

Competitive and Noncompetitive Staffing Methods

Introduction

Managers have many flexibilities in staffing positions. The decision to use competitive or noncompetitive staffing methods (or both) depends upon the nature of the personnel action being taken, the candidate pool being considered and the manager's preferences. The job of the Human Resources advisor is to provide information to the selecting official about the regulatory requirements and staffing options that apply to his/her placement action.

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Competitive and Noncompetitive Staffing Methods, Continued

Regulatory References

- ◆ Title 5, U.S. Code, Section 2301 (Merit System Principles)
 - ◆ 5 CFR, Parts 300 – 335
 - ◆ Merit Promotion and Placement Plan
 - ◆ AR 690-950, Career Management
-

What is a competitive action?

A competitive action is one in which candidates are evaluated based on job-related criteria which is over and above the basic qualifications required for the position. Candidates are rated and ranked based on their possession of the knowledge, skills and abilities required to perform successfully in the position being filled. Those who rank the highest are considered as "best qualified" and are referred to the selecting official.

When are competitive procedures required?

Although there are exceptions, competitive procedures apply generally to:

- ✓ New appointments
 - ✓ Promotions
 - ✓ Reassignments, changes to lower grade, transfers, or reinstatements to positions with promotion potential higher than the highest grade previously held or competed for
 - ✓ Temporary promotions or details to higher grade positions that exceed 120 days
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Competitive and Noncompetitive Staffing Methods, Continued

What are competitive staffing methods?

Staffing methods depend upon the candidate sources, the requirement for competition and the type of position being filled. If candidates are being considered for appointment or for placement into a position at a higher grade or grade potential than previously held or competed for, one or more of the competitive staffing methods listed below must be used:

- ✓ Merit Promotion – Used to consider internal (status) candidates for promotion or placement. Also used for time-limited promotions and details to higher-grade positions which exceed 120 days.
- ✓ Career Referral – Used to consider internal candidates for promotion or placement into career program positions at mandatory referral levels. (See CPOL: PERMISS, Career Programs for listing of career programs, mandatory referral levels and referral offices.)
- ✓ OPM/DEU Certificate – Used to consider external (nonstatus) candidates for appointment. Status applicants may also apply under this method.
- ✓ Direct Hire – Used to consider external candidates for appointment to hard-to-fill positions when authorized by OPM.
- ✓ Outstanding Scholar – Used to consider external candidates for two grade interval administrative series positions. Candidates must have GPA of 3.5 or higher.

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Competitive and Noncompetitive Staffing Methods, Continued

What is a non-competitive action?

A noncompetitive action is one which allows placement into a position without competition because the employee or applicant has previously held the grade of the position being filled or a position with promotion potential at least as high as that of the position being filled.

An employee or applicant who is eligible for a noncompetitive placement action need only meet the basic or minimum qualifications for the position. Noncompetitive candidates are not rated and ranked against the job-related criteria (knowledge, skills and abilities).

When may non-competitive procedures be used?

Noncompetitive procedures may be used if the employee or applicant is eligible for a noncompetitive placement action as described above and if the merit promotion and placement plan lists the noncompetitive staffing method as one of the exceptions to competition permitted by the plan.

Generally, use of noncompetitive procedures is discretionary—the selecting official may choose to use competitive procedures in lieu of or along with non-competitive procedures.

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Competitive and Noncompetitive Staffing Methods, Continued

What are non-competitive staffing methods?

If the employee or applicant is eligible for noncompetitive placement, one of the following staffing methods is used:

- ✓ Reassignment – May be used to place an internal candidate at current grade; no higher promotion potential than previously held.
 - ✓ Change to Lower Grade – May be used to place an internal candidate at lower grade; no higher promotion potential than previously held.
 - ✓ Promotion – May be used to promote internal candidate if candidate has previously held the grade or has previously competed for a position with promotion potential to that grade, i.e., a “career promotion.”
 - ✓ Reinstatement – May be used to reappoint candidate with status from a previous career or career conditional appointment; no higher grade or promotion potential than previously held.
 - ✓ Transfer – May be used to place current employee of another agency; no higher grade or promotion potential than previously held.
 - ✓ Excepted Appointing Authorities – May be used to place external candidates who are eligible for an excepted appointment based on their personal status, e.g., veteran, student, disabled person, overseas family member. Also applies if position is in the excepted service, e.g., attorneys, Civilian Intelligence Personnel Management System (CIPMS).
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Summary

The sources of candidates the selecting official wishes to consider determine whether competitive or noncompetitive staffing methods—or both—will be used to staff positions. CPAC advisors and CPOC staffers can provide valuable assistance to selecting officials in recommending areas of consideration which are most likely to produce well-qualified candidates—and by advising on which staffing methods will be required to consider those candidates.



