UNITED STATES MARINE CORPS
U.S. MARINE CORPS AIR STATION
YUMA, ARIZONA 85369-5001

IN REPLY REFER TO:
StaO 12335.1B
3BF:ac
21 Oct 1987

STATION ORDER 12335.1B

From: Commanding Officer
To: Distribution List

Subj: Merit Staffing of Civilian Competitive Service Positions

Ref: (a) FPM 335 (NOTAL)
(b) DOD 1400.20-1M Manual (NOTAL)
(c) CPI 335 (NOTAL)
(d) StaO 12711.1

Encl: (1) Merit Staffing Program

1. Purpose. To prescribe the policy governing selections to fill vacant positions and to publish the Merit Staffing Program which has been developed in accordance with references (a) through (d).

2. Cancellation. StaO 12335.1A.

3. Background. Reference (a) gives a framework for ensuring fair consideration and merit selection while affording agencies maximum flexibility to develop, negotiate, and manage their own merit promotion programs. Reference (b) is the Department of Defense (DOD) Program for Stability of Civilian Employment. Reference (c) sets forth the Department of the Navy policy regarding the Merit Promotion Program. It now provides increased flexibilities to the maximum extent allowed by law and regulation and provides management officials with a much greater role in the process, consistent with the provisions of reference (b), career program requirements, and the Spousal Employment Program. Merit promotion is but one means of filling a vacant position. Management has the right to select from other sources and must retain that right. Reference (d) is the labor agreement with the National Federation of Federal Employees, Local 64.

4. Information

a. Policy. The policy of this Command is that promotions will be made based on merit and fitness under systematic and equitable procedures. There shall be no discrimination in evaluation, selection, or any other phase of the promotion process, for any nonmerit reason, such as race, religion, sex, color, age, national origin, marital status, politics, labor organization affiliation or nonaffiliation, or nondisqualifying physical handicap.

b. Objectives. The following program objectives will be considered in administering the activity merit promotion program:

(1) Simplicity and efficiency.

(2) Flexibility.

(3) Legal and regulatory compliance.

(4) Effective interrelationship with other personnel programs.

(5) Fosters the confidence of the managers and applicants.

(6) Prompt identification and selection of high quality candidates.

c. Roles and responsibilities. Operation of a merit promotion program requires a joint effort of management and personnel officials.

(1) Management Officials. Managers and supervisors are the ultimate personnel managers of the Marine Corps. They are responsible for making selections and, if they wish, evaluating candidates. Accountability for the end result (e.g., fair and equitable treatment without regard to nonmerit factors, fair and open competition, and selection based on relative ability, knowledge, and skills) rests with the selecting official.

(2) Civilian Personnel Officials. The function of personnel specialists is to assist managers in accomplishing their responsibilities. They determine basic qualifications of applicants and provide advice and support to managers (e.g., evaluation procedures, locating candidates).

5. Effective Date. The provisions of this Order are effective on the date of issuance. However, merit staffing actions initiated prior to the date of this publication will be completed under procedures in effect when the actions were initiated.

6. Action. All managers and supervisors, military and civilian, shall support and carry out this program. Managers and supervisors have the primary responsibility for the success of this program with the aid of the Civilian Personnel Office staff.

7. Applicability. This Order applies to all positions in the competitive service and to positions temporarily in the excepted service for all activities located at this Station that receive services from the Civilian Personnel Office, Marine Corps Air Station, Yuma, Arizona.

W. H. HANSEN
By direction

DISTRIBUTION: C

MERIT STAFFING PROGRAM

1. GENERAL PROVISIONS

a. For any situation which is subject to competitive procedures and not clearly covered by this enclosure, the guidelines and instructions issued by the Office of Personnel Management (OPM), Department of Defense (DOD), Department of the Navy (DON), or other higher authority will take precedence.

b. All actions shall be made without regard to political, religious, or labor organization affiliation or nonaffiliation, marital status, race, color, sex, national origin, nondisqualifying physical handicap, or age, and shall not be based on any criteria not job-related including favoritism, personal relationship (nepotism), or patronage.

2. DEFINITIONS

a. Promotion. The change of any employee to a position at a higher grade level within the same job classification system and pay schedule or to a position with a higher rate of basic pay in a different job classification system and pay schedule.

b. Demotion. The change of an employee to a lower grade when both the old and the new positions are under the General Schedule or under the same wage grade schedule, or to a position with a lower rate of basic pay when both the old and new positions are under the same type ungraded wage schedule or in different pay method categories.

c. Reassignment. The change of an employee from one position to another without promotion or demotion.

d. Area of Consideration. The area in which the command makes an intensive search for eligible candidates in a specific promotion action.

e. Qualified Candidates. Those who meet established qualifications requirements for the position.

f. Best Qualified Candidates. They are qualified candidates who rank at the top when compared with other eligible candidates for a position. A reasonable number of the best qualified candidates are referred for selection.

g. Selective Placement Factors. Knowledges, skills, or abilities (KSA's) which are required to establish basic eligibility for a position, e.g., knowledge of FORTRAN programming language is a proper selective factor for a GS-11 Computer Programmer position when a substantial portion of the job is FORTRAN programming.

h. Quality Ranking Factor. KSA which provides a candidate with a significant quality advantage over other candidates. It is desirable, but not absolutely essential to satisfactory performance, e.g., overseas experience in a related line of work may be a suitable quality ranking factor for a position which does not require overseas experience but is located overseas or has substantial dealings with an overseas activity.

i. Summary Ranking Factor. KSA which includes all of the essential requirements of a position combined, e.g., "ability to do the work of the position under normal supervision."

j. Noncompetitive Candidates. Those whom the activity has the authority to appoint or place without evaluation and competition under the provisions of FPM 335, FPM S335-1, CPI 335, and CPI S335-1.

3. CANDIDATE SEARCH. Management has and must retain the right to select from any appropriate source. In deciding which source or sources to use, the activity managers have an obligation to determine which is most likely to best meet the Marine Corps' and MCAS Yuma's mission objectives. Appropriate sources in addition to merit promotion include:

a. Prior Consideration for Placement eligibles. (Mandatory)

(1) Before any action is taken to fill a vacant position either competitively or noncompetitively (except placement of an employee with statutory or regulatory rights), the Civilian Personnel Office will refer employees who are entitled to prior consideration for placement. These rights do not apply to positions with known promotion potential to a grade level higher than the employee's entitlement.

(2) The following order of precedence for referral will be followed:

(a) Activity employees under retained grade/pay. (See reference (c), Appendix B).

(b) Employees who did not receive proper consideration for promotion due to a procedural, regulatory, or program violation. (Referral will be made to the next appropriate vacancy.)

(c) Priority Placement Program registrants in priorities 1, 2, 2R, and 3 (See reference (c)).

b. Reemployment Priority Lists (Mandatory)

c. Reinstatement Eligibles

d. Transfer Eligibles from other agencies

e. Handicapped applicants

f. Veterans Readjustment Appointment eligibles

g. OPM Register/Certificate eligibles

h. Reassignment and demotion eligibles

i. Disabled veterans who have a compensable service-connected disability of 30% or more

j. Spouses of military or civilian personnel transferring to MCAS Yuma. Spouses must currently have competitive status with the Federal Government.

k. Applicant Supply Files.

