



DEPARTMENT OF THE ARMY
HEADQUARTERS, U. S. ARMY EUROPE REGIONAL MEDICAL COMMAND
CMR 442
APO AE 09042

REPLY TO
ATTENTION OF:

MCEU-RM-CPB

10 April 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: ERM Command Policy Letter 27, Transition Employment Assistance for MEDCOM (TEAM)

1. Reference is made to memorandum MCPE-C, MEDCOM, dated 23 January 2003, subject: Transition Employment Assistance for MEDCOM (TEAM) (Encl 1).
2. Reference 1 implemented the TEAM program as a six months test effective 3 February 2003. TEAM will assist eligible spouses and other family members of military or civilian sponsors to continue their employment as they accompany their sponsors to new OCUNUS duty stations. TEAM's concept is simple: the medical treatment facilities and activities will receive advance notice of incoming family members and the selecting official will have the opportunity to consider the family member for overseas employment. The MEDCOM and North Central Civilian Personnel Operations Center (NCCPOC) are the leads on this test. The attached flow chart (Encl 2) provides TEAM processes developed for use within USAREUR. Detailed instructions are at Encl 3.
3. I encourage all major activity commanders to support this program and ensure that eligible and qualified family members are given proper consideration under this program. The success of this program will support our mission to provide qualified and timely healthcare, enhance employee retention, and take care of our soldiers, civilians and their families.
4. The point of contact for this memorandum is Ms. Birgit Rätzel, ERM Labor Advisor, Resource Management, at DSN 371-2936.

Encls
as


ELDER GRANGER
Brigadier General, U.S. Army
Commanding

MCEU-RM-CPB

SUBJECT: Transition Employment Assistance for MEDCOM (TEAM)

DISTRIBUTION:

CDR, Landstuhl Regional Medical Center

CDR, Heidelberg MEDDAC

CDR, Wuerzburg MEDDAC

CDR, Europe Regional Dental Command

CDR, Center for Health Promotion and Preventive Medicine, Europe

CDR, US Army Medical Material Management Center, Europe



REPLY TO
ATTENTION OF

MCPE-C

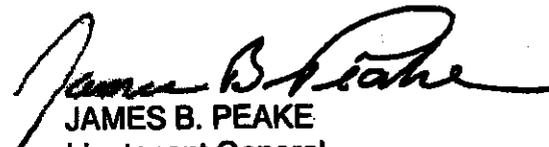
DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MEDICAL COMMAND
2050 WORTH ROAD
FORT SAM HOUSTON, TEXAS 78234-6000

