



UNITED STATES MARINE CORPS

MARINE CORPS BASE

QUANTICO, VIRGINIA 22134-5001

MCBO 12335.1

CHRO-Q/k

25 Feb 93

MARINE CORPS BASE ORDER 12335.1

From: Commanding General
To: Distribution List

Subj: MERIT STAFFING PROGRAM

Ref: (a) Federal Personnel Manual (FPM) Chapter 335 (NOTAL)
(b) Civilian Personnel Instruction (CPI) 335 (NOTAL)

Encl: (1) Definitions
(2) Notice of Results
(3) Applicant Interest Form

1. Purpose. To update policies and procedures per the references for the Merit Staffing Program for the promotion and internal placement of employees in the competitive service.

2. Cancellation. MCCDCO 12335.1.

3. Summary of Revision. This Order has been completely revised and should be reviewed in its entirety.

4. Coverage. This Order governs the staffing of appropriated fund General Schedule (GS), General Manager (GM), and Federal Wage System (FWS) positions in organizations receiving civilian personnel support from the Civilian Human Resources Office-Quantico (CHRO-Q), Marine Corps Combat Development Command (MCCDC).

5. Policy

a. The Department of the Navy's (DON) primary goal is to obtain highly qualified employees to support mission accomplishment. The policies and procedures in this Order have been designed to simplify the recruitment process, increase management flexibility, improve program administration, reduce recruitment costs, and foster the confidence of both managers and candidates.

b. Managers and supervisors are responsible for rating candidates and making selections. Accountability for the fair and equitable treatment of all candidates, and selection based on knowledge, skills and ability, rests with the selecting official. In exercising these responsibilities, managers will fill positions from recruitment sources which best meet organizational needs.

c. Recruitment under merit promotion procedures is but one means of filling a position. When fully qualified candidates can be obtained through other means, these methods may be properly used

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concurrently with or to the exclusion of the merit promotion process. The merit promotion process may be canceled at any time management elects to fill the position(s) through other recruitment sources.

d. All managers and supervisors will support the Department of Defense Program for the Stability of Civilian Employment, commonly called the Priority Placement Program (PPP). The PPP's purpose is to place employees who have been adversely affected by base closures, reductions-in-force (RIF's), consolidations, transfers of function, and downgradings as a result of position reclassification. The program also facilitates the exercise of return rights from overseas assignments and military spouse preference.

e. Selections, and all procedures leading to selection, must be made without consideration for any nonmerit reasons such as race, color, religion, sex, political affiliation, marital status, nondisqualifying handicap, age, national origin, or membership/nonmembership in a labor organization. Discrimination for any of these reasons is a serious disciplinary offense. Each manager and supervisor has the obligation to ensure that all candidates receive full consideration and must take no action which would either discourage or give the appearance of discouraging potential candidates from applying. Supervisors and selecting officials will avoid practices that may lead employees to believe that a person was preselected for a job or that a selection was based on favoritism.

f. The CHRO-Q provides advice and staff support to managers. Personnel specialists assist managers in accomplishing their responsibilities by helping to determine applicants' basic qualifications and providing advice to managers on conducting job analyses, developing crediting plans, and other required documentation.

6. Definitions. Definitions for the terms used in this Order may be found in enclosure (1).

7. Actions Covered by Merit Promotion Procedures. The competitive procedures established by this plan apply to the following placement actions:

a. Permanent Assignments

(1) Promotion to a higher grade (unless excepted under paragraph 8).

(2) Placement in a position with more promotion potential than a position previously held in the competitive service.

(3) Reinstatement to a higher grade than the last grade held under a nontemporary appointment in the competitive service.

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b. Temporary Promotions. Competition is required for temporary promotions exceeding 120 days. All time spent by an employee in details, and temporary or term promotions to higher graded positions during 1 calendar year is counted towards the 120 days.

c. Term Promotions. Competition is required unless an exception in paragraph 8 applies.

d. Details. Competition is required for details to higher graded positions or to positions with more promotion potential that exceed 120 days. Service is counted toward the **120-day** limitation in the same manner prescribed in paragraph 7b. Once filled through competitive procedures (regardless of grade), details may be extended up to a maximum of 1 year in 120-day increments.

