

DEPARTMENT OF THE ARMY
SOUTHWESTERN DIVISION CORPS OF ENGINEERS
1100 COMMERCE STREET
DALLAS, TEXAS 75242-0216

SWDR 690-1-335
3 January 2013

Human Resources
MERIT PLACEMENT AND PROMOTION PLAN

1. Purpose. This regulation establishes a Merit Placement and Promotion Plan and a systematic and equitable program for consideration of eligible employees for promotion to positions of higher grade or placement in positions with known promotion potential, including positions filled by details and temporary promotions exceeding 120 days.

2. Applicability. The Merit Placement and Promotion Plan applies when filling competitive service positions within the Southwestern Division and its districts. Where the plan is silent regarding certain aspects of the Federal Merit Promotion Program, the provisions in publications of higher authority will apply. Where the provisions of the local negotiated agreement are different from the provisions of the plan, the negotiated provisions will take precedence. Exceptions to this plan are listed in paragraph 7.

3. Reference 5 CFR Part 335.

4. Policy.

a. All positions will be filled with the best qualified candidates available, and all selections will be made solely on the basis of merit, as prescribed by law.

b. Actions under this plan, whether identification, qualification, evaluation or selection of candidates, shall be taken without regard to political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, non-disqualifying physical disability, or age, and shall be based solely on job-related criteria. Positive action will be taken by management to consider the activity's approved Affirmative Action Plans (AAP) for minorities and women and physically or mentally disabled individuals. All placement and promotion actions must strictly adhere to nepotism laws and regulations.

c. Management has the right to select or not to select from a referral list of candidates. Paragraph 12c(4) provides information on documenting the return of unused selection lists. Management has a right to select from any source of candidates that may be properly referred in accordance with governing laws.

5. Definitions

a. Known Promotion Potential. Positions referred to as having known promotion potential are those positions engineered for filling at a grade below the established or target grade with subsequent noncompetitive promotion(s) to the target grade as qualifications and any formal training requirements are satisfactorily met. Examples are "trainee positions" and "career ladder" positions filled initially below

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the authorized target grade. Management Officials must give consideration to the anticipated size of the applicant pool before restructuring a position to the trainee level.

b. When the term "Plan" is used in this regulation, it refers to this Merit Placement and Promotion Plan.

6. Covered Personnel Actions. The competitive procedures outlined in this plan will apply to all placement and promotion actions (except those specifically excluded in paragraph 7 below).

7. Exclusions from Coverage.

a. Jobs in the excepted service (i.e. VRA, Student Employment, Attorneys, Physically or Mentally Disabled);

b. Jobs in the Senior Executive Service (SES) and former Public Law 313-type positions;

c. Jobs in Army career programs at Army-wide or MACOM-wide mandatory referral levels, for which competitive recruitment authority has not been delegated to the local level;

d. Temporary appointments to positions appropriately filled by temporary or term employees;

e. Placements made under reduction-in-force procedures;

f. Placements of employees having statutory, regulatory, or administrative reemployment or restoration rights, or to whom a like employment obligation exists;

g. Placement or promotion directed by higher authority to correct a previous procedural or regulatory violation;

h. Conversion of Pathways interns to permanent appointments under the provision of CFR 362;

i. Conversion of excepted service appointees to competitive service appointments;

j. Conversion to permanent appointments of eligible veterans with 30% or more disability who are serving on temporary appointments under 5 CFR 315.707;

k. Competitive appointments of United States citizens who are family members of a civilian employee or a member of a Uniformed Service and who have completed a total of 12 months of creditable overseas service under one or more overseas appointments in the excepted or competitive overseas service, under the provisions of Executive Order (EO) 12721; only if appointed within 3 years after returning to the United States from an overseas tour during which eligibility was acquired.

l. Placement of career interns upon graduation from the training program;

m. Competitive appointments to competitive service positions from OPM registers and registers established by the Civilian Personnel Advisory Center (CPAC) under delegated examining authority;