23 January 2003

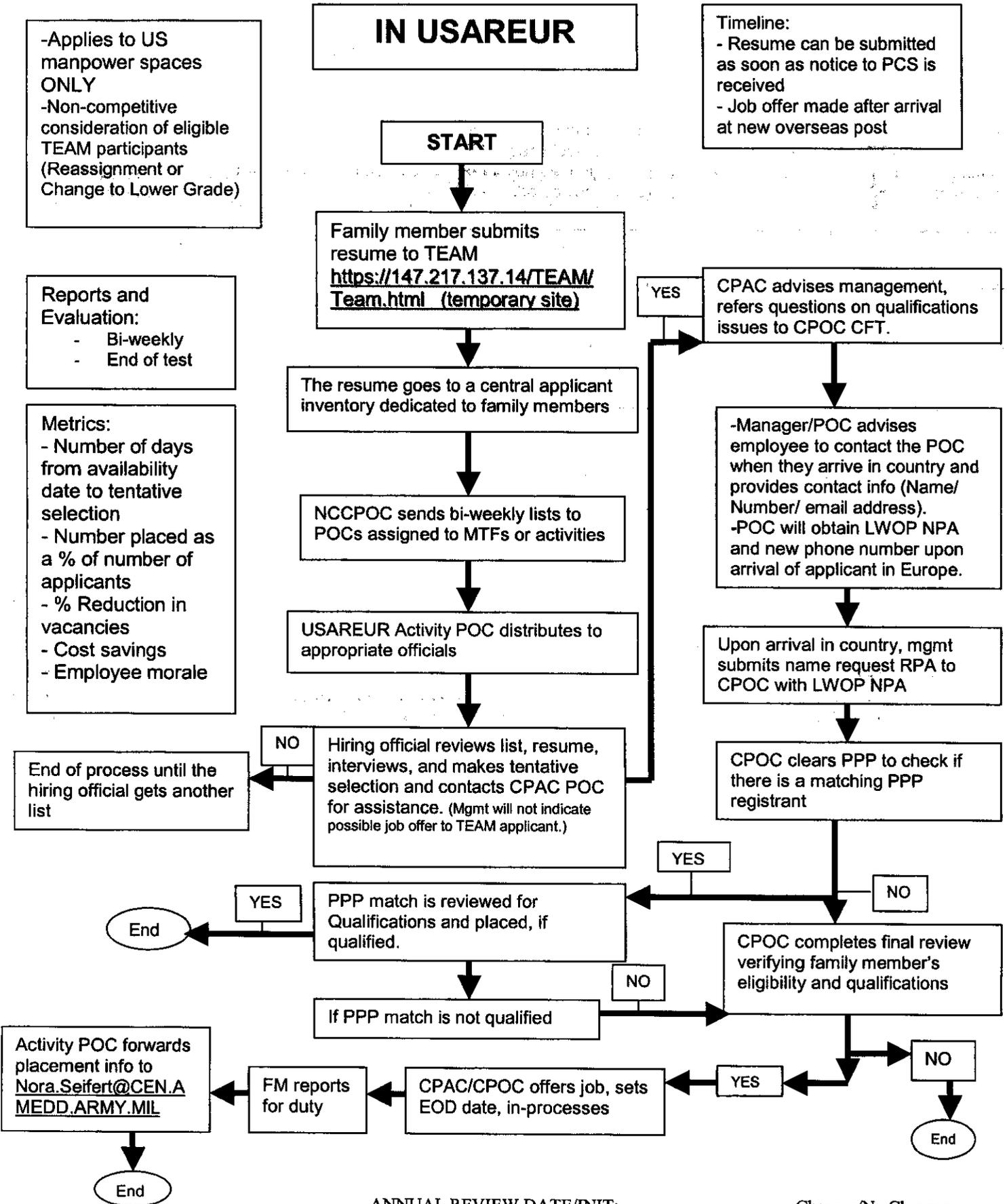
MEMORANDUM FOR COMMANDERS/DIRECTORS, MEDCOM MAJOR SUBORDINATE
COMMANDS, INSTALLATIONS, AND ACTIVITIES

SUBJECT: Transition Employment Assistance for MEDCOM (TEAM)

1. The purpose of this memorandum is to implement TEAM as a 6-month test effective 3 February 2003. TEAM is a program to assist eligible spouses and other family members to continue their employment as they accompany their sponsors to new duty stations.
2. Our civilian and military members face many challenges when they move to new duty stations to include uncertainty of their spouses and family members' continued employment. A break in Federal service causes loss of income and benefits; it is also a loss of much needed talent and skill. The loss of employees from our rolls is a loss in our capital investment. Additionally, it disrupts the delivery of healthcare services and increases the cost of doing business. TEAM aims to become a positive force in the transition of our military and civilian members as well as in our effort to fill vacancies quickly by using the pool of available spouses or family members. The success of this program will support our mission to provide quality and timely healthcare, enhance employee retention, and take care of our soldiers, civilians, and their families.
3. TEAM's concept is simple. The medical treatment facilities and activities will receive advance notice of incoming family members. The hiring official may name-request a spouse or family member on the Request for Personnel Action to place the employee without competition. Request commanders to plan ahead for April/May and other times when most Permanent Changes of Station (PCS) occur and set aside labor dollars to support TEAM. Additionally, lend your support to my staff who will issue information and taskers to make this program operational.
4. Our point of contact is Mrs. Nora Seifert, Civilian Personnel Division, Office of the Assistant Chief of Staff for Personnel, Commercial (210) 221-7289 or DSN 471-7289, E-mail nora.seifert@cen.amedd.army.mil.