8. Exceptions to Merit Staffing Procedures. Competition is not required for:

a. Career Promotions. A career promotion is permitted when a position has a documented career ladder, the employee occupies a grade level below the full performance level, and the employee entered the career ladder through one of the following means:

(1) Competitive appointment from a certificate of eligibles or under a delegation such as direct hire authority.

(2) Noncompetitive appointment under special authority such as appointment of former ACTION volunteers or Peace Corps personnel and noncompetitive conversion of a cooperative education or junior fellowship student.

(3) Placement in a position through the merit staffing procedures of this Order.

b. Promotions Based on Reclassification When:

(1) No significant change occurs in duties or responsibilities and the position is upgraded due to issuance of a new classification standard or the correction of a classification error.

(2) The position is upgraded due to accretion of added duties and responsibilities and all of the following provisions are met:

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

(b) The new position has no known promotion potential.

(c) The addition of the duties and responsibilities does not adversely affect another employee.

c. Permanent Promotion to a position held under temporary or term promotion or detail when all of the following criteria are met:

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(1) The assignment was originally made under competitive procedures.

(2) It was made known to all competitors at the time that it might lead to a permanent promotion.

(3) The area of consideration (AOC) was sufficiently broad to provide an adequate number of well-qualified candidates.

d. 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 reasons related to performance or conduct.

e. Placement as a Result of Priority Consideration when referral was the remedy for candidates not given proper consideration in a competitive promotion action.

f. RIF Placements under FPM Chapter 351 to different pay systems which result in an employee receiving higher pay.

g. Repromotion or Transfer to the highest permanent competitive **position** ever held under career or career conditional appointment, provided the employee was not demoted or separated from that **grade** because of deficiencies in performance or **"for cause."**

h. 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.

i. Promotion Resulting From Successful Completion of a Training Program for which the employee was competitively selected.

j. Reemployment Priority List selections at the same or lower **grade level** than the position from which separated.

k. DoD Stopper List selections mandated by regulations.

9. Mandatory Consideration Actions. Before taking any action to fill a vacancy, either competitively or noncompetitively (except for employees with statutory or regulatory rights), prior consideration must be given to certain employees. The CHRO-Q is responsible for ensuring that these requirements are met in the following situations:

a. CHRO-Q serviced activity employees under grade and pay retention, pay retention only, or under salary retention accorded prior to 14 January 1979. To be referred, employees under pay or salary retention must have been demoted for reasons other than personal cause or personal request. Such prior consideration does not extend to those employees who accept a change to lower grade to enter developmental or upward mobility positions, or who accept change to lower grades as a result of solicitation for a hard-to-fill position. Eligible employees will receive prior consideration for each position

in activities serviced by CHRO-Q which is in the same pay plan (GS/GM or FWS) as the position from which demoted; is one grade level above the employee's assigned position through the grade level of the position demoted from; and for which the employee fully qualifies, including any selective placement factors. There is no entitlement to selection, and the only management documentation required is to show that the employee received prior consideration for placement. If the candidate subsequently applies for the vacant position, found highly qualified, and is not selected, justification will be required. Eligibility for prior consideration terminates when entitlement to pay/salary retention terminates.

b. Employees who did not receive proper promotion consideration in a previous case due to a procedural, regulatory, or program violation. Entitlement is determined by CHRO-Q, or higher level authority, after review and reconstruction of the merit staffing case file. Entitlement is limited to the first vacancy in the activity for which proper consideration was lost that occurs within one year of the determination that the employee was not afforded proper consideration (may be extended a second year if a valid vacancy has not occurred); is a similar type position in the same pay system as the position for which the employee failed to receive proper consideration; the employee is qualified for and would be in the highly qualified group when evaluated against the crediting plan by a subject matter expert (including any selective placement factors); and is at the same grade level with no higher potential than the position for which consideration was lost. Since prior consideration is only granted once when proper consideration is denied, it is important that the employee is given bona fide consideration. Should there be more than one employee entitled to prior consideration for the same position, they will be considered together. There is no selection entitlement and the only management documentation required is to show that the employee(s) received prior consideration for the placement.

c. Registrants in the DoD Program for the Stability of Civilian Employment (Stopper List).