- n. Promotion to a grade previously held on a permanent basis in the competitive service (or in another merit system with which OPM has an approved interchange agreement) from which an employee was separated or demoted for other than performance or conduct reasons;
- o. Promotion, reassignment, demotion, transfer, reinstatement, or detail to a position having promotion potential no greater than the potential of a position an employee currently holds or previously held on a permanent basis in the competitive service (or in another merit system with which OPM has an approved interchange agreement) and did not lose because of performance or conduct reasons;
- p. Temporary reassignment of a permanent employee;
- q. Reassignment or change to lower grade within the activity;
- r. Time-limited promotions for no more than 120 days to higher graded positions (prior service during the preceding 12 months under noncompetitive time-limited promotions and noncompetitive details to higher graded positions counts toward the 120-day total). 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; and the area of consideration used for the competitive temporary promotion was appropriate for competitive permanent promotion. Competitive time-limited promotions may be made for any period of time not to exceed 5 years.
- s. Details for no more than 120 days to a higher grade position or to a position with higher promotion potential (prior service during the preceding 12 months under noncompetitive details to higher graded positions and noncompetitive time-limited promotions counts toward the 120-day total). An employee need not meet time-in-grade or minimum qualification requirements to be detailed to another position. However, if employees are fully qualified for higher grade positions and temporary assignments are expected to exceed 60 days, management officials should consider temporary promotions in lieu of details;
- t. 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. In these cases, the employee must be either promoted noncompetitively or reassigned to another position for which he/she is qualified;
- u. Career promotions
 - (1) A promotion without current competition of an employee who was appointed in the competitive service from a civil service register, by direct hire, by noncompetitive appointment or noncompetitive conversion, 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 (see Appendix A); or
 - (2) A promotion resulting from an employee's position being classified at a higher grade because of additional duties and responsibilities.

v. Repromotion consideration of an employee who was demoted without personal cause and not at their request, will be granted until grade and/or pay retention benefits cease, or for two years from the date of the change to lower grade.

8. Responsibilities.

a. Commanders and Office/Division/Directorate Chiefs are responsible for assuring that:

(1) The merit policies, principles, and procedures of this Plan are fully and consistently fulfilled; and

(2) Personnel, involved in the development, administration, and evaluation of programs, plans, procedures, and methods for promotions and related placement actions have the necessary technical competence and are provided special training as required.

b. Managers and supervisors are responsible for:

(1) Familiarizing themselves with and actively supporting this Plan and recommending improvements;

(2) Keeping subordinates fully informed on the basic principles, policies, and operation of the program;

(3) Anticipating personnel needs and timely initiating action to include position need justification for quality recruitment;

(4) Assisting in the identifications of job skills needed to perform the duties of the position;

(5) Serving on rating and ranking (ad-hoc) panels, when required;

(6) Prompt and valid completion of supervisory appraisals of performance, when required in vacancy announcements;

(7) Assisting employees in applying for vacancies; and, upon written request of employees, submitting applications for vacancies announced during employee's absences;

(8) Objectively considering all referred candidates;

(9) Furnishing job related definitive reasons for selection, based on their judgment of the qualifications of all candidates and how well the selectees will perform in the position;

(10) Releasing selected employees within specified time limitations (see Paragraph 13);

(11) Counseling employees concerning promotional opportunities and self-improvement for future opportunities;

(12) Upon request from non-selected applicants, furnishing information regarding the basis for their non-selection and making recommendations to the applicant on ways they might enhance their qualifications for future promotion opportunities.

c. Employees are responsible for:

- (1) Keeping informed on provisions of this Plan and following procedures in applying for vacancies;
- (2) Assuring that official personnel records reflect all experience, training and education;
- (3) Checking www.usajobs.gov for vacancy announcements on a regular basis;
- (4) Making themselves available and taking advantage of opportunities for self-development and acquiring necessary skills and training for advancement;
- (5) Carefully reviewing vacancy announcements and applying for those positions for which they believe they meet qualification requirements outlined therein, and for which they have a genuine interest;
- (6) Keeping supervisors informed in writing of types of positions for which they desire consideration during their absence;
- (7) Suggesting improvements in this Plan in response to evaluation studies as conducted by CESWD-HR or the CPAC;
- (8) Serving on rating and ranking panels, when required;
- (9) Assisting in the identification of needed job skills, and;
- (10) Assuring that they are identified as a re-promotion eligible if so entitled.

d. Equal Employment Opportunity (EEO) Managers are responsible for:

- (1) Suggesting improvements in this Plan;
- (2) Coordinating EEO activities which may impact merit system requirements, and;
- (3) Reviewing referrals and/or selections to assure compliance with EEO considerations.

e. The Civilian Personnel Advisory Center is responsible for:

- (1) Operating, evaluating, and improving the program based on regulatory changes and needs of the Southwestern Division;
- (2) Considering comments and suggestions of supervisory personnel, employees, and employee organizations with regard to this Plan;
- (3) Providing training on the requirements and procedures of this Plan to supervisors and providing information, orientation, and assistance to employees;
- (4) Assisting/advising supervisors in accomplishing their responsibilities;
- (5) Determining validity of selective placement factors for use in evaluating candidates;