4. MERIT PROMOTION REQUIREMENTS

a. Area of Consideration (AOC). In determining the AOC for vacancies to be filled by competitive procedures, managers and personnel officials must consider EEO goals and objectives, the likelihood of producing sufficient high quality candidates without unreasonably restricting fair and open competition, the infusion of new ideas and strengths into the organization, and budgetary constraints and cost-effectiveness.

(1) The minimum AOC is MCAS, Yuma employees with Career, Career-Conditional and VRA permanent appointments, to include employees of the Yuma Commissary Store and the Civilian Personnel Office. This means that competition may not be restricted to a squadron or department.

(2) An AOC outside of the Yuma commuting area is appropriate when higher authority requires broader searches, when a position has highly skilled technical qualifications not found within the Yuma area, when previous staffing has shown insufficient resources in the local area, and when an initial announcement results in too few highly qualified candidates.

b. Vacancy Announcements

(1) Vacancies to be filled by competition which will have an AOC wider than MCAS Yuma must be advertised by a vacancy announcement. Vacancy announcements are to be clearly written, with sufficient information for the candidate to understand the area of consideration, the duties of the job, the qualifications (including selective factors) required, the evaluation methods to be used (including the knowledges, skills, and abilities candidates will be evaluated against), and how to apply. If it is not practical to put

all the information in the announcement, the information can be obtained from the Civilian Personnel Office.

(2) Vacancies to be advertised MCAS Yuma wide only may be announced by a vacancy listing; however, the requirements for candidate information in b(1) above apply.

(3) Other methods of locating candidates, such as skill files, computerized referral system, the Department of Navy Vacancy Listing, or the DOD Vacancy Listing may be used concurrently.

(4) The minimum "open periods" by AOC will be:

(a) MCAS Yuma - 5 workdays;

(b) Yuma Commuting Area - 10 workdays; and

(c) Nationwide - 20 workdays.

c. Application Methods. Several means of obtaining information concerning applicants will be used such as, SF-171's, supplemental questionnaires, and annual performance ratings.

d. Acceptance of Applications

(1) If stated in the announcement, the Civilian Personnel Office will accept applications during the open period from those candidates who will meet time in grade and other requirements within 30 days after the closing date for the vacancy.

(2) Regardless of the area of consideration, applications from spouses of relocating active duty members and DOD civilian employees will be accepted during the 30 days preceding through the 6 months following their sponsor's relocation to the MCAS Yuma commuting area.

(3) All appointable DON employee applicants within the area of consideration must be considered.

(4) Handicapped employees serving under Schedule A appointments are not eligible for consideration under the competitive merit staffing process; however, any who are qualified can be referred separately to the selecting official who could then select them.

(5) An application will be accepted from a candidate who is appointable, meets the legal and regulatory requirements, and whose application was solicited without spelling out any other preconditions affecting consideration, unless covered under paragraph e below.

(6) Employees on Leave, Official Travel, or Absent Because of Compensable Injury. Each employee must assume personal responsibility for keeping aware of promotional opportunities. Employees are responsible for advising their supervisors in writing and giving him/her a copy of their SF171 for the types of positions for which they wish consideration during periods of absence for official travel or approved leave. During such periods, (except in cases of LWOP for more than 30 days) supervisors will file for the employee.

e. Rejection of Applications. The following are some reasons for rejection of applications:

(1) They are from nonstatus candidates;

(2) Outside the area of consideration and concurrent consideration was not extended;

(3) There is not enough information upon which to make a qualifications determination;

(4) If the applicant falsified the application (if an MCAS Yuma employee is involved, disciplinary action may be taken);

(5) If not received by close of business on closing date;

(6) Any preconditions affecting consideration of solicited applications which were spelled out in advance are not met, and/or;

(7) Application was received in a Federal Government franked envelope.

5. EVALUATION OF CANDIDATES

a. Basic Requirements. To be eligible for promotion or placement, candidates must meet the minimum qualifications standard prescribed by OPM (OPM Handbook X-118 or X-118C) plus any appropriate selective factors established as being essential for immediate satisfactory performance on the job.

(1) Legal and Regulatory Requirements. Candidates must meet the time-in-grade requirements, qualification requirements and time-after-competitive appointment requirements prior to selection for the position.

(2) Evaluation procedures will include the following:

(a) Use of multiple assessment measures, such as experience, education, training, awards, and annual performance ratings;

(b) Job analysis to predetermine pertinent (KSA's);

(c) Be applied uniformly; and

(d) Include consideration of the annual performance appraisal, to the extent that it is relevant to the position being filled.

b. Evaluation Methods

(1) General

(a) When there are ten or less qualified promotional candidates, an extensive comparison against a crediting plan is not necessary to identify highly qualified candidates. In lieu of a formal, detailed evaluation, a competitive evaluation may be performed using a summary factor which includes all essential requirements of the position being filled.

(b) When there are eleven or more qualified promotional candidates, then the candidates must be formally evaluated against the KSA's determined to be important to the position being filled, using an associated crediting plan. These KSA's must be identified through a job/task analysis process and documentation of this analysis must be retained.

(c) There is no requirement for formal evaluation of candidates eligible for non-competitive selection.

(d) Evaluation methods must be in compliance with this instruction, CPR 335, FPM 335, and FPM Supplement 335-1, including the Uniform Guidelines for Employee Selection Procedure. A representative of the Civilian Personnel Office will be involved with every phase of the evaluation process.

(2) Crediting Plans. The development of crediting plans will be in accordance with the DON's Methodology for Crediting Plan Development Manual. The following four levels of possession for each KSA important to the position will be identified and defined: superior, good, satisfactory, and barely acceptable. For each KSA, candidates will be assigned a credit point of 1, 2, 3, or 4. The category (Qualified or Highly Qualified) in which a candidate is placed and his or her rank order within the category is determined by the total score on all KSA's. In order for a candidate to be placed in the Highly Qualified category, he or she must attain at least an average point value of 3 on the sum of all KSA's (equates to 85 out of 100 on a transmutation table).

(3) Qualifications Evaluation. The qualifications evaluation will give due consideration to the following:

(a) Experience. Length of experience, beyond any minimum requirement, will be used as an evaluation factor only when there is a clear relationship with quality of performance.

(b) Supervisory Appraisals. The Employment Office will attempt to obtain at least one Supervisory Appraisal of Performance, geared to the required knowledges, skills, abilities, and personal characteristecs, on all promotional candidates. Supervisors/managers are obligated to complete necessary Supervisory/Appraisals of Performance on employees under their supervision. However, the promotion process will not be suspended or unreasonably delayed because of the unavailability of one or more supervisory appraisals.

(c) Annual Performance Appraisals. The current annual performance appraisal will be used in the evaluation process to the extent that they are relevant to the position to be filled. In addition, the Staffing Specialist will attempt to obtain the current annual performance appraisal on all candidates.