10. Methods of Locating Candidates

a. Candidates may be located using vacancy listings, individual vacancy announcements, management identification of candidates, paid advertisements, or any combination of these methods. Paid advertisements are funded by the organization with the vacancy.

(1) Management Identification of Candidates. If three or more potential highly qualified internal candidates can be identified, the AOC may be limited to an organizational entity smaller than MCCDC-wide. Using this method, management will issue a memorandum to all employees within that organization giving information on the vacancy, i.e., the title, series, grade level and specific location of the position. Use of this method to give an advantage to

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one candidate is prohibited. Requests to use Management Identification of Candidates must be made in writing to the Head, CHRO-Q, approved by the appropriate activity head or division director, and endorsed by the CHRO-Q Equal Employment Opportunity (EEO) Advisor that affirmative action goals have been met.

(2) Vacancy Announcement Procedures. The CHRO-Q may prepare consolidated, open, or individual vacancy announcements for positions under recruitment. Each announcement will include title, series, and grade level; a brief description of the major duties and responsibilities; qualification requirements; the knowledge, skills, and abilities (KSA's) required for successful performance, including any selective placement factors; overtime and travel requirements; any relocation entitlements; where to apply; AOC; closing date for receipt of applications; and where added information may be obtained. Announcement copies are available at the CHRO-Q. Announcements may be used to fill vacancies of the same series and grade which occur within 90 days after the selection certificate is issued. Activities will be sent announcements for distribution and posting, as appropriate.

b. Use of Registers. Registers will be set up where there are existing or anticipated high turnover vacancies. Unless open continuously, these registers may be reopened when there are not enough highly qualified applicants to meet needs.

11. Area of Consideration (AOC)

a. The AOC should be broad enough to allow for a significant number of qualified applicants, but narrow enough that an excessive number will not result. In deciding the AOC, management must consider EEO goals and objectives; the likelihood of getting sufficient high quality candidates without unreasonably restricting fair and open competition; budgetary constraints; and cost-effectiveness.

b. Noncompetitive referrals, spouse preference eligibles, and recruitment sources other than merit promotion are not limited by the AOC specified in the vacancy announcement.

12. Application Procedures

a. Acceptance of Applications

(1) Interested persons must submit an Application for Federal Employment (SF-171), a copy of the most recent Notification of Personnel Action (SF-50), a copy of the most recent performance appraisal, and a Notice of Results (enclosure (2)) for each vacancy for which applying. A supplemental KSA experience statement is encouraged.

(2) Where specified in the vacancy announcement or management memorandum, current employees of CHRO-Q-serviced activities may

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submit an Applicant Interest Form (**AIF**), enclosure (**3**), (in lieu of the **SF-171**), with copies of the SF-50 and recent performance appraisal. Care must be taken to provide enough information in the experience section of the **AIF** that CHRO-Q can determine the general and specialized experience possessed by the candidate.

(3) Candidates never employed by the Federal Government on a permanent basis must submit the SF-171 only.

(4) Applications must show the specific announcement number for which application is made and the lowest acceptable grade or rate of pay (if the position is announced at multiple grade levels). If the lowest acceptable grade or rate of pay is not indicated, applicants will be considered only at or above their current grade level.

(5) Applications from promotional candidates must be received in CHRO-Q by the announcement's closing date.

(6) Applications will be accepted from qualified individuals with handicapping conditions who are eligible for appointments under section 213.3102 (t) or (u) of Schedule A and from 30 percent or more disabled veterans who have been certified by the Veterans Administration, State Vocational Rehabilitation Office, or on a Report of Separation From Active Duty (DD-214). If qualified, those applicants will be referred separately to the selecting official, and are not required to file by the announcement's closing date.

(7) Eligible noncompetitive applications may be referred to selecting officials at any time during the recruitment process. These applicants will be referred separately from promotion candidates.

(8) Each applicant is responsible for the completeness and timely submission of all required documents. The CHRO-Q retains all materials submitted under this Order as part of the merit staffing file. Applications will not be returned, nor copies provided.