JAMES B. PEAKE
Lieutenant General
Commanding

TEAM - How it Works



-Applies to US manpower spaces ONLY
-Non-competitive consideration of eligible TEAM participants (Reassignment or Change to Lower Grade)

Timeline:
- Resume can be submitted as soon as notice to PCS is received
- Job offer made after arrival at new overseas post

Reports and Evaluation:
- Bi-weekly
- End of test

Metrics:
- Number of days from availability date to tentative selection
- Number placed as a % of number of applicants
- % Reduction in vacancies
- Cost savings
- Employee morale

IN USAREUR

START

Family member submits resume to TEAM
<https://147.217.137.14/TEAM/Team.html> (temporary site)

The resume goes to a central applicant inventory dedicated to family members

NCCPOC sends bi-weekly lists to POCs assigned to MTFs or activities

USAREUR Activity POC distributes to appropriate officials

Hiring official reviews list, resume, interviews, and makes tentative selection and contacts CPAC POC for assistance. (Mgmt will not indicate possible job offer to TEAM applicant.)

CPAC advises management, refers questions on qualifications issues to CPOC CFT.

-Manager/POC advises employee to contact the POC when they arrive in country and provides contact info (Name/ Number/ email address).
-POC will obtain LWOP NPA and new phone number upon arrival of applicant in Europe.

Upon arrival in country, mgmt submits name request RPA to CPOC with LWOP NPA

CPOC clears PPP to check if there is a matching PPP registrant

PPP match is reviewed for Qualifications and placed, if qualified.

CPOC completes final review verifying family member's eligibility and qualifications

If PPP match is not qualified

CPAC/CPOC offers job, sets EOD date, in-processes

FM reports for duty

Activity POC forwards placement info to Nora.Seifert@CEN.AMEDD.ARMY.MIL

ANNUAL REVIEW DATE/INIT: _____ Changes/No Changes

Transition Employment Assistance for MEDCOM (TEAM) Instructions

- The hiring official may name-request either a spouse or family member with competitive status on the Request for Personnel Action (RPA) to place employees eligible for reassignment, change-to-lower-grade or transfer without competition.
- During the test phase, enrollment in TEAM is limited to US citizen family members.
- The European Region Medical Center has assigned activity points of contact for each Medical Treatment Facility (MTF), who upon receipt of a list from the NCCPOC will distribute to the appropriate official.

Upon receipt of a TEAM list, the selecting official will:

- (1) Review the resume(s).
- (2) Contact the TEAM participant(s) for interview.
- (3) Advise the applicant to contact the organization by an agreed upon date, based on their projected arrival in country.
- (4) Ensure that the applicant is provided the activity POC's name, phone number and email address.
- (5) Obtain a transient address, phone number or email address for the applicant, when possible.

The selecting official should not under any circumstances indicate that they have a job offer for the TEAM applicant.

- Selecting officials may contact the Civilian Personnel Advisory Center (CPAC) for further guidance and assistance. The CPAC will refer management to the Civilian Personnel Operations Center (CPOC) for qualification issues.
- Upon notification from the applicant that he/she has arrived in country, the activity POC will obtain a copy of the applicant's Leave without pay (LWOP) Notice of Personnel Action (NPA) and contact information.
- Management will submit the Request for Personnel Action (RPA) name requesting the TEAM applicant. Only non-competitive reassignments, changes to lower grade and transfers of eligibles will be considered under the TEAM program.
- The activity POC will forward TEAM placement information by email to MEDCOM Nora.Seifert@CEN.AMEDD.ARMY.MIL, with copy furnished to ERMC-RMO Birgit.Raetzel@us.army.mil.

- (1) TEAM participant name.
- (2) Placement position title, series and grade.
- (3) Name of organization the TEAM participant was placed.
- (4) Entrance on Duty Date (EOD).