Department of the Army

A Quick Reference Guide to Recruitment Methods and Incentives for Appropriated Fund Positions

Revised April 7, 2003

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Terms and Definitions:

APF: Appropriated Fund employees. Employees paid by funds that congress appropriates for that purpose.

Competitive Service: All civilian positions in the Federal Government which are not specifically excepted from civil service laws by or under statute, the President, or by the Office of Personnel Management (OPM).

CPAC: Civilian Personnel Advisory Center.

CPOC: Civilian Personnel Operations Center.

DEU: Delegated Examining Unit.

Excepted Service: Positions outside of and excepted from the rules of the Competitive Service.

FMP: Family Member Preference.

MSP: Military Spouse Preference.

NAF: Nonappropriated Fund employees. Generally, employees in Moral, Welfare and Recreation organizations.

OPM Certificate: A referral list of eligible candidates prepared by the Office of Personnel Management

VEOA: Veterans Employment Opportunity Act Eligibles.

VRA: Veterans Readjustment Act Eligibles.

Internal Recruitment Methods:

Merit Promotion: The identification, qualification evaluation, and selection of candidates which will be made without regard to political, religious, labor organization affiliation, marital status, race, color, sex, national origin, non-disqualifying physical or mental handicap, or age and shall be based solely on job-related criteria in accordance with legitimate position requirements. Selection from merit promotion is a competitive selection. Reference Title 5, CFR, Ch 335, Sub Part A.

Reassignment: The noncompetitive movement of an employee to another position for which he/she qualifies at the same grade level and with an equivalent target grade if applicable. Reference 5 CFR Part 335.

Voluntary Change to Lower Grade: The noncompetitive movement of an employee to another position for which he/she qualifies at a lower grade than currently being held. Reference 5 CFR Part 300, 5 CFR Part 335.

Career Programs: A career program is comprised of occupational series and functional fields grouped together on the basis of population, occupational structure, grade range, and commonality of job and qualification characteristics. Career programs were established to ensure there is an adequate base of qualified and trained professional, technical, and administrative personnel to meet Army's current and future needs. Reference AR 690-950, December 31, 2001 and DA PAM 690-950, February 15, 2002.

Details: The temporary assignment of an employee to a different position or set of duties for a specified period with the employee returning to his/her original position at the end of the detail. Employee does not need to meet the qualification standards in order to be detailed. Reference 5 CFR 300.301

Temporary Promotion: The temporary assignment of an employee to a higher graded position for a specified period of time, with the employee returning to his/her permanent position upon the expiration of the temporary action. In order for an employee to be temporarily promoted, he/she must meet the same qualification requirements that are necessary for a permanent promotion. Reference AR 690-300, Chapter 335 and 5 CFR, Part 335.

External Recruitment Methods:

Reinstatement: The reemployment of a former employee who held a career or career conditional appointment with a Federal Agency. Individuals may be placed in positions at grades equal to or lower than previously held. Reference 5 CFR, Chapter 315.401.

Reemployed Annuitants: An annuitant under either the Civil Service Retirement System (CSRS) or Federal Employees Retirement System (FERS) may be reemployed in any position for which they are qualified. Reference 5 CFR Part 300.550 & 601, 300.553 and 5 USC Sections 5532 and 3323(b).

Transfers From Other Federal Agencies: The movement of an employee, without a break in service of 1 workday, from a position in another Federal agency. Reference 5 CFR, Chapter 210, Section 102 and Chapter 315, Subpart E.

Delegated Examining Authority: The CPOCs have been delegated the authority to issue certificates for all series and grades by OPM. This is a way to consider applicants who have not previously held career or career conditional positions. Applicants are referred in order of score and veterans preference. Reference 5 CFR, Chapter 337 and OPM DEU Operations Handbook.