(9) Employees within the AOC who are absent for legitimate reasons, such as approved leave, official travel, detail, or training, may furnish another employee or their supervisor with copies of their SF-171 and request they be submitted for certain vacancies. Employees on official travel on the announcement's closing date who provide a copy of their travel orders may submit a late application up to when the rating process begins.

b. Rejection of Applications. Applications will be rejected for the following reasons:

(1) The application does not include all required forms.

(2) A promotional candidate is not within the AOC.

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(3) The application lacks enough information on which to make eligibility and/or qualifications determination, or is not legible.

(4) The application has been falsified, in which case appropriate disciplinary action may be taken.

(5) The application was mailed in a government franked or stamped envelope.

(6) The application was not received by the closing date of the announcement.

13. Determinina Eliaibility. Applicants must meet eligibility requirements by the announcement's closing date to receive further consideration. For an open continuous announcement, eligibility requirements must be met by the application's receipt in CHRO-Q.

a. Basic Eliaibility. Applicants must meet the regulatory requirements of time in grade and time after competitive appointment, fall within the AOC, and provide all documents required by the vacancy announcement to be considered basically eligible.

b. Minimum Qualification Standards. Minimum qualification standards are those described or approved by the Office of Personnel Management (OPM) for the particular title, series, and grade of the position to be filled, plus any selective placement factors evidenced in the position description as a qualification of the position. For GS positions, reference is made to the OPM Handbook X-118. For FWS positions, reference is made to the OPM Handbook X-118C.

c. Notification to Inelisable Applicants. Prior to forwarding information to the selecting official, applicants will be informed whether they meet or fail to meet the minimum qualifications for the position. Applicants from outside the AOC or otherwise ineligible for consideration will be notified in writing.

14. Evaluation of Basically Eliaible Candidates. Evaluation will be as prescribed by reference (b) and the following:

a. Job analysis will determine the KSA's needed to successfully perform the duties of the position. Qualification criteria resulting from this analysis must relate directly to the work of the position being filled and be consistently applied to all eligible candidates. CHRO-Q can assist the selecting official in developing evaluation criteria and crediting plans. These must be in writing before the position is announced.

b. To distinguish qualified from highly qualified candidates, reference is made to the length and quality of work experience, performance awards, formal education and training, self-development efforts, and participation in outside activities.

(1) The selecting official may rate all basically eligible candidates personally or may designate another individual, including the CHRO-Q specialist, or a rating panel to evaluate the basically eligible candidates against the crediting plan and refer only those determined to be best qualified to perform the duties of the position.

(2) If there are five or less promotion eligible candidates they may be screened against a summary element rather than the complete crediting plan. A summary element may also be applied when there are a large number (over 20) to reduce the number of candidates to be evaluated against the complete crediting plan.

15. Referral of Candidates. Individuals eligible for prior consideration will be referred to the selecting official prior to any other applicants. Any nonselection of a MCCDC bargaining unit employee entitled to prior consideration will follow provisions of the Master Labor Agreement. If no selection is made from this source, the best qualified promotion-eligible candidates, in alphabetical order, may be certified. Repromotion eligibles, 30 percent disabled veterans, and other noncompetitive candidates may be referred at any time during the recruitment, evaluation, and selection process.

16. Interviews. Interviews are optional. If one promotion candidate is interviewed, all must be. Selecting officials may interview any, all or none of the noncompetitive candidates. If interviewing a select number of noncompetitive candidates, interviewers must be prepared to provide job related rationale for choosing candidates to be interviewed. If necessary, interviews may be conducted by telephone. Interview questions must be job related and be consistent for all interviewees. This does not mean that a question asked of one candidate cannot lead to follow-on questions required for clarification, but that each interviewed candidate must be asked the same basic questions.

17. Selection Procedures. Selection is a management prerogative involving the exercise of informed judgement. Each selecting official must be aware of and adhere to the principles of equal opportunity, and assure that both evaluation and selection procedures conform to EEO guidelines. When filling supervisory or managerial positions, selecting officials must consider, as part of the evaluation process, the candidates' demonstrated willingness to support EEO and affirmative action. The following procedures govern the selection process:

a. The selecting official must indicate the final selection decision on the appropriate merit staffing certificate. Multiple selections may be made from a certificate for added vacancies with the same title, series, grade, and similar job requirements.

