboard on a blue background. The text 'Internal Candidates Apply' is written in white, with '(Oct 1 - Oct 23)' below it. A large yellow number '2' is positioned to the right of the text.

**Internal  
Candidates  
Apply**  
(Oct 1 - Oct 23)

**2**

- *Open for 301, 685, 602 & 601 Job Series*
- *GBAS Application Closes Oct 23*
- *Separate System from USAJOBS, Lateral Reassignments/Details*
- *Permanent HHS Employees, and Current Commission Corps*

- Series: 301, 601, 602, 685
- Authorities: lateral reassignment, details, and re-promotions
- No initial promotions
- Applications accepted Oct 1 to 23

# Eligibility and Qualifications

- Programs involved every step of process
  - Each Program MOU
  - Program identify POCs, SMEs & Selecting Officials to participate
  - Round 1 and 2
- HR develop certificates w/ Program SMEs

● *Certificates Developed by HR and Program Subject Matter Experts (SMEs)*

**3**

**Certificates Developed**  
*(Oct 26 - Oct 30)*

Round 1: Oct 26 to Oct 30

Round 2: Oct 30 to Nov 11

# Assessment

- Virtual process
- Round 1: Interview, timed writing sample
- Round 2: Interview, timed writing sample, small group public health challenge
- Check references

**Program & HR  
Joint  
Assessment**  
(Nov 2 - Nov 10)

**4**

- *All Activities in This Phase Will be Conducted Virtually*
- *Interviews Conducted*
- *Problem Based Assessment*
- *References Checked*

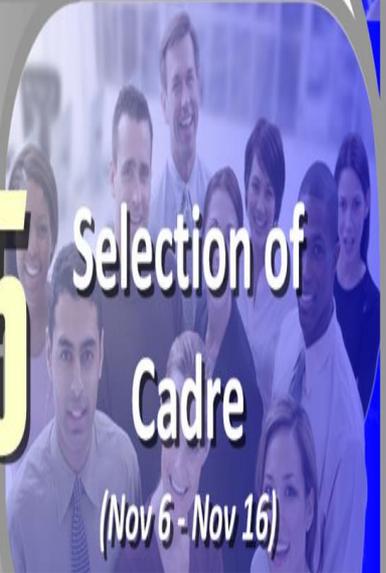
Round 1: Nov 2 to Nov 10

Round 2: Nov 16 to Dec 2

# Selection

- Applicants ranked
- Cut-off based on # of available positions (up to + 25%)
- Top scorers invited into **Global Health Cadre**
- If you accept, sign MOU with supervisor

- *Success! Selected into Cadre*
- *Sign Cadre Offer Letter*
- *Sign MOU with Cadre's Office of Origin*



**5** Selection of  
Cadre  
(Nov 6 - Nov 16)

Round 1: Nov 6 to Nov 16

Round 2: Dec 7 to Dec 18

# Training & Clearances

**Screening & Training**  
(Nov 9 - Dec 18  
as Applicable)

**6**

- *Self and Family Medical Clearance*
- *Update Security Clearance and Complete Pre-Check*
- *Orientation and Training as Applicable*
- *Update Passports*
- *Return Rights Discussion*
- *Stay in current job*

- Start clearances and training, self and family
- Stay in current job until deployment
- Return rights discussion started (HR & Programs)
- Participating Programs pay for Cadre activities

Round 1: Nov 9 to Dec 18

Round 2: Jan 11 to April 1

# Bidding Open Season

- All positions finalized
  - Round 1 Nov 12, 2015
  - Round 2 Feb 12, 2016
- Open Season for interviews and bidding
- Cadre receives position list & Programs get Cadre's CVs/Resumes

● *Approved Positions Finalized Nov 12*

● *Open Season for Bidding Starts  
Nov 16*

● *Bid List Given to Cadre Nov 16*

● *Cadre and Programs Interview*

**Bid List Posted  
and Open Season**  
(Nov 16 - Dec 18)

Round 1: Nov 16 to Dec 18

Round 2: Feb 16 to April 1

# Cadre Rank Initial Preferences

- Open season interviews continue (either side)
- Cadre express initial ranking preference
  - Min #, depends on total # of positions confirmed
- Some 'no-go' countries identified (clearances)

**Cadre Rank Preference**  
(Nov 20)

- *Open Season Continues*
- *Cadre Ranks Position Preferences*
- *No-Go for Medical / Security Issues*
- *Cadre and Programs Interview*