Office of Personnel Management Certificates: A list of applicants seeking employment with a Federal agency in the competitive service. Applicants are referred in order of score and veteran preference. There is a charge for an OPM certificate. Reference 5 CFR, Chapter 211, 315, Subpart C & 332. U.S. Code Section 3309-3318 and AR 690-300, Chapter 315 & 332.

People with Disabilities Employment Program: People with disabilities can be hired through the traditional competitive hiring process or, if they qualify, noncompetitively through the use of excepted service appointing authorities. Reference 5 CFR 315, 29 CFR Chapter 161B EEOC-MD-713, Section 501 of the Rehabilitation Act.

Veterans Readjustment Authority (VRA): VRA eligibles may be appointed non-competitively up to the GS-11 and equivalent jobs depending upon the period of their military service. Reference 5 CFR, Chapter 307.

Veterans Employment Opportunity Act (VEOA): Veterans who are preference eligible OR veterans separated after at least 3 years of continuous military service may apply under merit promotion announcements open to employees outside of the agency (DOD). Reference 5 CFR 315.611.

Thirty Percent or More Compensably Disabled Veterans: May be appointed noncompetitively to positions, if qualified. A current Veterans Administration letter dated within the last year or discharge papers substantiating the disability is required for applying under this program. Reference 5 CFR Chapters 315 & 332.

Administrative Careers with America (ACWA): A certificate of eligible external candidates generated by OPM for GS-577, 2-grade interval administrative positions covered by the Luevano Consent Decree. Applicants are appointed in the Competitive Service. Reference 5 CFR Chapter 332.

Federal Career Intern Program (FCIP): May be used to appoint candidates for positions at the GS-5/7 or 9 level without requesting an OPM certificate of eligibles. Applicants are appointed in the Excepted Service and may be non-competitively converted to the competitive service upon completion of the program. Candidates appointed for administrative positions must have a passing score on the ACWA examination. Reference E.O. 13162, dated July 6, 2000 and 5 CFR Parts 216 and 315.

Student Career Experience Program (SCEP): Allows appointment of students while in school who may be non-competitively converted to permanent positions upon completion of the program. Reference 5 CFR 213.3202, 338.101 310.101(a) and 410.401(a)(b).

Student Temporary Employment Program (STEP): Provides flexibility to appoint students on a temporary basis to jobs that may or may not be related to their academic field of study. Employment can range from summer jobs to positions that can last for as long as the individual is a student. Reference 5 CFR 213.3202, 338.101 310.101(a) and 410.401(a)(b).

Outstanding Scholar: Allows appointment of college graduates with a grade point average of 3.45 or better on a 4.0 scale, or graduating in the top 10% of their graduating class. This method must be used in conjunction with the ACWA authority. Reference DEU Operations Handbook Book.

Scholarship for Service (SFS): A program created to provide scholarships to selected students pursuing careers in information assurance or computer security while attending selected universities with information assurance (IA) programs and have been certified by the National Security Agency. In exchange, these students agree to serve at a Federal agency after graduation for a period equivalent to the length of the scholarship.

Recruitment Incentives: May be used for hard-to-fill positions when warranted and supporting documentation is substantiated. They generally require approval by the installation commander.

Recruitment Bonus: May be authorized up to 25% of the annual rate of basic pay to a newly appointed employee. Reference 5 U.S.C. 5753 and 5 CFR Part 575, Subpart A.

Relocation Bonus: May be authorized up to 25% of the annual rate of basic pay to an employee who must relocate to accept a position in a different commuting area. Reference 5 U.S.C. 5753 and 5 CFR Part 575, Subpart B.

Retention Allowance: May be authorized up to 25% of basic pay to a current employee if the unusually high or unique qualifications of the employee or a special need of the agency for the employee's services makes it essential to retain the employee. Reference 5 U.S.C. 5754 and 5 CFR Part 575, Subpart C.

Re-payment of Student Loans: May be authorized to facilitate the recruitment or retention of highly qualified employees and a determination has been made the organization would encounter difficulty in filling the position. Reference 5 U.S.C. 5379 and 5 CFR Part 537.

Advanced In-hire Rates: Pay may be set within the rate range of the grade into which the employee is being placed, but above the minimum rate. Reference 5 CFR 532.403(b).