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b. Selecting officials are free to select any certified candidate or to nonselect all candidates. However, if a qualified candidate is selected when one or more highly qualified candidates had been certified, written justification will be required to show how the qualified candidate more fully met the requirements of the position.

c. If a selecting official returns a certificate without making a selection, the CHRO-Q staffing specialist must be consulted to determine the best course of future action based upon a mutual knowledge of the availability of candidates.

18. Selection Panels. Selecting officials may elect to use advisory panels to assist in the interview and selection process. The use of such panels is recommended only for key or high level positions. In the event such panels are used, the selection panel must be comprised of members who are at or above the level/rank of the position being filled. All panels will include a designated EEO representative nominated by the CHRO-Q EEO Advisor. Panel members must be designated in writing with a copy of the designation letter provided to each member and the CHRO-Q prior to the panel's deliberations. Prior to holding interviews, the selection panel must submit a list of proposed interview questions to the CHRO-Q for review and approval. The panel makes their recommendation(s), either the best candidate or the top candidates by priority, with rationale in writing to the selecting official. Selecting panels will not use a scoring system to determine their recommendations.

19. Notification. Selecting officials will return the certificate(s) and all materials to the CHRO-Q immediately after making a selection. Selections should be made within 2 weeks of the certificate being issued. The CHRO-Q will notify the selected applicant as soon as practicable, and will also provide written notification of the results and the name of the selectee to non-selected applicants.

20. Release of Employees. Employees will normally be released within two to four weeks and at the beginning of a pay period. In those rare instances where this time is not adequate, the gaining supervisor and the losing supervisor may arrange a mutually agreeable date. Promotion candidates must be released by the next pay period after a 2 weeks notice except in unusual circumstances, but no later than 30 days after selection.

21. Nepotism. Supervisors and public officials, as defined in FPM 310, are prohibited from participating in any part of a selection process if a relative is under consideration. Neither supervisors nor public officials may advocate the selection of a relative. This does not preclude a supervisor from responding to an appraisal on a relative, provided the supervisor refrains from advocating and annotates the relationship on the form.

a. Advocating would also include the referral of an application of a relative for consideration for employment, promotion, etc.

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b. If a selecting official's relative is on a certificate, the selecting official must be disqualified, and the selection authority exercised at a higher level in the chain-of-command.

c. While working for relatives is not specifically prohibited, in all cases this situation should be avoided. If it exists, consideration should be given to moving one or the other to another part of the activity.

22. Records. The CHRO-Q maintains a record of each merit staffing action for two years or until an OPM inspection, whichever occurs first. All applications constitute a part of the merit staffing case file and will not be returned. At no time will selecting officials be permitted to retain applications (or copies) for any purpose after a selection has been made.

23. Disclosure of Merit Staffing Program Information

a. DON policy is to make information available to employees on merit staffing which neither compromises the evaluation process nor invades the privacy of others. Staffing packages contain private information on all applicants. All officials handling these packages must ensure the proper safeguarding of such information to protect the privacy entitlement of each applicant.

b. While a staffing action is in process, response will be given only to questions relating to staffing policy and clarification of information in the announcement (i.e., content of position, qualifications, etc.). No information will be given to applicants on matters such as their rating and ranking, standing in relation to others, the crediting plan, or any other information that would give them an unfair advantage. An exception is the immediate notification to ineligible applicants that they have not met basic eligibility and will not be receiving further consideration.

c. Candidates are entitled to the following information when the action is completed:

- (1) Whether they were found to be qualified or higher.
- (2) Whether they were in the group from which selection was made.
- (3) Who was selected.
- (4) The evaluation elements used, and the procedures used in determining the best qualified, if applicable.
- (5) Their own rating/scores.
- (6) Any comments made for the record, either general in nature or concerning the individual in question.

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d. It is not intended that information needed to process a grievance or complaint (or to resolve a potential grievance or complaint) be withheld. An applicant who is a grievant/complainant (and/or designated representative) is entitled to see information per provisions of reference (b), provided it is relevant to the issue(s). Such information may be provided earlier when it appears that it may enable resolution of a grievance or a complaint in the informal stage.

