



Overview:  
Health Services Assignment  
Assistance Program (HSAAP)

January 24, 2019



# Agenda

- Health Services Assignment Assistance Program (HSAAP) Purpose
- HSAAP History
- HSAAP Process
- HSAAP Liaison - Officer Expectations



# Program Purpose

The Health Services Assignment Assistance Program (HSAAP) seeks to provide HSOs with job search and career assistance.



# Background

- Original program implemented in 2005
- Initially developed to help with the backlog of applicants to the PHS qualifying under the HSO category
- Program renamed to the Health Services Assignment Assistance Program in 2014
  - Reflect the role of *assisting* and *supporting* already commissioned HSOs with jobs looking for new assignments



# Structure

- HSAAP falls under the HSO Recruitment & Retention (HSO R&R) Subcommittee
- Composition
  - HSAAP Administrators
    - Manage databases, update web resources, etc.
  - HSAAP Liaisons
    - Work with officers requesting assistance

# HSAAP



U.S. Public Health Service (PHS) officers are responsible for securing their own positions, and career progression.

The HSAAP program actively assists active duty Health Service officers navigate their job searches, locate suitable positions, and prepare themselves to be competitive in the job market as Commissioned Corps Officers.

HSAAP Support Liaison will assist officers through:

- Vacancy announcements.
- Developing & conducting training and outreach.
- Providing guidance & resources for job searches.
- Individually coaching & counseling officers seeking job opportunities.

Contact: [HSAAP@usphs-hso.org](mailto:HSAAP@usphs-hso.org)

*Participants may be referred or self-select to take part in HSAAP. Voluntary participation involves a partnership and a strong commitment between officer and HSAAP Liaisons,*



## HSAAP Services

**HSAAP Support Liaisons are:**

1. Added to a Listserv to receive vacancy announcements, resources, & training invites.
2. Paired with a HSAAP Liaison for personalized assistance.
3. Assist officer with job search through job announcements and networking

## Participating Officer Commitments

**Participating officers commit to:**

1. Make good-faith effort to submit applications.
2. Maintain regular contact with the HSAAP Liaison.
3. Notify the program of job offers or desire to discontinue participation.



# HSAAP Process Overview

- Prospective applicants may request enrollment in HSAAP by sending an email to the program: [HSAAP@usphs-hso.org](mailto:HSAAP@usphs-hso.org).
- HSAAP Admin Team receives request via the group email and assesses the applicant's need
- HSAAP Admin Team will attempt to match the officer with a HSAAP Liaison based on the needs of the individual



# Health Service Officers

- Basic and Applied Science
  - Dental Hygiene
  - Healthcare Administration
  - Health Information Technology
  - Medical Laboratory Science
  - Optometry
  - Physician Assistant
  - Psychology
  - Public Health
  - Social Work
- \* New Officers to the USPHS have clinical backgrounds



# Health Services Assignment Assistance Program Workflow



1. Existing PHS Officer sends a request to be matched with HSAAP Support Liaison for job search assistance:  
([HSAAP@usphs-hso.org](mailto:HSAAP@usphs-hso.org))
2. If appropriate, officer will be matched with a Liaison who can best meet needs of officer
3. Liaison will provide personalized services and leverage available resources
4. Resources include: Career opportunities, Agency Liaisons, other HSAAP Liaisons, CV reviews, how to look for jobs, interview skills, mentoring



# HSAAP Liaisons



# HSAAP Liaison: Subcommittee Requirements

- Express interest in assisting other officers with their job search
- Let Admins know what Agency you work for if this has changed recently
- Notify Admins if you are no longer working with officer
- Fill out any program reports sent from HSAAP Admins



# Preparation

- Review of available tools and resources.
  - Max.gov, HSO Listserv, HSO e-News, USAJobs, Agency Job Listings
  - HSO Category Benchmarks (CP2G Toolkit)
  - List of Agency Liaisons
  - Review HSAAP website resources
  - Knowledge of other HSO subcommittees and resources, such as Mentoring committees



# HSAAP Support Liaison Roles and Responsibilities

- Ideally, a HSAAP Liaison may be matched with one officer at a time
- HSAAP Liaisons working with officer should fill out report questionnaire when requested (usually semiannually)
- Liaisons should notify HSAAP Administrator, immediately, when they stop working with an officer



## The HSAAP Liaison's Goal:

- Goal is not merely to find a job, but a suitable position!
  - Ideal to find good match/fit between officer and organization
  - Should align with participant's professional career progression and goals



# Tips

- Work with officer to find out their priorities and what could benefit them
- Some officers may benefit from a Mentoring Committee
- Usually the end goal is to find a new assignment, and support through the process
- Participants may have to work directly with the Agency Representative/Hiring Official or Agency Liaison



# Recommended Tips for Liaisons

- Ask for materials, such as their PHS CV (and civilian CV if they have one)
  - This may show career progression, types of jobs officer may like/dislike, geographical preference
  - May be asked to review CVs and job questionnaires
  - Civilian CVs are typically used when applying for jobs
- Ask additional questions to focus job search
  - What are your goals, beyond simply finding a job?
  - What kind of work would you like to do?
  - What are you looking for as far as a work environment?
  - What are your long term career goals?