Recruitment Incentives and Flexibilities

Introduction

Most Army installations have some positions under recruitment. Often positions, which take the longest time to fill, have unique qualifications requirements or unusual working conditions. Recruiting for these positions may be difficult because candidates are scarce or are offered higher salaries or better working conditions by other employers.

OPM has authorized recruitment incentives and flexibilities to assist managers and personnelists in recruiting for federal positions, particularly hard-to-fill positions. The CPAC advisor should provide information to selecting officials about these incentives and flexibilities and recommend ones which may help to attract high-quality candidates.

In this section This section covers the following topics:

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References

CFR Chapters:

- 300 – Use of Private Sector Temporaries and Use of Commercial Recruiting Firms
- 340 – Other than Full-Time Employment
- 530 – Special Salary Rates
- 531 – Superior Qualifications Appointments
- 537 – Repayment of Student Loans
- 572 – Travel and Transportation for New Employees/Interviews
- 575 – Recruitment and Relocation Bonuses, Retention Allowances

AR 690-300, Chapter 332 – (Paid Advertising and Employment Services)

Joint Travel Regulation, Vol II, Chapters 6 and 15

Recruitment Incentives

The following recruitment incentives are available to help managers attract and select high-quality candidates:

Incentive	Description
Special Salary Rates	Rates of pay above the minimum rate, which are authorized by OPM to assist in the recruitment and retention of employees in hard-to-fill positions. Special salary rates may be world-wide (e.g., engineer, medical officer) or local due to recruiting difficulties in a specific geographic area (e.g., Washington D.C. or New York).
Superior Qualifications Appointment	Appointment made at a rate of pay above the first step based on the superior qualifications of the candidate or the special need of the agency for the candidate's services. (see CFR 531.203 (b))
Travel and Transportation for Interviews and to First Duty Station	Managers may authorize payment of travel expenses for applicants to travel to interviews for positions. Some expenses for employees relocating to first duty station may also be authorized. (see JTR, Vol II)
Recruitment Bonus	Lump sum payment of up to 25% of basic pay to newly appointed employees. Requires documentation of recruitment difficulties in filling position. Requires employee sign an agreement to complete a specified period of service within the agency. Must be approved at a level above the manager who offered the bonus. (see CFR 575, Subpart A)

Incentive	Description
Relocation Bonus	Lump sum payment of up to 25% of basic pay to an employee who must relocate to accept a position in a different commuting area. Requires documentation of recruiting difficulties. Requires employee sign an agreement to complete a specified period of service in the agency. Must be approved at a level above the manager who offered the bonus. (see CFR 575, Subpart B)
Retention Allowance	Bi-weekly payments of up to 25% of basic pay to a current employee with unusually high or unique qualifications. Requires documentation that the employee's services are essential for the agency and that the employee would be likely to leave the agency were the retention allowance not paid. May be continued as long as conditions described above exist; should be reviewed at least annually. Must be approved at a level above the manager who offered the retention allowance. (see CFR 575, Subpart C)
Relocation Services	May be offered as an incentive for current employees to relocate for positions outside the commuting area. Includes provision for guaranteed home sale in addition to normally authorized PCS expenses. (see JTR, Vol II, Chapter 15)
Repayment of Student Loans Plan	Allows use of student loan repayment as a recruitment or retention tool. The maximum payment allowable in one year is \$6,000.00 with a total of \$40,000 for a lifetime. See Title 5, United States Code, §5379 and the Code of Federal Regulations, Part 537.

Recruitment
Flexibilities

The following flexibilities are available to assist managers and personnelists in recruiting high-quality candidates:

Paid Advertising – May advertise for hard-to-fill jobs in newspapers, professional journals and other publications or media. Authority to approve delegated to installation and activity commanders; may be re-delegated. Funded by installation/activity.

Use of commercial recruiting firms and nonprofit employment services – May be used in recruiting for hard-to-fill positions. (CFR 300.401)

Use of private sector temporary employment services – May be used to provide brief or intermittent services under one of the following conditions:

--Employee absent for a personal reason, e.g., emergency, accident, illness, family responsibility, jury duty, etc., but not to cover periods of annual leave OR

--Temporary increase in workload which cannot be delayed.