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(6) Coordinating with the supervisor in establishing the area(s) of consideration for vacancy announcements;

(7) Considering employees temporarily absent in military service, or service in public international organizations, for appropriate vacancies;

9. Area of Consideration.

a. The minimum area of consideration for all jobs filled under this Plan will be shown on the position vacancy announcement. Certain excepted appointees (i.e., VRA, physically or mentally disabled) may compete for competitive service jobs with the restraints of excepted authority (e.g., 5CFR part 307).

(1) The minimum area of consideration for permanent actions will be Army wide.

(2) The minimum area for temporary promotions, temporary reassignments and details may be smaller than for permanent actions. If the area of consideration for a competitive temporary promotion was narrower than required for normal permanent placements, full competitive procedures will apply when the position is later filled on a permanent basis.

(3) The minimum area of consideration will be extended as needed to obtain an adequate number of highly qualified candidates and to achieve EEO affirmative action program goals.

(4) Concurrent consideration may be given to eligible non-Army candidates, including transfer and reinstatement eligibles, who have applied for promotion consideration. Candidates from outside Department of Army may be considered before, during, and after the in-service search.

10. Methods of Locating Candidates. (These methods are not all inclusive.)

- a. Office of Personnel Management
- b. State Employment Agencies
- c. State Rehabilitation Agencies
- d. College Recruitment
- e. Reinstatement Eligibles
- f. Direct Hire Authority
- g. Delegated Examining Authority
- h. VRA
- i. Newspaper Advertisements
- j. Contacts with Minority Organizations

11. Candidate Evaluation. Candidate evaluation will be conducted by the CPAC in accordance with procedures established under the Army USA Staffing Guidance.

12. Referral and Selection.

a. Referral. A reasonable number of candidates eligible for promotion will be referred to the selecting official. Factors which may influence the number of candidates referred are:

(1) The requirements of the Affirmative Action Plan.

(2) The size and nature of the applicant pool.

(3) The ability of management to review the number of candidates in a timely and efficient manner.

b. The Referral and Selection Register may also contain the names of eligibles from other sources from which a selection may be made, e.g., reassignment eligibles, and transfer/reinstatement eligibles. Veteran Readjustment Act eligibles and candidates referred from OPM registers or registers established under delegated examining authority will not be ranked against internal candidates, and will be referred separately.

c. Selection.

(1) The selecting official may select or not select from any appropriate source of candidates, at any point in the selection process.

(2) Selections made from a competitive referral and selection register must be based on legitimate, job-related reasons as to why the selectee may be expected to perform the job successfully and reasons for selection must be documented on the referral and selection register. Selecting officials must consider the activity's approved AAP for minorities and women and for disabled individuals as a part of the selection process.

(3) If identical vacancies occur before the selection process is complete, the selecting official may select more than one person from the referral and selection register, for a position with the identical title, series, grade, duty location and job description as the one they are filling.

(4) Management may decide not to fill a vacancy even after receiving a properly developed Referral and Selection Register. Management may not refuse to select from a properly constituted referral list merely because a desired candidate is not included among those referred. If the decision not to fill a position is made after reviewing a referral and selection register, it will be returned to the CPAC with documented justification. The Personnel Staffing Specialist will review the documentation and determine if the failure to make a selection is supportable on merit grounds. In no instance will selection be deferred or delayed solely to circumvent the requirements of this regulation and the Federal Merit Promotion Program.

(5) In addition to a review of each candidate's qualifications records, interviews of referred candidates may or may not be used at the discretion of the selecting official. The selecting official may selectively interview any or all of the candidates. Failure to be available for an interview will not be used as a basis to screen out referred candidates.

(6) Official notification to the selected candidate will be made only by a representative of the CPAC. No selection is official until the reasons for selection have been reviewed by the CPAC to assure that all legal and regulatory requirements have been met, and EEO Office review has been accomplished, if required.

13. Release of Selected Employees. Employees covered by this plan normally will be released to report to their new position no later than the beginning of the second pay period following notification of selection by the Human Resources Specialist. Any deviations from the practice will be worked out

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between the supervisors involved, taking into consideration the fact that delayed release causes delay in monetary gain for the employee if a promotion is involved.