# Recommended Tips for Liaisons

- Additional open-ended questions to prompt officer/boarded applicant to discover own solutions
  - What is your “dream-job”?
  - How do you envision getting there?
  - What are the interim steps to getting there from where you are?
  - Professional preferences (i.e. supervisory vs. non-supervisor, administrative vs. field/clinical job)



# Recommended Tips for Liaisons

- Encourage officers/boarded applicants to seek other advice and assistance through
  - Networking with other PHS Officers
  - Mentors
  - Join local COA
- Other sensitive areas officers may discuss
  - Family issues in career choice
  - Overall life goals



# Job Sources

- MAX.gov:
  - There is usually a POC for each job announcement that can provide more detailed information
- HSO Listserv – link is on the HSO USPHS Website:
  - <https://dcp.psc.gov/osg/hso/about-paclistserv.aspx>
- Agency Liaisons:
  - Contact the Agency Liaison (or encourage officer to do this) if interested in job at a specific Agency  
[https://dcp.psc.gov/ccmis/PDF\\_docs/sgpac.pdf](https://dcp.psc.gov/ccmis/PDF_docs/sgpac.pdf)



# Job Sources

- HS-News You Can Use
- Public Health Professional Advisory Group Weekly Announcements
- Agency listings, including FDA, BOP and IHS
- USAJobs – BOP and IHS jobs listed – best to speak with the recruiter specific to the job; for other agencies, may still be possible to apply as PHS, but talk with the job recruiter for job to be sure



# MAX.gov

You will need a Max.gov account to access this site. Go to the **HSPAC Federal Job Listing Page** and click on the “Watch This Page” drop down menu selection once you have accessed the site.

The screenshot shows a web browser displaying the "HS PAC FEDERAL JOB LISTING PAGE". The page header includes navigation links (Home, Find, Help, Contact Us) and a search bar. Below the header, there are tabs for "HS Category", "Subcommittees", and "Professional Advisory Groups". The main content area is titled "Position Announcements" and contains a notification: "Want to be notified via your email listed in your MAX.gov account when there are changes to this page? If yes, then subscribe as a 'Watcher'. Just **click** over the 'Watchers' link located in the top right section of this page in the light blue bar just under your name, and once the drop down expands, select 'Watch This Page' to add it to your watch list." On the right side, a dropdown menu is open, showing options: "Watch This Page", "Watch This Page Family", "View This Page's Watch List", and "Manage My Watch List". At the bottom, there is a table with columns for "Sort By", "Title", "File Watched", "Posted/Watched", and "Comment".



# MAX.gov

1. Visit HS PAC Position Announcements
2. Use your MAX.gov credentials to login when prompted.
- \*\* If you haven't registered yet, click Register Now button at the top right of the MAX.gov screen
3. Hover over the "Watchers" link located in the top right section of the page (in the light blue bar just under your name.)
4. Once the drop down expands, select "Watch This Page".
5. Each time a job announcement is added to the page, you will receive an email notification.

# HSAAP Participants Must Draw Their Own Conclusions



*Your role as a HSAAP Liaison is to assist with resources and information/guidance, and to facilitate introspection for officers and applicants to weigh their options. Their conclusions and choices should ultimately be their own.*

- Officership.
- Conditions of service.
  - Readiness
  - Deployment
  - Mobility
  - Uniform wear
  - Training & education
- Benchmarks.
- Needs of Service.
- Agency priorities.
- Independence and entrepreneurship.
- Geographic preference.
- Family priorities.
- Professional aspirations.
- Needs of Self.
- Personal preferences & desires.





# Resources

- Other HSAAP Liaisons may have insights and experience that can assist you
- HSAAP resources placed on the HSO R&R website
  - <https://dcp.psc.gov/OSG/hso/sub-recruitment-resources.aspx>
- HSO Mentoring Program
  - <https://dcp.psc.gov/osg/hso/sub-mentoring.aspx>
- HSO PAC CV Guide
  - <https://dcp.psc.gov/osg/hso/sub-careerdev-cv.aspx>





# HSAAP Liaisons

- Liaisons represent a variety of Agencies
  - ASPR, FDA, BOP, CMS, CDC, IHS, HRSA, DoD
- Liaisons have a range of experience in PHS
  - From 5 to 21 years of PHS service
- Liaisons serve in various regions
  - Alaska, New York, Arizona, Georgia, West Virginia, North Carolina

# Common Services Provided



- Sending job announcements to officers
- CV reviews
- Long-term career goal discussion
- HSO Benchmark review
- Encourage networking with other officers

# HSAAP Administrators



CDR Shane Sims

CDR Babtunde Oloyede

CDR Francis Bertulfo

CDR Amy Chanlongbutra

CDR Sarah Stienbarger



Questions?