Other than full-time employment – Part-time employment and/or job sharing may be a way to attract candidates who do not want to work full time.

Modification of qualifications – Employees or applicants who do not meet minimum qualifications for a position but who possess knowledge, skills and abilities related to the position may be placed using authority to modify qualifications. May only be used for reassignments or changes to lower grade. May not be used if position has a positive education requirement, which the candidate does not meet.



Tips for Recruiters

Managers usually make the best recruiters as they are most knowledgeable about the jobs they are filling and are aware of the best sources of candidates for their positions. CPAC advisors can assist by accompanying managers on recruiting trips and/or by providing advice on effective recruiting techniques. The following are suggestions for recruiters:

Develop interviewing skills—observe behavior and listen.

Use subject matter experts as recruiters; supplement recruiting team with HR specialists who can provide information on appointment requirements, salary and benefits.

If recruiting on a college campus, work through the placement office.

Preschedule interviews through the placement office.

Wear a name badge while interviewing.

Provide written information to applicants, e.g., job descriptions, pay and benefit information, mission information.



Provide assistance in completing forms and explain submission requirements, e.g., to OPM or DEU.

Project a professional image.

Use current employees to recruit from alma mater.

Pamphlets, brochures, posters and displays are helpful for campus or job fair recruiting.

Join forces with other federal agencies.

Provide feedback to applicants, agency and/or school.

Maintain contacts/relationships with recruiting sources.

Area of Consideration for Merit Promotion (Internal) Announcements

1. **Widest possible** area of consideration (AOC) to include noncompetitive appointing authorities should be depicted as follows:

- All Federal employees serving on a career or career-conditional appointment or equivalent.
- Department of Defense employees serving on a Career or Career Conditional Appointment or equivalent.
- Army employees serving on career or career conditional appointments or equivalent.
- Reinstatement eligibles.
- Veterans eligible under Veterans Employment Opportunities Act of 1998. (VEOA)
- Veterans eligible as 30% Disabled Veterans
- Veterans eligible under Veterans Readjustment Appointment *
- Employment Program for People with Disabilities eligible
- Interagency Career Transition Assistance Plan (ICTAP) eligible
- Family member employees eligible under Executive Order 12721
- Defense Civilian Intelligence Personnel System (DCIPS) eligible
- OPM/TSA Interchange Agreement eligible
- NAF Portability Interchange Agreement eligible

2. **Army candidates only** AOC:

Army employees serving on career or career conditional appointments or equivalent.

****Plus:** One or more of the following *could* be used but are not required:

- Reinstatement eligible
- Veterans eligible under Veterans Employment Opportunities Act of 1998 (VEOA)
- Veterans eligible as 30% Disabled Veterans
- Veterans eligible under Veterans Readjustment Appointment *
- Employment Program for People with Disabilities eligible
- Family member employees eligible under Executive Order 12721
- Defense Civilian Intelligence Personnel System (DCIPS) eligible
- OPM/TSA Interchange Agreement eligible
- NAF Portability Interchange Agreement eligible

3. **DOD wide candidates only** AOC:

DOD employees serving on career or career conditional appointments or equivalent. (This includes Army, Navy, Air Force, and other DOD activities.)

****Plus:** One or more of the following *could* be used but are not required:

- Reinstatement-eligible
- Veterans eligible under Veterans Employment Opportunities Act of 1998. (VEOA)
- Veterans eligible as 30% Disabled Veterans
- Veterans eligible under Veterans Readjustment Appointment *
- Employment Program for People with Disabilities eligible
- Family member employees eligible under Executive Order 12721
- Defense Civilian Intelligence Personnel System (DCIPS) eligible
- OPM/TSA Interchange Agreement eligible
- NAF Portability Interchange Agreement eligible

*Can only be used for GS-11 and below. (Target level is not a factor – e.g., position could be GS-11, target GS-12 – the entry level is the key.)

****NOTE:** VEOA and ICTAP are required for permanent positions when AOC goes beyond DOD employees. *Any time noncompetitive candidates (such as Reinstatement/VRA/etc.) are included; these will also have to be included (no matter what the basic AOC is). In addition, if you are ALSO using Delegated Examining Authority (External Announcement open to all US Citizens), you must include VEOA on your internal announcement.*

Gatekeeper Checklist Questions: Position Establish (Recruit/Fill)

Module 1 – Position Decision (position location)

Where is the position that is being used to process this Personnel Action located?