14. Corrective Action/Special Consideration. Consideration will be provided to an eligible employee not given proper consideration in a previous competitive promotion action under this Plan. One special noncompetitive consideration will be given an employee for each instance in which consideration lost erroneously resulted in the employee not being referred for selection consideration or being at a distinct disadvantage in the selection process due to unfair and disparate treatment. Noncompetitive consideration under this provision will be for the next vacancy for which the employee is a high quality candidate and has expressed interest. This should not be construed to mean that an employee who failed to receive proper consideration in a promotion action must be selected and promoted.

15. Grievances. Employees have the right to file a grievance relating to a promotion action. Such grievances shall be resolved under appropriate grievance procedures. While the procedures used to identify and rank qualified candidates may be a proper subject for a grievance; non-selection from among a group of properly ranked and certified candidates is not an appropriate basis for a grievance.

There is no right of appeal to OPM, but OPM may conduct investigations of substantial violations of OPM requirements.


THOMAS W. KULA
Brigadier General, USA
Commanding

3 Appendices

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- B. Order of Placement Consideration
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DISTRIBUTION:

SWD Directors
SWD Deputy Commander
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APPENDIX A
CAREER LADDERS

1. General. This appendix lists current recognized Career Ladders for the Southwestern Division and serviced activities. These career ladders are identified for information purposes only. Normal competitive procedures apply to entry and promotion within career ladders.

2. Career Ladders. The list of occupations under each recognized Career Ladder below is organized in the following format: Series Title, Series, Normal Grade Progression Span and Grade Interval of Work. (X)= 1-Grade Interval Work, (XX)= 2-Grade Interval Work)

1. CIVILIAN PERSONNEL ADMINISTRATION

Personnel Management 0201 5-11 (XX)

Personnel Staffing 0212 5-11 (XX)

Position Classification 0221 5-11 (XX)

Labor Mgmt & Employee Relations 0230 5-11 (XX)

Employee Development 0235 5-11 (XX)

2. COMPTROLLER FUNCTIONAL AREA/
MANPOWER & FORCE MANAGEMENT

Management/ Program Analyst 0343 5-11 (XX)

Financial Administration & Program 0501 5-11 (XX)

Accountant 0510 5-11 (XX)

Auditor 0511 5-11 (XX)

Budget Analysis 0560 5-11 (XX)

3. SAFETY MANAGEMENT

Safety Engineer 0803 5-11 (XX)

Industrial Hygiene 690 5-11 (XX)

Safety/Occupational Health 018 5-11 (XX)

4. SUPPLY MANAGEMENT

Logistics Management 0346 5-11 (XX)

General Supply Specialist 2001 5-11 (XX)

Supply Program Mgmt 2003 5-11 (XX)

5. CONTRACTING

General Business & Industry 1101 5-11 (X) or (XX)

Contracting 1102 5-11 (XX)

Industrial Property 1103 5-11 (XX)

Industrial Specialist 1150 5-11 (XX)

6. MATERIAL MAINTENANCE

Facility Management 1640 5-11 (XX)

Equipment Specialist 1670 5-11 (XX)

7. ENGINEERS AND SCIENTISTS

Community Planning 0020 5-11 (XX)
Outdoor Recreation Planning 0023 5-11 (XX)
Park Ranger 0025 5-11 (X) or (XX)
Environmental Protection 0028 5-11 (XX)

7. ENGINEERS AND SCIENTISTS – Con't

Economics 0110 5-11 (XX)
Program Manager 0340 5-11 (XX)
General Biological Science 0401 5-11 (XX)
Ecology 0408 5-11 (XX)
Forestry 0460 5-11 (XX)
General Fish/Wildlife 0480 5-11 (XX)
Fishery Biology 0486 5-11 (XX)
Engineering 0801 5-11 (XX)
Fire Protection Engineering 0804 5-11 (XX)
Landscape Architecture 0807 5-11 (XX)
Architecture 0808 5-11 (XX)
Civil Engineering (Structural/Hydraulics/Hydrologic/Geotech/Const Mgmt) 0810 5-11 (XX)
Environmental Engineering 0819 5-11 (XX)
Mechanical Engineering 0830 5-11 (XX)
Electrical Engineering 0850 5-11 (XX)
Chemical Engineering 0893 5-11 (XX)
General Physical Science 1301 5-11 (XX)
Physics 1310 5-11 (XX)
Chemistry 1320 5-11 (XX)
Hydrology 1315 5-11 (XX)
Geology 1350 5-11 (XX)

8. PHYSICAL SECURITY/LAW ENFORCEMENT

Security Administration 0080 5-11 (XX)