(d) Awards. Qualifications demonstrated or implied by the candidates' awards, such as initiative, resourcefulness, or planning ability will be assessed in terms of their relationship to the requirements determined to be essential to the position to be filled. Awards will be considered in accordance with the above provided applicants submit evidence of such awards as required by supplemental application forms.

(e) Training. Pertinent training, self-development, and outside activities which would increase an employee's potential or affect performance will be considered in evaluation to the extent it relates to skills, knowledges, etc., essential to the position to be filled.

c. Evaluators. Promotion program candidates may be evaluated by the following individuals understanding the job requirements:

(1) Selecting officials;

(2) Personnel officials; or

(3) Other knowledgeable management designees.

d. Panels. Rating or selection panels are optional at the selecting official's request.

6. RIGHT TO SELECT

a. Referral. Referrals of competitive candidates will follow the provisions reference (a), this Order, and FPM/CPI S335-1. Non-competitive candidates may be referred at any time in the recruitment and evaluation process.

b. Interviews. The selecting official may interview none, any, or all of the best qualified candidates at his/her option.

c. Selection. The selecting official retains the right to select from sources other than the Merit Promotion Program at any time during the recruitment and evaluation process.

d. Release of Employees. Selectees will normally be released as follows:

(1) Promotion. Within two weeks.

(2) Reassignment or change to lower grade. Within 30 days.

(3) Overseas. Within 45 days.

7. PROMOTION SYSTEM ADMINISTRATION

a. Records. The Civilian Personnel Office will maintain a temporary record of each promotion sufficient to allow reconstruction of the promotion action. Each competitive action record must identify the position, the plan it was filled under, and contain documents required by FPM 335 and CPI 335. These records must be maintained for two years or until an OPM or OCPM evaluation (whichever comes first), providing that the time limit for grievances has elapsed or if one is in process, 60 days after finalization. Cases involving discrimination complaints must be retained for two years after final disposition by DON.

b. Disclosure of Information. Disclosure of merit promotion information will follow guidance contained in the Privacy and Freedom of Information Acts and FPM Supplement 335-1, subchapters 5-3 and 6-1. All candidates must have equal access to information on merit promotion processes and procedures. Information that might give some candidates an unfair advantage shall not be released.

8. COMPETITIVE PROCEDURES. These apply to all promotions under Section 335.102 of the civil service regulations and to the following actions:

a. Temporary Promotions. Competitive inservice procedures must be used for temporary promotions over 120 days (prior service under details to higher graded positions or temporary promotions is included whether competitive or noncompetitive during the preceding 12 months). The conditions for making temporary promotions are as follows:

(1) Temporary promotions must be for a definite period of 1 year or less, but may be extended for a definite period not to exceed 1 additional year.

(2) OPM must authorize a temporary promotion for a period more than 2 years when it finds the needs of the service require it.

(3) Adverse action procedures apply to the return of an employee to his or her regular position after a temporary promotion lasting more than 2 years.

(4) A temporary promotion may be made permanent without further competition provided the temporary promotion was originally made under competitive procedures and the fact that it might lead to a permanent promotion was made known to all potential candidates.

(5) A temporary promotion may not be used for the purpose of training or evaluating an employee in a higher grade position.

b. Term Promotions. Competitive inservice procedures must be used for term promotions. The conditions for making term promotions are as follows:

(1) After entering into a formal agreement with OPM, MCAS Yuma may promote an employee for a limited term in excess of 2 years but not more than 4 years to complete a designated project or assignment; or as a part of a planned rotational system for a definite period. Upon the approval of OPM, MCAS Yuma may extend the period 1 year for a total of 5 years. OPM may authorize the additional year only when it finds the needs of the MCAS Yuma require it.

(2) A term promotion may be made permanent without any further competition provided the term promotion was originally made under competitive procedures and the fact that it might lead to a permanent promotion was made known to all potential candidates.

c. Details. Selection for details for more than 120 days to a higher grade position or to a position with known promotion potential.

d. Reassignment or Demotion. Reassignment or demotion to a position with more promotion potential than the position last held (except as permitted by reduction-in-force regulations).

e. Transfer. Transfer to a higher grade position.

f. Reinstatement. Reinstatement to a permanent or temporary position at a higher grade than the last grade held in a nontemporary position in the competitive service.

9. EXCEPTIONS TO COMPETITIVE PROCEDURES.

a. A promotion resulting from the upgrading of a position without significant change in the duties and responsibilities due to issuance of a new classification standard or the correction of an initial classification error.

b. A position change permitted by reduction-in-force regulations.

c. The two types of career promotions:

(1) A promotion resulting from an employee's position being classified at a higher grade because of additional duties and responsibilities provided all of the following requirements are met:

(a) The major duties of the employee's old position are absorbed into the new position, and the former is cancelled;

(b) The new position has no known promotion potential; and

(c) The additional duties do not adversely affect another encumbered position.

(2) A promotion without current competition when at an earlier stage an employee was selected from a civil service register or under competitive promotion procedures for an assignment intended to prepare the employee for the position being filled (the intent must be made a matter of record and career ladders must be documented in the promotion plan). See Appendix 3 for Career Ladder Positions.

d. A career ladder promotion following noncompetitive conversion of a cooperative education student per FPM chapter 308.

e. A position change from a position having known promotion potential to a position having no higher potential.

f. A temporary promotion of 120 days or less.

g. Selection of a candidate from the Reemployment Priority List for a higher grade than the one last held in the competitive service.

h. Consideration of a candidate not given proper consideration in a competitive promotion action.

i. Temporary promotion of an employee for more than 120 days to a grade level previously held on a permanent basis (except when the employee was demoted for personal cause).

j. Repromotion of a current Federal employee in the competitive service to a grade (or equivalent level in another pay system or intervening grade) previously held on a permanent basis in the competitive service (except when demoted for personal cause).

k. Reassignment, demotion, or promotion (including transfer) to a position having no higher promotion potential than that held or previously held on a permanent basis in the competitive service (except when demoted for cause). For example, a GS-4 who has held a GS-5 with promotion potential to GS-9 could be non-competitively placed in any position having promotion potential to GS-9 or below, if otherwise qualified.

10. GRIEVANCES. Employees have the right to file a complaint relating to a promotion action. Such complaints shall be resolved under appropriate grievance procedures. While the procedures used by MCAS Yuma to identify and rank qualified candidates are proper subjects for formal complaints or grievances, nonselection from among a group of properly ranked and certified candidates is not an appropriate basis for a formal complaint or grievance.

APPENDIX A - GENERAL REGULATORY PROVISIONS

1. Authority to Make Position Changes

a. Delegations of authority. Authority is delegated to first line supervisors through the chain of command to make the following position changes:

(1) Career and career-conditional employees may be promoted, demoted, reassigned, or transferred.

(2) Indefinite and status quo employees may be promoted, demoted, or reassigned if they meet legal and qualification requirements of the position being filled.

(3) Term employees may be promoted, demoted, or reassigned to another position covered by the same term appointment authorization.

(4) Employees on TAPER (temporary appointment pending establishment of a register) may be reassigned to any position to which the original appointment could have been made by the same appointing officer from the same recruiting list in the same order of consideration.

