

GOVERNMENT OF THE DISTRICT OF COLUMBIA
D.C. Department of Human Resources

This instruction may be accessed electronically at www.dchr.dc.gov, by clicking on the "Policies and Procedures" link; and the "View Issuances Related to this Chapter" link for Chapter(s): **31B**

District Personnel Manual Issuance System

E-DPM Instruction No. 31B-14

SUBJECT: Discontinuance of the Acceptance of the Paper
DC 2000 Employment Application for
Competitive Appointments

Date: September 6, 2013

1. Applicability

The provisions of this instruction apply to District government subordinate agencies. Other personnel authorities or independent agencies may adopt any or all of these procedures or guidance materials for agencies and employees under their respective jurisdictions

2. Purpose

The purpose of this instruction is to inform management officials and employees in general, and the general public that:

- a. Effective **September 9, 2013**, the D.C. Department of Human Resources (DCHR) **will no longer accept** paper, scanned, faxed or emailed submissions of the DC 2000 Employment Application (DC 2000). This change, which continues the District government's "green" initiative, will **require job applicants to submit online applications for posted vacancies via the DCHR website (www.dchr.dc.gov)**.
- b. Through the online submission process, job applicants will receive instant notification and confirmation of their submitted application. In addition, job applicants will receive status updates to those job positions for which they have applied. District agencies will also be able to utilize a streamlined process, where they can view all applications submitted in real time and in one system.
- c. Though DCHR is discontinuing the acceptance of paper applications for competitive appointments (including those applications scanned, faxed or emailed), please be advised that any paper applications received in DCHR **prior to September 9, 2013 and by the closing date on the vacancy** will be accepted.

3. Implementation of the "Hire Green" Initiative; and Access to the Online Application

To support job applicants further during this transition, DCHR has partnered with a number of

Note: DPM instructions that are strictly procedural in nature have direct applicability only to agencies and employees under the personnel authority of the Mayor. Other personnel authorities or independent agencies may adopt any or all of these procedures or guidance materials for agencies and employee under their respective jurisdictions.

Inquiries: Administration for Recruitment and Classification, DCHR (202) 442-9700

Distribution: Heads of Department and Agencies, HR Advisors, and District Government Employees

Retain Until Superseded

District government agencies and community-based organizations to identify computer and internet resources. A listing of those agencies, organizations and resources, in addition to the online employment application, is accessible on the DCHR website at www.dchr.dc.gov under the “Hire Green” link (see Career Opportunities Site Locations).

4. Competitive/Non-Competitive Guide

The *General Information Guide – Competitive/ Non-Competitive Recruitment Replacement of “Merit Staffing Plan”*] (Guide) issued to agencies in April 2013, will be updated and re-issued to add language requiring that all job applications for competitive appointments be submitted online.

5. Additional Information

For additional information concerning the online employment application, employees may access the Frequently Asked Questions for the Paperless Application Initiative on DCHR’s website at www.dchr.dc.gov under the “Careers” link, or by contacting the Recruitment and Staffing Division at (202) 442-9700.



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