9. INFORMATION & EDITORIAL

Public Affairs 1035 5-11 (XX)
Writing & Editing 1082 5-11 (XX)
Visual Information 1084 5-11 (XX)

10. AUTOMATIC DATA PROCESSING

Information Technology Management 2210 5-11 (XX)

11. EQUAL EMPLOYMENT OPPORTUNITY

Equal Employment Opportunity Specialist 0260 5-11 (XX)

12. REAL ESTATE ADMINISTRATION

Realty Specialist 1170 5-11 (XX)
Appraiser 1171 5-11 (XX)

13. OTHER POSITIONS

Personnel Clerk/Assistant 0203 3-7 (X)
Administrative Positions 0301 5-11 (XX)
Safety Clerk/Assistant 0303 3-5 (X)
Mail & File 0305 1-4 (X)
Clerk Steno 0312 3-4 (X)
Secretary 0318 4-5 (X)
Clerk Typist 0322 1-4 (X)
Office Automation 0326 1-4 (X)
Administrative Officer 0341 5-9 (XX)
Support Services Specialist 0342 6-7 (X)
Accounting Technician 0525 4-7 (X)
Budget Clerk/Assistant 0561 3-5 (X)
Engineer Aid/Technician 0802 2-9 (X)
Construction Inspector/Representative 0809 4-9 (X)
Survey Aid/Technician 0817 2-9 (X)
Engineering Draftsman 0818 2-5 (X)
Electronics Technician 0856 5-9 (X)
Attorney 0905 9-12 (XX)
Realty Clerk/Assistant 1101 3-5 (X)
Purchasing Agent 1105 5-9 (X)
Procurement Clerk/Assistant 1106 3-7 (X)
Physical Science Aid/Technician 1311 2-7 (X)
Cartographic Technician 1371 5-9 (X)
Library Aid/Technician 1411 3-7 (X)
Supply Clerk 2005 3-5 (X)

APPENDIX B
ORDER OF PLACEMENT CONSIDERATIONS

The following is a prioritized listing of the process used in filling positions. Occasionally, there is an exception provided by other regulations.

- a. Statutory/regulatory/mandatory placements directed by higher authority.
- b. Non-competitive reassignment or change-to-lower grade within an activity of an employee who occupies a position scheduled to be abolished or functionally transferred out of the commuting area within one year.
- c. Special consideration for re-promotion to a grade or position from which an employee was demoted without cause and not at his or her request.
- d. Priority consideration of a candidate not given proper consideration in a competitive promotion action.
- e. Reassignments which are allowed under the provisions of the DoD Program for Stability of Civilian Employment.
- f. Priority consideration of Priority 1 and 2 registrants in the DoD Program for the Stability of Civilian Employment.
- g. Other noncompetitive placement actions of DA employees at their request.
- h. Competitive placement actions involving DA employees.
- i. Priority consideration of Priority 3 registrants in the DoD Program for the Stability of Civilian Employment.
- j. All other competitive/and non-competitive placement actions involving non-Army candidates.

APPENDIX C

USA STAFFING PROCESS

1. **PURPOSE.** This plan establishes policies and prescribes procedures for the competitive recruitment process under USA Staffing. All personnel actions processed will be in accordance with prescribed legal, regulatory and statutory guidance.

2. **SCOPE.** The provisions of this plan apply to all positions being filled competitively by the Southwestern Division Civilian Personnel Advisory Center (CPAC) using USA Staffing procedures. The provisions of this addendum do not change operating procedures currently described in the SW Region Merit Promotion and Placement Plan unless specifically identified. This addendum does not apply to procedures used by Delegated Examining or for positions filled through the mandatory career referral process.

3. DEFINITIONS:

a. **USA Staffing.** An automated staffing system mandated for use by DOD that consists of a suite of software tools which automates the recruitment process from receipt of Request for Personnel Action (RPA) through selection, audit, and certificate close-out.

b. **Eligibility Assessment.** An assessment tool used to determine employment eligibility categories (e.g., DA employee, reinstatement eligible, VRA, VEOA, etc.) for all vacancies based on the applicant's response.

c. **Assessment questionnaires** are an efficient way to screen applicants. Assessment questionnaires consist of several key sections: screen-out sections for employment eligibility, minimum qualifications, and conditions of employment, and occupational ranking (the occupational questionnaire) questions.