(5) Veterans' Readjustment Authority appointees may be promoted, demoted, reassigned, or transferred per FPM chapter 307.

b. Limitations on Delegations of Authority

(1) Merit requirements. Position changes must meet the requirements of FPM chapter 335 and any additional procedural requirements set forth in the MCAS Yuma merit promotion program.

(2) Prior approval of exceptions from standards and requirements. MCAS Yuma's authority to make position changes is subject to the requirement that prior OPM approval be secured for any action which would require an exception from applicable standards and requirements in FPM chapter 338.

2. Documentation for and Information on Prior Consideration for Placement

a. The following documentation by the Civilian Personnel Office will ensure compliance with requirements:

(1) Listing of eligible employees including the positions for which they will be referred (positions which are in the same pay plan, for which the employee is qualified, and which is at the same grade level as the saved grade, grade from which demoted or for which consideration was lost, as applicable); and

(2) Documentation of referral and resultant selections or nonselections.

b. A cross-index system will be used (either manual or computerized). One list will be by employee and positions for which to be referred and one will be by types of positions and employees to be referred.

c. Employees will be advised of their eligibility/entitlements and due regard will be given to employee job preferences.

d. Eligible employees will be advised of the importance of insuring that their applications and supplemental questionnaires contain up-to-date qualifications information.

e. Termination of eligibility:

(1) For employees who failed to receive proper consideration in a previous case: when selected, when referred for bona fide consideration, or at the end of one (or two) year period.

(2) For employees under CSRA grade and pay retention, CSRA pay retention, or under salary retention: when entitlement to pay/salary retention terminates.

For information on:	See:
Career Programs	FPM/CPI 950, 410
Details	FPM/CPI 300.8
Grievances	FPM/CPI 711, 771
Nepotism	FPM 310
Priority Placement Program	CPI 330.8 DOD 1400.20-1-M
Qualifications	FPM 338
Selection Interviews	FPM 332-APP 1, S335.1-B-8e(3)
Time in grade restrictions	FPM/CPI 300.6

The above references are available in the Civilian Personnel Office

3. Career Ladder Positions

The positions listed below have been designated by Position Management and Classification Methodology as career ladder positions.

SERIES	TITLE	TARGET LEVEL	ENTRY LEVEL
GS-018	Safety Management Series	GS-11	GS-5/7/9
GS-081	Fire Protection & Prevention Series	GS-5	GS-3/4
		GS-6	GS-5
		GS-7	GS-6
		GS-8	GS-6/7
		GS-10	GS-8
GS-201	Personnel Management Series	GS-9	GS-5/7
		GS-11	GS-5/7/9
GS-203	Personnel Clerical and Assistance Series	GS-4	GS-3
		GS-5	GS-4
GS-204	Military Personnel Clerical and Technician Series	GS-5	GS-3/4
GS-303	Miscellaneous Clerk and Assistance Series	GS-4	GS-3
GS-305	Mail and File Series	GS-5	GS-4
GS-318	Secretary Series	GS-4	GS-3
		GS-5	GS-3/4
GS-322	Clerk-Typist Series	GS-3	GS-2
		GS-4	GS-2/3
GS-334	Computer Specialist Series	GS-9	GS-5/7
GS-341	Administrative Officer Series	GS-9	GS-5/7
GS-343	Management Analysis Series	GS-12	GS-5/7/9
GS-382	Telephone Operating Series	GS-5	GS-4
GS-394	Communications Clerical Series	GS-4	GS-3
		GS-5	GS-4
GS-501	General Accounting Clerical and Administrative Series	GS-5	GS-4
		GS-7	GS-6
		GS-11	GS-9
GS-505	Financial Management Series	GS-12	GS-11
GS-510	Accounting Series	GS-9	GS-5/7
GS-525	Accounting Technician Series	GS-4	GS-3
		GS-5	GS-4
		GS-6	GS-5
		GS-7	GS-6
		GS-8	GS-7
		GS-9	GS-8
GS-540	Voucher Examining Series	GS-5	GS-4
GS-544	Payroll Series	GS-5	GS-4
		GS-6	GS-5
GS-545	Military Pay Series	GS-4	GS-3

SERIES	TITLE	TARGET LEVEL	ENTRY LEVEL
GS-560	Budget Administration Series	GS-7	GS-5
		GS-9	GS-5/7
		GS-11	GS-5/7/9
GS-801	General Engineering Series	GS-12	GS-11
GS-802	Engineering Technician Series	GS-11	GS-9/10
GS-808	Architecture Series	GS-11	GS-5/7/9
GS-810	Civil Engineering Series	GS-11	GS-5/7/9
GS-818	Engineering Drafting Series	GS-7	GS-5/6
GS-830	Mechanical Engineering Series	GS-11	GS-5/7/9
GS-850	Electrical Engineering Series	GS-11	GS-5/7/9
GS-856	Electronics Technician Series	GS-11	GS-9/10
GS-1101	General Business and Industry Series	GS-7	GS-5
GS-1105	Purchasing Series	GS-5	GS-4
		GS-7	GS-5
GS-1106	Procurement Clerical and Assistance Series	GS-3	GS-2
GS-1173	Housing Management Series	GS-5	GS-4
		GS-7	GS-5
		GS-9	GS-5/7
GS-1410	Librarian Series	GS-6	GS-5
GS-1601	General Facilities and Equipment Series	GS-11	GS-9
GS-1666	General Housekeeping Series	GS-5	GS-4
GS-1670	Equipment Specialist Series	GS-6	GS-5
		GS-7	GS-5/6
GS-2003	Supply Program Management Series	GS-9	GS-5/7
		GS-11	GS-5/7/9
GS-2005	Supply Clerical and Technician Series	GS-4	GS-3
		GS-5	GS-4
		GS-6	GS-5
		GS-7	GS-6
GS-2134	Shipment Clerical Series	GS-5	GS-3/4
		GS-5	GS-4
GS-2152	Air Traffic Control Series	GS-12	GS-9/11

8 Oct 1987
Date:

From: Station Adjutant; Directives Control
To: Civilian Personnel Officer

Subj: Corrections required on Sta O 12335.1B

Ref: (a) MCO P5215.1 W/Ch 1

1. The following corrections are needed on the proposed directive as specified in the reference:

_____ "In Reply Refer to" like this: (4004.3d(3))

MCAS (originator code:only typist initials)
MAG-13 7

_____ Distribution like this: (4004.3d(6))

DISTRIBUTION: MCAS: A
MAG-13: A
2D LAAM BN: A
MACS-7: A
MWSS-371: A
VMFT-401: A

_____ The order needs complete revision because_____

_____

_____ Use neutral language (1008.2)

_____ All major paragraphs must have at least two subdivisions (1009.2)

_____ A paragraph is not begun at the bottom of a page unless there is room for 2 consecutive lines of text on that page and unless 2 consecutive lines carry over to the next (1009.3)

_____ Two consecutive paragraph titles regardless of the number of lines in each title will not be shown at the end of a page by themselves (1009.4)

_____ Use standard pica-size type or equivalent type (not less that 9 nor more that 12 characters per inch, not less than 5 or more than 6 line per inch) (1016.2a)

_____ When there is a single reference and/or enclosure in a directive, the term "the reference" and/or "the enclosure" shall be used in the text (1005.2)

_____ Abbreviations, acronyms and short titles not generally recognized will be spelled out and followed by shortened version which may then be used (1007.2)

_____ Use the "Concurrence" paragraph for any directive applicable to MAG-13 personnel and units. State paragraph exactly as shown:

Concurrence. The Commanding Officers of MAG-13, 2d LAAM Bn, MACS-7, MWSS-371, and VMFT-401 concur in and make this Directive applicable to their respective Commands.