24. Action

a. Head, Civilian Human Resources Office-Quantico (CHRO-Q)

(1) Implement the program and procedures outlined in this Order and the references. Assure compliance with governing rules, regulations and statutes.

(2) Resolve problems or correct program or procedural errors per FPM and/or CPI procedures.

(3) Advise managers on applicable concepts, regulations, and operating requirements and monitor the operations of the program to ensure that merit principles are followed.

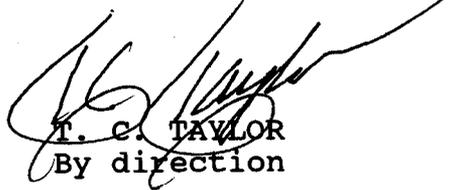
(4) Provide assistance to managers as requested in the determination and certification of qualified applicants.

(5) Review interview questions and approve/disapprove their use in the selection process.

(6) Maintain records as required.

b. CHRO-Q EEO Advisor. Designate EEO representatives for selection panels. Determine whether the EEO member should be voting or nonvoting, and that a voting member meets grade level and other qualifications.

c. Activity Heads. Disseminate the information contained in this Order to all subordinate supervisors and managers and comply with the staffing of all appropriated fund civilian positions.


T. C. TAYLOR
By direction

DISTRIBUTION: A

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DEFINITIONS

1. Area of Consideration. The geographic and/or organizational area within which the activity reasonably expects to locate a sufficient number of high quality candidates.
2. Candidates
 - a. Eliaible. Appointable candidates who, by the announced closing date, meet legal and regulatory requirements for placement into the vacant position.
 - b. Qualified. Eligible candidates who, by the announced closing date, meet the qualification criteria in the OPM Qualifications Standards, Handbook X-118 or **X-118C**, plus any selective placement factors, for the job to be filled.
 - c. Highly Qualified. Eligible promotional candidates whose experience, training, and potential substantially exceed the minimum qualification requirements for the position to a degree that indicates they are likely to be able to perform in a superior manner.
 - d. Best Qualified. Eligible promotional candidates rated highest when compared with all other candidates. The best qualified list for a particular merit staffing action may include highly qualified candidates, qualified candidates, or a combination of both.
3. Certificate (Merit Promotion). A list of the best qualified promotable candidates certified by CHRO-Q to the selection official.
4. Creditina Plan. Numerical guides against which all eligible, qualified promotable candidates are evaluated. This plan must be completed by management prior to the position being announced.
5. Evaluation Factors. Knowledge, skills, and abilities (**KSA's**) essential for successful performance in a position.
6. Job Analysis. The process of systematically collecting, analyzing, and interpreting data about a specific position or group of like positions to set job-related bases for evaluation and selection.
7. Knowledse, Skills, and Abilities (KSA's). Factors predetermined by job analysis to be essential to successful job performance which will be used to distinguish superior from barely acceptable candidates.
8. Merit Promotion. Placement of employees in positions at a higher grade level or with promotion potential to a higher grade level than that currently held, based on a selecting official's assessment of appropriate **KSA's**.

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9. Merit Staffing. The process by which competitive, noncompetitive, status, and nonstatus candidates are considered for vacant positions.

10. Nonstatus Applicant. An applicant who is not under a career or career-conditional appointment or is not reinstatement eligible.

11. Promotion. The change of an employee to a position at a higher grade level or to a position with a higher rate of basic pay.

12. Promotion Potential. Positions with target **grades** above the level at which the position is filled. These include positions filled at a grade (or grades) below the established target grade level; career ladder positions; trainee positions; and understudy positions.

13. Rating Official/Panel. The selecting official, persons designated to represent the selecting official, and/or the CHRO-Q representative who rate eligible, qualified promotional candidates against evaluation criteria established for the vacant position.

14. Reinstatement. The reemployment of a former career employee (or career-conditional veteran's preference eligible) any time after separation from Federal employment or of a former career conditional nonveteran within three years after separation.

15. Selecting Official. An individual authorized to make a selection for the position to be filled. Usually this is the first or second level supervisor of the position, but may be a higher level official in the chain of command.