Round 1: Nov 20  
Round 2: Feb 25

# Selecting Officials Rank Initial Preferences

- Open season interviews continue
- Selecting Officials express initial ranking preference
  - Min #, depends on total # of positions confirmed

- *Open Season Continues*
- *Cadre and Programs Interview*
- *No-Go for Medical / Security Issues*



Round 1: Nov 27

Round 2: March 4

# Final Bid Submitted

- Open Season closes
  - Round 1 Dec 18 or  
Round 2 April 1
- Bids need to submit minimum # preferences, in order
  - depending on the total # of positions confirmed

Selecting Officials and Cadre Rank 10 Final Preferences  
(Dec 11 - Dec 18)

- Open Season Closes Dec 18
- Cadre and Selecting Officials Finalize Bid by Dec 18
- No-Go for Medical / Security Issues

Round 1: Dec 11 to Dec 18  
Round 2: March 8 to April 1

# Matching and Paneling

- Review Job Series 301

- Review Job Series 685

- Review Job Series 602

- Review Job Series 601

11

Program Mgrs.  
& HR Finalize  
Assignments

(Jan 11 - 27)

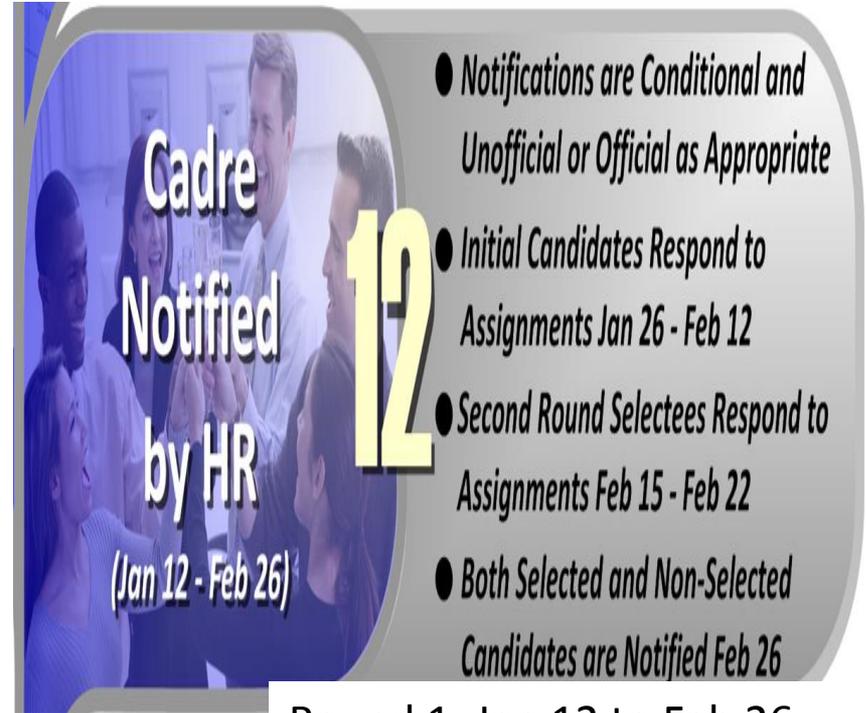
Round 1: Jan 11 to Jan 27

Round 2: April 12 to April 22

- 3 party panel formed
  - Program, HR, and Staff Advocate;
- Must balance Country, Agency, Program, and Individual needs
- If needed, Directors or OGA can assist (OPDIVs)

# Deployment & Return

- HR makes offers to Cadre
  - If accept, MOU between sending/receiving program to finalize return rights
  - If decline, removed from Cadre
- Until deployment, specific training & orientation
  - up to 2-7 months



**Cadre Notified by HR**  
*(Jan 12 - Feb 26)*

- *Notifications are Conditional and Unofficial or Official as Appropriate*
- *Initial Candidates Respond to Assignments Jan 26 - Feb 12*
- *Second Round Selectees Respond to Assignments Feb 15 - Feb 22*
- *Both Selected and Non-Selected Candidates are Notified Feb 26*

Round 1: Jan 12 to Feb 26

Round 2: April 29 to May 30



# We want to hear from you!

You can type questions in Adobe  
Connect:

<https://hhs.adobeconnect.com/gbas/>

or you can email now or after the  
meeting to

[StaffingAccelerator@hhs.gov](mailto:StaffingAccelerator@hhs.gov)



Thank you for attending!

[StaffingAccelerator@hhs.gov](mailto:StaffingAccelerator@hhs.gov)

<http://www.hhs.gov/idealab/projects-item/global-staffing-accelerator/>