_____ Continuation pages - designator and SSIC being 4 lines down on second and subsequent pages - top right-hand corner on odd pages; top left-hand corner on even pages (2004)

UNITED STATES MARINE CORPS
U.S. MARINE CORPS AIR STATION
YUMA, ARIZONA 85369-5001

IN REPLY REFER TO:
StaO 12335.1C
3BF:ac

STATION ORDER 12335.1C

From: Commanding Officer
To: Distribution List

Subj: Merit Staffing of Civilian Competitive Service Positions

Ref: (a) FPM 335 (NOTAL)
(b) DOD 1400.20-1M Manual (NOTAL)
(c) CPI 335 (NOTAL)
(d) StaO 12711.1

Encl: (1) Merit Staffing Program

1. Purpose. To prescribe the policy governing selections to fill vacant positions and to publish the Merit Staffing Program which has been developed in accordance with references (a) through (d).

2. Cancellation. StaO 12335.1B.

3. Background. Reference (a) gives a framework for ensuring fair consideration and merit selection while affording agencies maximum flexibility to develop, negotiate, and manage their own merit promotion programs. Reference (b) is the Department of Defense (DOD) Program for Stability of Civilian Employment. Reference (c) sets forth the Department of the Navy policy regarding the Merit Promotion Program. It now provides increased flexibilities to the maximum extent allowed by law and regulation and provides management officials with a much greater role in the process, consistent with the provisions of reference (b), career program requirements, and the Spousal Employment Program. Merit promotion is but one means of filling a vacant position. Management has the right to select from other sources and must retain that right. Reference (d) is the labor agreement with the National Federation of Federal Employees, Local 64.

4. Information

a. Policy. The policy of this Command is that promotions will be made based on merit and fitness under systematic and equitable procedures. There shall be no discrimination in evaluation, selection, or any other phase of the promotion process, for any nonmerit reason, such as race, religion, sex, color, age, national origin, marital status, politics, labor organization affiliation or nonaffiliation, or nondisqualifying physical handicap.

b. Objectives. The following program objectives will be considered in administering the activity merit promotion program:

(1) Simplicity and efficiency.

(2) Flexibility.

(3) Legal and regulatory compliance.

(4) Effective interrelationship with other personnel programs.

(5) Fosters the confidence of the managers and applicants.

(6) Prompt identification and selection of high quality candidates.

c. Roles and responsibilities. Operation of a merit promotion program requires a joint effort of management and personnel officials.

(1) Management Officials. Managers and supervisors are the ultimate personnel managers of the Marine Corps. They are responsible for making selections and, if they wish, evaluating candidates. Accountability for the end result (e.g., fair and equitable treatment without regard to nonmerit factors, fair and open competition, and selection based on relative ability, knowledge, and skills) rests with the selecting official.

(2) Civilian Personnel Officials. The function of personnel specialists is to assist managers in accomplishing their responsibilities. They determine basic qualifications of applicants and provide advice and support to managers (e.g., evaluation procedures, locating candidates).

5. Effective Date. The provisions of this Order are effective on the date of issuance. However, merit staffing actions initiated prior to the date of this publication will be completed under procedures in effect when the actions were initiated.

6. Action. All managers and supervisors, military and civilian, shall support and carry out this program. Managers and supervisors have the primary responsibility for the success of this program with the aid of the Civilian Personnel Office staff.

7. Applicability. This Order applies to all positions in the competitive service and to positions temporarily in the excepted service for all activities located at this Station that receive services from the Civilian Personnel Office, Marine Corps Air Station, Yuma, Arizona.

DISTRIBUTION: C

MERIT STAFFING PROGRAM

I. GENERAL PROVISIONS

A. For any situation which is subject to competitive procedures and not clearly covered by this enclosure, the guidelines and instructions issued by the Office of Personnel Management (OPM), Department of Defense (DOD), Department of the Navy (DON), or other higher authority will take precedence.

B. All actions shall be made without regard to political, religious, or labor organization affiliation or nonaffiliation, marital status, race, color, sex, national origin, nondisqualifying physical handicap, or age, and shall not be based on any criteria not job-related including favoritism, personal relationship (nepotism), or patronage.

II. DEFINITIONS

A. Promotion. The change of any employee to a position at a higher grade level within the same job classification system and pay schedule or to a position with a higher rate of basic pay in a different job classification system and pay schedule.

B. Demotion. The change of an employee to a lower grade when both the old and the new positions are under the General Schedule or under the same wage grade schedule, or to a position with a lower rate of basic pay when both the old and new positions are under the same type ungraded wage schedule or in different pay method categories.

C. Reassignment. The change of an employee from one position to another without promotion or demotion.

D. Area of Consideration. The area in which the command makes an intensive search for eligible candidates in a specific promotion action.

E. Qualified Candidates. Those who meet established qualifications requirements for the position.

F. Best Qualified Candidates. They are qualified candidates who rank at the top when compared with other eligible candidates for a position. A reasonable number of the best qualified candidates are referred for selection.

G. Selective Placement Factors. Knowledges, skills, or abilities (KSA's) which are required to establish basic eligibility for a position, e.g., knowledge of FORTRAN programming language is a proper selective factor for a GS-11 Computer Programmer position when a substantial portion of the job is FORTRAN programming.

ENCLOSURE (1)

H. Quality Ranking Factor. KSA which provides a candidate with a significant quality advantage over other candidates. It is desirable, but not absolutely essential to satisfactory performance, e.g., overseas experience in a related line of work may be a suitable quality ranking factor for a position which does not require overseas experience but is located overseas or has substantial dealings with an overseas activity.

I. Summary Ranking Factor. KSA which includes all of the essential requirements of a position combined, e.g., "ability to do the work of the position under normal supervision."

J. Noncompetitive Candidates. Those whom the activity has the authority to appoint or place without evaluation and competition under the provisions of FPM 335, FPM S335-1, CPI 335, and CPI S335-1.

III. CANDIDATE SEARCH. Management has and must retain the right to select from any appropriate source. In deciding which source or sources to use, the activity managers have an obligation to determine which is most likely to best meet the Marine Corps' and MCAS Yuma's mission objectives. Appropriate sources in addition to merit promotion include:

A. Prior Consideration for Placement eligibles. (Mandatory)

(1) Before any action is taken to fill a vacant position either competitively or noncompetitively (except placement of an employee with statutory or regulatory rights), the Civilian Personnel Office will refer employees who are entitled to prior consideration for placement. These rights do not apply to positions with known promotion potential to a grade level higher than the employee's entitlement.