16. Selective Placement Factor. **KSA's** not addressed in the OPM qualification standards so essential for satisfactory performance in a specific position that they become part of the qualification requirements. Selective factors are determined by appropriate management officials and are readily identifiable from the position descriptions. Examples of appropriate selective placement factors are:

a. Ability to speak, read and/or write a language other than English.

b. Knowledge or ability relating to a certain program or mission that cannot readily be acquired within 90 days after appointment.

c. Ability in a functional area (e.g., ability to evaluate alternative automated data processing systems).

17. Term Promotion. A non-status appointment/promotion to a position in the competitive service for a specified period exceeding one year and lasting not more than four years on a calendar basis.

ENCLOSURE (1)

Examples of appropriate uses of term appointments/promotions include: special project work with a known ending date; new or existing programs of limited duration; under base closure; or, to cover for another employee on long-term training or who have entered military service.

18. Vacancy Announcement. A written, distributed, and posted notice advertising one or more positions open to competition under the merit staffing program.

NOTICE OF RESULTS

Announcement No: _____

Title/Series/Grade: _____

Name: _____ Soc Sec. No: _____

Address: _____

Home telephone: W r k t e l e p h o n e : _____ ()

PLEASE REFER TO ITEM(S) CHECKED BELOW FOR INFORMATION ON YOUR APPLICATION:

- _____ You did not meet basic eligibility for the position.
- _____ Your application does not indicate that you meet time-in-grade requirements.
- _____ Your application does not indicate that you meet the specialized qualification requirements for the position.
- _____ Your application was received after the closing date of the announcement.
- _____ Your application was referred for non-competitive consideration.
- _____ You were found to be qualified, but you were not among the best qualified group certified for selection.
- _____ Your application was among those referred for selection.
- _____ The announcement is canceled.
- _____ No selection was made.
- _____ The selectee(s) is/are: _____
- _____ Other: _____

ENCLOSURE (2)

APPLICANT INTEREST FORM

I. GENERAL INFORMATION

Title, Series, and Grade of Position Applied For: _____

Announcement Number: _____

Name: _____ SSN: _____

Home Address (Street, City, State, Zip Code): _____

Home telephone: _____ Work telephone: _____

When are you available for work?: _____

What is the lowest grade or rate of pay you will accept?: _____

II. TRAINING/EDUCATION Describe any formal training/education (college, university, trade/vocational schools, short courses, etc.) which are pertinent to the position for which you are applying. (Give dates attended, name of training institution, and title of course. If applicable, provide type of degree and year.)

III. SPECIAL SKILLS List special qualifications, skills or accomplishments, including foreign language proficiency, that relate to your ability to perform the duties of the position for which you are applying.

IV. AWARDS List any honors, awards or fellowships you have received. For each give the year it was received.

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V. CHRONOLOGY OF WORK EXPERIENCE (Last 10 **years** only). List most recent experience first.

Dates Employed Month/Year	Name & Address of Employer	Title of Position	Grade Level or Salary
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VI. MAY WE CONTACT YOUR CURRENT SUPERVISOR? YES: _____ N O___:

If yes provide name and telephone number: _____
If less than one year, provide name and telephone number of previous supervisor: _____

VII. PERTINENT WORK EXPERIENCE: Include a description of work experience you have had which relates to the position for which you are applying. Care should be taken to provide sufficient information to determine your basic eligibility for this position. Applicants are encouraged to provide information directly related to the **KSA's** identified for the position. (A separate sheet(s) of paper may be used to describe this experience). Further information concerning the amount of general and **specialized** experience required can be obtained from **OPM Handbook X-118** or **X-118C**, available in **CHRO-Q** or in other Federal civilian personnel offices.

PRIVACY ACT STATEMENT: This Applicant Interest Form requests information per **FPM 335** and **CPI 335**. Pursuant to PL 93-579 (Privacy Act of 1974) you are advised that this information will be used for merit staffing evaluation. Disclosure of this information is voluntary; however, since these data are essential to the merit staffing process, nondisclosure will result in an ineligible rating for the subject position.

ENCLOSURE (3)

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CERTIFICATION: I certify that all of the statements made by me are true, complete and correct to the best of my knowledge and belief and may be verified.

Signature: _____ Date: _____

ENCLOSURE (3)