



UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES

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Administrative Support Assistant Personnel Program

# ASAP

Fact Sheet

November 2003

- **Time required to recruit for a Federal appointment** – Approximately three to five months, from the submission of the request until the employee reports to duty.
- **Purpose of ASAP** – To alleviate the time lag in the Federal hiring process by “pre-hiring” and training individuals for recurring administrative support vacancies.
- **Other purpose of ASAP** – To allow management the use of clerical positions, on a temporary basis, while filing Federal vacancies.
- **Make-up of ASAP** – Professionally trained cadre of three support positions.
- **How it works** – While management is filling a support position vacancy, they may request temporary assistance from CHR’s ASAP pool. If management is pleased with the temporary person, that individual may be permanently reassigned to the department, thereby saving months of recruitment and training time. In either case, the department is provided immediate support upon the departure of support staff.
- **Mobility Agreement** – All employees in program are required to sign a mobility agreement indicating their willingness to be reassigned.
- **What it costs** – Departments reimburse CHR for the cost of the ASAP employees.
- **ASAP Program Manager** – Bill Manley, who can be reached by e-mail at [wmanley@usuhs.mil](mailto:wmanley@usuhs.mil), by phone at 301- 295-9878, or in person at the Civilian Human Resources Directorate, room A1022.