(2) The following order of precedence for referral will be followed:

(a) Activity employees under retained grade/pay. (See reference (c), Appendix B).

(b) Employees who did not receive proper consideration for promotion due to a procedural, regulatory, or program violation. (Referral will be made to the next appropriate vacancy.)

(c) Priority Placement Program registrants in priorities 1, 2, 2R, and 3 (See reference (c)).

B. Reemployment Priority Lists (Mandatory)

C. Reinstatement Eligibles

D. Transfer Eligibles from other agencies

E. Handicapped applicants

F. Veterans Readjustment Appointment eligibles

G. OPM Register/Certificate eligibles

H. Reassignment and demotion eligibles

I. Disabled veterans who have a compensable service-connected disability of 30% or more

J. Spouses of military or civilian personnel transferring to MCAS Yuma. Spouses must currently have competitive status with the Federal Government.

K. Applicant Supply Files.

IV. MERIT PROMOTION REQUIREMENTS

A. Area of Consideration (AOC). In determining the AOC for vacancies to be filled by competitive procedures, managers and personnel officials must consider EEO goals and objectives, the likelihood of producing sufficient high quality candidates without unreasonably restricting fair and open competition, the infusion of new ideas and strengths into the organization, and budgetary constraints and cost-effectiveness.

(1) The minimum AOC is MCAS, Yuma employees with Career, Career-Conditional and VRA permanent appointments, to include employees of the Yuma Commissary Store and the Civilian Personnel Office. This means that competition may not be restricted to a squadron or department.

(2) An AOC outside of the Yuma commuting area is appropriate when higher authority requires broader searches, when a position has highly skilled technical qualifications not found within the Yuma area, when previous staffing has shown insufficient resources in the local area, and when an initial announcement results in too few highly qualified candidates.

B. Vacancy Announcements

(1) Vacancies to be filled by competition which will have an AOC wider than MCAS Yuma must be advertised by a vacancy announcement. Vacancy announcements are to be clearly written, with sufficient information for the candidate to understand the area of consideration, the duties of the job, the qualifications (including selective factors) required, the evaluation methods to be used (including the knowledges, skills, and abilities candidates will be evaluated against), and how to apply. If it is not practical to put

all the information in the announcement, the information can be obtained from the Civilian Personnel Office.

2. Vacancies to be advertised MCAS Yuma wide only may be announced by a vacancy listing; however, the requirements for candidate information in B1 above apply.

3. Other methods of locating candidates, such as skill files, computerized referral system, the Department of Navy Vacancy Listing, or the DOD Vacancy Listing may be used concurrently.

4. The minimum "open periods" by AOC will be:

a. MCAS Yuma - 5 workdays;

b. Yuma Commuting Area - 10 workdays; and

c. Nationwide - 20 workdays.

C. Application Methods. Several means of obtaining information concerning applicants will be used such as, SF-171's, supplemental questionnaires, and annual performance ratings.

D. Acceptance of Applications

1. If stated in the announcement, the Civilian Personnel Office will accept applications during the open period from those candidates who will meet time in grade and other requirements within 30 days after the closing date for the vacancy.

2. Regardless of the area of consideration, applications from spouses of relocating active duty members and DOD civilian employees will be accepted during the 30 days preceding through the 6 months following their sponsor's relocation to the MCAS Yuma commuting area.

3. All appointable DON employee applicants within the area of consideration must be considered.

4. Handicapped employees serving under Schedule A appointments are not eligible for consideration under the competitive merit staffing process; however, any who are qualified can be referred separately to the selecting official who could then select them.

5. An application will be accepted from a candidate who is appointable, meets the legal and regulatory requirements, and whose application was solicited without spelling out any other preconditions affecting consideration, unless covered under paragraph E below.

6. Employees on Leave, Official Travel, or Absent Because of Compensable Injury. Each employee must assume personal responsibility for keeping aware of promotional opportunities. Employees are responsible for advising their supervisors in writing and giving him/her a copy of their SF171 for the types of positions for which they wish consideration during periods of absence for official travel or approved leave. During such periods, (except in cases of LWOP for more than 30 days) supervisors will file for the employee.

E. Rejection of Applications. The following are some reasons for rejection of applications:

1. They are from nonstatus candidates;

2. Outside the area of consideration and concurrent consideration was not extended;

3. There is not enough information upon which to make a qualifications determination;

4. If the applicant falsified the application (if an MCAS Yuma employee is involved, disciplinary action may be taken);

5. If not received by close of business on closing date;

6. Any preconditions affecting consideration of solicited applications which were spelled out in advance are not met, and/or;

7. Application was received in a Federal Government franked envelope.

V. EVALUATION OF CANDIDATES

A. Basic Requirements. To be eligible for promotion or placement, candidates must meet the minimum qualifications standard prescribed by OPM (OPM Handbook X-118 or X-118C) plus any appropriate selective factors established as being essential for immediate satisfactory performance on the job.

1. Legal and Regulatory Requirements. Candidates must meet the time-in-grade requirements, qualification requirements and time-after-competitive appointment requirements prior to selection for the position.

2. Evaluation procedures will include the following:

a. Use of multiple assessment measures, such as experience, education, training, awards, and annual performance ratings;

b. Job analysis to predetermine pertinent (KSA's);

c. Be applied uniformly; and

d. Include consideration of the annual performance appraisal, to the extent that it is relevant to the position being filled.

B. Evaluation Methods

(1) General

a. When there are ten or less qualified promotional candidates, an extensive comparison against a crediting plan is not necessary to identify highly qualified candidates. In lieu of a formal, detailed evaluation, a competitive evaluation may be performed using a summary factor which includes all essential requirements of the position being filled.

b. When there are eleven or more qualified promotional candidates, then the candidates must be formally evaluated against the KSA's determined to be important to the position being filled, using an associated crediting plan. These KSA's must be identified through a job/task analysis process and documentation of this analysis must be retained.

c. There is no requirement for formal evaluation of candidates eligible for non-competitive selection.

d. Evaluation methods must be in compliance with this instruction, CPR 335, FPM 335, and FPM Supplement 335-1, including the Uniform Guidelines for Employee Selection Procedure. A representative of the Civilian Personnel Office will be involved with every phase of the evaluation process.

(2) Crediting Plans. The development of crediting plans will be in accordance with the DON's Methodology for Crediting Plan Development Manual. The following four levels of possession for each KSA important to the position will be identified and defined: superior, good, satisfactory, and barely acceptable. For each KSA, candidates will be assigned a credit point of 1, 2, 3, or 4. The category (Qualified or Highly Qualified) in which a candidate is placed and his or her rank order within the category is determined by the total score on all KSA's. In order for a candidate to be placed in the Highly Qualified category, he or she must attain at least an average point value of 3 on the sum of all KSA's (equates to 85 out of 100 on a transmutation table).