d. **Occupational questionnaires.** USA Staffing uses occupational questionnaires to: screen applicants for appropriate training, education, experience or other requirements to be minimally qualified to perform the duties of the position; rank qualified applicants; present multiple-choice questions for applicant self-evaluation. The questions will measure job-related competencies; and differentiate candidates based on self-reported levels of experience and training.

e. **Rating Scale.** Questions present a set of possible responses from which the applicant must make the appropriate selection. A common response set, or rating scale, looks like this:

- A- I have not had education, training or experience in performing this task.
- B- I have had education or training in performing the task, but have not yet performed it on the job.
- C- I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
- D- I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.
- E- I am considered an expert in performing this task. I have supervised performance of this task or am normally the person who is consulted by other workers to assist or train them in doing this task because of my expertise.

f. Specific Vacancy Announcement. Specific announcements are used for vacancies. Job announcements are open for a minimum of 5 calendar days.

g. By the closing date of the Job Opportunity Announcement, applicants must submit an application package which includes a resume, required supporting documents, and responses to the eligibility and occupational questionnaires.

h. Referral List. A listing of those individuals referred to management in response to a recruitment request.

4. RESPONSIBILITIES.

a. CPAC. The CPAC Staffing and Classification Division will:

(1) Administer the USA Staffing recruiting system IAW the provisions of this plan.

(2) Coordinate with the designated management official in the development of recruitment strategies.

(3) Verify eligibility and minimum qualification requirements for all referred candidates. This includes area of consideration verification, positive education requirements, time-in-grade, licenses, and specialized experience.

(4) Use cut off score as determined with management during the strategic recruitment discussion to review the application package for each candidate above the cut-off to confirm the applicant's eligibility. Applicant responses to the occupational questionnaire are the basis of the applicant's score. In cases where it is obvious the applicant does not meet the qualification requirements, the applicant will not be referred.

(5) Issue the certificate of referral to the selection official. Once the certificate is issued USA Staffing generates an email notification to the selecting official that the certificate is available in the Selection Manager. Certificates of referral will be sent to the designated management official and CPAC simultaneously or IAW local procedures.

(6) After selection, the CPAC will extend a tentative job offer within three business days.

(7) Coordinates the Entrance on Duty or effective date with gaining and losing organizations as necessary.

(8) Notify applicants of their application status multiple times throughout the application process. The Acknowledgement Letter confirms receipt of an application package. USA Staffing automatically generates this letter. The Notification Letter advises applicants whether or not they have been determined to be qualified and whether or not they have been referred. The Disposition Letter notifies applicants of their non-selection status.

b. MANAGEMENT OFFICIALS AND SUPERVISORS. Management officials and supervisors will:

(1) Identify the management official (name, email address and phone number) on Request for

Personnel Action who will participate in determining the search criteria.

- (2) Communicate the provisions of this plan to employees.
- (3) Provide suggestions and comments through the CPAC for improvement of this plan.
- (4) Anticipate personnel requirements and initiate contact with the CPAC as soon as a vacancy is known. Submit appropriate personnel action after the Strategic Recruitment discussion has taken place with the Personnel Staffing Specialist and IAW SWD Recruitment Timeline Procedures.
- (5) Review draft job opportunity announcement and draft occupational assessments to identify significant job related requirements and competencies.
- (6) Make/recommend selection and submit selection package to the CPAC through the Selection Approving Official. Alternate selections should be made and annotated on the referral list by identifying candidates in priority order (i.e., priority 1, 2, 3).
- (7) Issue non-selection letters.

c. EMPLOYEES. It is the responsibility of employees who desire placement consideration to:

- (1) Prepare and submit a complete application package in accordance with the instructions in the Job Opportunity Announcement under the "How to Apply" section by the closing date of the announcement.
- (2) Review vacancy announcements posted on www.USAJOBS.gov
- (3) Create account in USA Staffing Applicant Manager.

5. RECRUITMENT AND SELECTION.

a. Dual Assessment Method. USA Staffing will use the Dual Assessment method of determining eligibility of appointment and qualifications required for a vacancy. The dual assessment method consists of two assessment tools: An Eligibility Assessment (EA) will screen applicants based on eligibility of appointment under area of consideration and the Occupational Questionnaire (OQ) will determine qualifications.

b. Applicant Response. USA Staffing is based on the concept that applicants answer questions about their level of experience, knowledge, etc. This is called self-certification. The applicant responses must be supported by the experience in the resume submitted.

c. Documentation. All documentation for eligibility and qualifications verification must be submitted at the time of application or the package will be determined incomplete.