

**Department of Behavioral Health  
TRANSMITTAL LETTER**

<b>SUBJECT</b> <b>Recruitment Advertising and Offers of Appointment</b>		
<b>POLICY NUMBER</b>  <b>DBH Policy 713.1A</b>	<b>DATE</b>  MAR 13 2014	<b>TL# 242</b>

**Purpose.** To set forth the policy of the Department of Behavioral Health (DBH) concerning offers of appointment to prospective employees and the recruitment advertising policy.

This re-issued policy has changed Department of Mental Health to Department of Behavioral Health and includes the transmittal letter.

**Applicability.** Applies DBH-wide.

**Policy Clearance.** Reviewed by affected responsible staff and cleared through appropriate Behavioral Health Authority offices.

**Implementation Plans.** Specific staff whose roles are relevant to the implementation of this policy should be trained, as needed. Program managers are responsible for following through to ensure compliance.

**Policy Dissemination and Filing Instructions.** Managers/supervisors of DBH must ensure that staff are informed of this policy. Each staff person who maintains policy manuals must promptly file this policy in the DBH Policy and Procedures Manual.

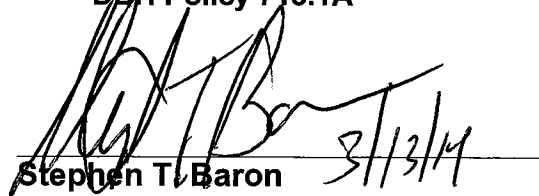
**ACTION**


**REMOVE AND DESTROY**

DBH Policy 713.1  
issued December 17, 2013

**INSERT**

DBH Policy 713.1A

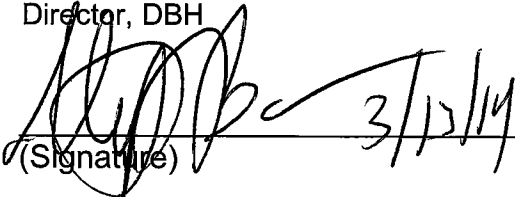
  
Stephen T. Baron 3/13/14  
Director, DBH

GOVERNMENT OF THE DISTRICT OF COLUMBIA  <b>DEPARTMENT OF BEHAVIORAL HEALTH</b>	<b>Policy No.</b> <b>713.1A</b>	<b>Date</b> MAR 13 2014	<b>Page 1</b>
	<b>Supersedes</b> DBH Policy 713.1, same subject, dated December 17, 2013		
<b>Subject: Recruitment Advertising and Offers of Appointment</b>			

1. **Purpose.** To set forth the policy of the Department of Behavioral Health (DBH) concerning offers of appointment to prospective employees and the recruitment advertising policy.
2. **Applicability.** Applies DBH-wide.
3. **Authority.** District Personnel Manual (DPM), Chapter 8, Part II, Subparts 3, 17, and Appendix A.
4. **Policy.**
  - 4a. All recruitment activities including newspaper and journal advertisements, flyers, and similar material must have prior approval of the Director, Division of Human Resources (DHR) in order to ensure compliance with existing regulations. DBH officials who are considering the use of recruitment advertising should contact DHR for specific information and guidance.
  - 4b. The Director, DHR is the only official at DBH vested with the authority to make offers of appointment to prospective employees. When the recommended selection is final, the personnel representative, in consultation with the selecting official and releasing official, arranges release and entrance on duty dates for the selected individual. The selecting official should have no discussion with or answer any questions from the selectee with regard to salary, entrance on duty, etc. The selectee should be referred to DHR for answers to all such questions.
5. **Other Guidelines.** A new appointee or reappointee must wait for notification from DHR regarding when and where he/she should report for duty. Any offer of appointment is revocable by the Director, DHR until the date the employee reports for work. Should an employee report to his/her duty post without having been processed in DHR, the supervisor must send him/her to DHR. Failure to complete all processing, including the oath of office, will result in services performed prior to the completion of processing being considered as volunteer time, and pay being denied for such services. There will be no retroactive appointments.
6. **Inquiries.** Questions regarding this policy should be addressed to the DBH Division of Human Resources (DHR) at 202-673-3525.

Approved by:

Stephen T. Baron  
 Director, DBH

  
 (Signature) 3/13/14 (Date)