(3) Qualifications Evaluation. The qualifications evaluation will give due consideration to the following:

(a) Experience. Length of experience, beyond any minimum requirement, will be used as an evaluation factor only when there is a clear relationship with quality of performance.

b. Supervisory Appraisals. The Employment Office will attempt to obtain at least one Supervisory Appraisal of Performance, geared to the required knowledges, skills, abilities, and personal characteristecs, on all promotional candidates. Supervisors/managers are obligated to complete necessary Supervisory/Appraisals of Performance on employees under their supervision. However, the promotion process will not be suspended or unreasonably delayed because of the unavailability of one or more supervisory appraisals.

c. Annual Performance Appraisals. The current annual performance appraisal will be used in the evaluation process to the extent that they are relevant to the position to be filled. In addition, the Staffing Specialist will attempt to obtain the current annual performance appraisal on all candidates.

d. Awards. Qualifications demonstrated or implied by the candidates' awards, such as initiative, resourcefulness, or planning ability will be assessed in terms of their relationship to the requirements determined to be essential to the position to be filled. Awards will be considered in accordance with the above provided applicants submit evidence of such awards as required by supplemental application forms.

e. Training. Pertinent training, self-development, and outside activities which would increase an employee's potential or affect performance will be considered in evaluation to the extent it relates to skills, knowledges, etc., essential to the position to be filled.

C. Evaluators. Promotion program candidates may be evaluated by the following individuals understanding the job requirements:

1. Selecting officials;

2. Personnel officials; or

3. Other knowledgeable management designees.

D. Panels. Rating or selection panels are optional at the selecting official's request.

VI. RIGHT TO SELECT

A. Referral. Referrals of competitive candidates will follow the provisions reference (a), this Order, and FPM/CPI S335-1. Non-competitive candidates may be referred at any time in the recruitment and evaluation process.

B. Interviews. The selecting official may interview none, any, or all of the best qualified candidates at his/her option.

C. Selection. The selecting official retains the right to select from sources other than the Merit Promotion Program at any time during the recruitment and evaluation process.

D. Release of Employees. Selectees will normally be released as follows:

1. Promotion. Within two weeks.

2. Reassignment or change to lower grade. Within 30 days.

3. Overseas. Within 45 days.

VII. PROMOTION SYSTEM ADMINISTRATION

A. Records. The Civilian Personnel Office will maintain a temporary record of each promotion sufficient to allow reconstruction of the promotion action. Each competitive action record must identify the position, the plan it was filled under, and contain documents required by FPM 335 and CPI 335. These records must be maintained for two years or until an OPM or OCPM evaluation (whichever comes first), providing that the time limit for grievances has elapsed or if one is in process, 60 days after finalization. Cases involving discrimination complaints must be retained for two years after final disposition by DON.

B. Disclosure of Information. Disclosure of merit promotion information will follow guidance contained in the Privacy and Freedom of Information Acts and FPM Supplement 335-1, subchapters 5-3 and 6-1. All candidates must have equal access to information on merit promotion processes and procedures. Information that might give some candidates an unfair advantage shall not be released.

VIII. COMPETITIVE PROCEDURES. These apply to all promotions under Section 335.102 of the civil service regulations and to the following actions:

A. Temporary Promotions. Competitive inservice procedures must be used for temporary promotions over 120 days (prior service under details to higher graded positions or temporary promotions is included whether competitive or noncompetitive during the preceding 12 months). The conditions for making temporary promotions are as follows:

1. Temporary promotions must be for a definite period of 1 year or less, but may be extended for a definite period not to exceed 1 additional year.

2. OPM must authorize a temporary promotion for a period more than 2 years when it finds the needs of the service require it.

(3) Adverse action procedures apply to the return of an employee to his or her regular position after a temporary promotion lasting more than 2 years.

(4) A temporary promotion may be made permanent without further competition provided the temporary promotion was originally made under competitive procedures and the fact that it might lead to a permanent promotion was made known to all potential candidates.

(5) A temporary promotion may not be used for the purpose of training or evaluating an employee in a higher grade position.

b. Term Promotions. Competitive inservice procedures must be used for term promotions. The conditions for making term promotions are as follows:

1. After entering into a formal agreement with OPM, MCAS Yuma may promote an employee for a limited term in excess of 2 years but not more than 4 years to complete a designated project or assignment; or as a part of a planned rotational system for a definite period. Upon the approval of OPM, MCAS Yuma may extend the period 1 year for a total of 5 years. OPM may authorize the additional year only when it finds the needs of the MCAS Yuma require it.

2. A term promotion may be made permanent without any further competition provided the term promotion was originally made under competitive procedures and the fact that it might lead to a permanent promotion was made known to all potential candidates.

c. Details. Selection for details for more than 120 days to a higher grade position or to a position with known promotion potential.

d. Reassignment or Demotion. Reassignment or demotion to a position with more promotion potential than the position last held (except as permitted by reduction-in-force regulations).

e. Transfer. Transfer to a higher grade position.

f. Reinstatement. Reinstatement to a permanent or temporary position at a higher grade than the last grade held in a nontemporary position in the competitive service.

9. EXCEPTIONS TO COMPETITIVE PROCEDURES.

a. A promotion resulting from the upgrading of a position without significant change in the duties and responsibilities due to issuance of a new classification standard or the correction of an initial classification error.

B. A position change permitted by reduction-in-force regulations.

C. The two types of career promotions:

1. A promotion resulting from an employee's position being classified at a higher grade because of additional duties and responsibilities provided all of the following requirements are met:

a. The major duties of the employee's old position are absorbed into the new position, and the former is cancelled;

b. The new position has no known promotion potential; and

c. The additional duties do not adversely affect another encumbered position.

2. A promotion without current competition when at an earlier stage an employee was selected from a civil service register or under competitive promotion procedures for an assignment intended to prepare the employee for the position being filled (the intent must be made a matter of record and career ladders must be documented in the promotion plan). See Appendix 3 for Career Ladder Positions.

D. A career ladder promotion following noncompetitive conversion of a cooperative education student per FPM chapter 308.

E. A position change from a position having known promotion potential to a position having no higher potential.

F. A temporary promotion of 120 days or less.

G. Selection of a candidate from the Reemployment Priority List for a higher grade than the one last held in the competitive service.

H. Consideration of a candidate not given proper consideration in a competitive promotion action.

I. Temporary promotion of an employee for more than 120 days to a grade level previously held on a permanent basis (except when the employee was demoted for personal cause).

J. Repromotion of a current Federal employee in the competitive service to a grade (or equivalent level in another pay system or intervening grade) previously held on a permanent basis in the competitive service (except when demoted for personal cause).

~~K~~ K. Reassignment, demotion, or promotion (including transfer) to a position having no higher promotion potential than that held or previously held on a permanent basis in the competitive service (except when demoted for cause). For example, a GS-4 who has held a GS-5 with promotion potential to GS-9 could be non-competitively placed in any position having promotion potential to GS-9 or below, if otherwise qualified.

~~K~~ L. GRIEVANCES. Employees have the right to file a complaint relating to a promotion action. Such complaints shall be resolved under appropriate grievance procedures. While the procedures used by MCAS Yuma to identify and rank qualified candidates are proper subjects for formal complaints or grievances, nonselection from among a group of properly ranked and certified candidates is not an appropriate basis for a formal complaint or grievance.

Triple Space

Center Title

~~APPENDIX A~~ - GENERAL REGULATORY PROVISIONS

Triple Space

~~A-1.~~ AUTHORITY TO MAKE POSITION CHANGES

a. Delegations of authority. Authority is delegated to first line supervisors through the chain of command to make the following position changes:

(1) Career and career-conditional employees may be promoted, demoted, reassigned, or transferred.

(2) Indefinite and status quo employees may be promoted, demoted, or reassigned if they meet legal and qualification requirements of the position being filled.

(3) Term employees may be promoted, demoted, or reassigned to another position covered by the same term appointment authorization.

(4) Employees on TAPER (temporary appointment pending establishment of a register) may be reassigned to any position to which the original appointment could have been made by the same appointing officer from the same recruiting list in the same order of consideration.

(5) Veterans' Readjustment Authority appointees may be promoted, demoted, reassigned, or transferred per FPM chapter 307.

b. Limitations on Delegations of Authority

(1) Merit requirements. Position changes must meet the requirements of FPM chapter 335 and any additional procedural requirements set forth in the MCAS Yuma merit promotion program.

(2) Prior approval of exceptions from standards and requirements. MCAS Yuma's authority to make position changes is subject to the requirement that prior OPM approval be secured for any action which would require an exception from applicable standards and requirements in FPM chapter 338.

Appendix A to ENCLOSURE (1)

A-2. DOCUMENTATION FOR AND INFORMATION ON PRIOR CONSIDERATION FOR PLACEMENT

a. The following documentation by the Civilian Personnel Office will ensure compliance with requirements:

(1) Listing of eligible employees including the positions for which they will be referred (positions which are in the same pay plan, for which the employee is qualified, and which is at the same grade level as the saved grade, grade from which demoted or for which consideration was lost, as applicable); and

(2) Documentation of referral and resultant selections or nonselections.

b. A cross-index system will be used (either manual or computerized). One list will be by employee and positions for which to be referred and one will be by types of positions and employees to be referred.

c. Employees will be advised of their eligibility/entitlements and due regard will be given to employee job preferences.

d. Eligible employees will be advised of the importance of insuring that their applications and supplemental questionnaires contain up-to-date qualifications information.

e. Termination of eligibility

(1) For employees who failed to receive proper consideration in a previous case: when selected, when referred for bona fide consideration, or at the end of one (or two) year period.

(2) For employees under CSRA grade and pay retention, CSRA pay retention, or under salary retention: when entitlement to pay/salary retention terminates.

For information on:	See:
Career Programs	FPM/CPI 950, 410
Details	FPM/CPI 300.8
Grievances	FPM/CPI 711, 771
Nepotism	FPM 310
Priority Placement Program	CPI 330.8 DOD 1400.20-1-M
Qualifications	FPM 338
Selection Interviews	FPM 332-APP 1, S335.1-B-8e(3)
Time in grade restrictions	FPM/CPI 300.6

The above references are available in the Civilian Personnel Office

Appendix A to Enclosure (1)

ENCLOSURE (1)

A-3. CAREER LADDER POSITIONS

The positions listed below have been designated by Position Management and Classification Methodology as career ladder positions.

SERIES	TITLE	TARGET LEVEL	ENTRY LEVEL
GS-018	Safety Management Series	GS-11	GS-5/7/9
GS-081	Fire Protection & Prevention Series	GS-5	GS-3/4
		GS-6	GS-5
		GS-7	GS-6
		GS-8	GS-6/7
		GS-10	GS-8
GS-201	Personnel Management Series	GS-9	GS-5/7
		GS-11	GS-5/7/9
GS-203	Personnel Clerical and Assistance Series	GS-4	GS-3
		GS-5	GS-4
GS-204	Military Personnel Clerical and Technician Series	GS-5	GS-3/4
GS-303	Miscellaneous Clerk and Assistance Series	GS-4	GS-3
GS-305	Mail and File Series	GS-5	GS-4
GS-318	Secretary Series	GS-4	GS-3
		GS-5	GS-3/4
GS-322	Clerk-Typist Series	GS-3	GS-2
		GS-4	GS-2/3
GS-334	Computer Specialist Series	GS-9	GS-5/7
GS-341	Administrative Officer Series	GS-9	GS-5/7
GS-343	Management Analysis Series	GS-12	GS-5/7/9
GS-382	Telephone Operating Series	GS-5	GS-4
GS-394	Communications Clerical Series	GS-4	GS-3
		GS-5	GS-4
GS-501	General Accounting Clerical and Administrative Series	GS-5	GS-4
		GS-7	GS-6
		GS-11	GS-9
GS-505	Financial Management Series	GS-12	GS-11
GS-510	Accounting Series	GS-9	GS-5/7
GS-525	Accounting Technician Series	GS-4	GS-3
		GS-5	GS-4
		GS-6	GS-5
		GS-7	GS-6
		GS-8	GS-7
		GS-9	GS-8
GS-540	Voucher Examining Series	GS-5	GS-4
GS-544	Payroll Series	GS-5	GS-4
		GS-6	GS-5
GS-545	Military Pay Series	GS-4	GS-3

SERIES	TITLE	TARGET LEVEL	ENTRY LEVEL
GS-560	Budget Administration Series	GS-7	GS-5
		GS-9	GS-5/7
		GS-11	GS-5/7/9
GS-801	General Engineering Series	GS-12	GS-11
GS-802	Engineering Technician Series	GS-11	GS-9/10
GS-808	Architecture Series	GS-11	GS-5/7/9
GS-810	Civil Engineering Series	GS-11	GS-5/7/9
GS-818	Engineering Drafting Series	GS-7	GS-5/6
GS-830	Mechanical Engineering Series	GS-11	GS-5/7/9
GS-850	Electrical Engineering Series	GS-11	GS-5/7/9
GS-856	Electronics Technician Series	GS-11	GS-9/10
GS-1101	General Business and Industry Series	GS-7	GS-5
GS-1105	Purchasing Series	GS-5	GS-4
		GS-7	GS-5
GS-1106	Procurement Clerical and Assistance Series	GS-3	GS-2
GS-1173	Housing Management Series	GS-5	GS-4
		GS-7	GS-5
		GS-9	GS-5/7
GS-1410	Librarian Series	GS-6	GS-5
GS-1601	General Facilities and Equipment Series	GS-11	GS-9
GS-1666	General Housekeeping Series	GS-5	GS-4
GS-1670	Equipment Specialist Series	GS-6	GS-5
		GS-7	GS-5/6
GS-2003	Supply Program Management Series	GS-9	GS-5/7
		GS-11	GS-5/7/9
GS-2005	Supply Clerical and Technician Series	GS-4	GS-3
		GS-5	GS-4
		GS-6	GS-5
		GS-7	GS-6
GS-2134	Shipment Clerical Series	GS-5	GS-3/4
		GS-5	GS-4
GS-2152	Air Traffic Control Series	GS-12	GS-9/11

GENERAL REGULATORY PROVISIONS

1. Authority to Make Position Changes

a. Delegations of authority. Authority is delegated to first line