Module 2 – Position Data (Manager Section)

Have you entered the new position description into FASCLASS? Yes or No

Position Title including parenthetical(s) is:

Pay Plan is: (LOV)

Occupational Series is: (LOV)

Grade is: (LOV)

Work Schedule is:

- (blank)
- Baylor Plan
- Full Time
- Full Time Seasonal
- Intermittent
- Intermittent Seasonal
- Not Applicable (AGR and NAF only)
- Part Time
- Part Time Job Sharer
- Part Time Seasonal
- Part Time Seasonal Job Sharer

Duty Station is:

Is this the Full Performance Level for this position? Yes or No

(Help): Career ladder positions depict the vertical progression paths to key positions in your organization. Normally, this is the career path by which an individual progresses from an entry level to a higher, full-performance level position; and there is formal training in conjunction with development assignments. Career Ladder positions differ from Upward Mobility positions in that Career Ladders are established career progression pattern within an organization. Once competitively selected for a Career Ladder position, the employee is promoted without further competition to the full performance/target grade level.

(Help): Position is designed to meet organizational needs through planned on-the-job and formal training identified to a suitable target position. Positions usually are tailored to specific mission and organizational needs. Restructuring of a position would be at entry level or intermediate grade levels with promotion into the designated target position. Action is typically documented in a formal training and development agreement. <http://www.cpol.army.mil/permis/> Topic: Upward Mobility Positions.

The Full Performance Level for this position is:

Is this an Upward Mobility position? Yes or No

Are all the Position Descriptions involved in this action in FASCLASS? Yes or No

Position Description Numbers are:

Position Sensitivity is:

(Help): Contact your personnel advisor if you are not sure what type of sensitivity is assigned to your position. This is tied to the type of security clearance required by the position. For additional information see Army Regulation 380-67 or your activity Security Manager.

- (blank)
- 1 Non-Sensitive
- 2 Non-Critical Sensitive
- 3 Critical Sensitive
- 4 Special Sensitive
- 5 Non-sensitive CIPMS
- 6 Non-critical Sensitive CIPMS
- 7 Critical Sensitive CIPMS
- 8 Special Sensitive CIPMS

What type of Security Clearance is required?

- (blank)
- 0 – No access required; ENTNAC/NAC/NACI required
- 1 – Secret access required; ENTNAC/NAC/NACI/BI required
- 2 – Top secret access required; BI required
- 3 – Top secret SIOP/ESI required; SBI required
- 4 – Child care background check required
- 5 – Top secret SCI required; SBI

Is this position identified on your mobilization plan as key or emergency essential: Yes or No

There may be positions identified in your organization as key or emergency essential under a mobility plan. See PERMISS, Army Regulation 690-11, DA Pam 690-47, or contact your activity mobilization coordinator. <http://www.cpol.army.mil/permis/> Topic: Civilian Readiness (Mobilization Deployment)

Key/Emergency Designation is:

- Emergency-Essential Position, Relocation to Overseas Area
- Emergency-Essential Posn, Remains in Overseas Loc After Evac
- Key Emergency Essential-Remain in Place
- LN Position Contingency–Essential
- LN Position Not Contingency–Essential
- Position Has Been Designated Key
- Position Not Designated Emergency-Essential or Key

Is this position subject to random drug testing: Yes or No

(Help): The Army Civilian Drug Testing Program identifies specific positions, by title and grade, that are subject to random drug testing, reasonable suspicion drug testing, and drug testing due to direct involvement with an on-duty accident that resulted in injury or damage to property. Only certain positions that meet the criteria outlined in the Army Drug Testing Plan are covered. Drug testing is required for specially designated positions involved in critical safety/security functions. See PERMISS, Army Regulation 600-85, your ADCO, or your civilian personnel advisor for additional information. <http://www.cpol.army.mil/permis/> Topic: Drug Testing Program - Civilian

Reason/authorization for drug testing is:

- (blank)
- Agency Req Drug Test of Incumbent (Tier One)
- MAJCOM Req Drug Test of Incumbent (Tier Two)
- No Drug Test Required
- Posn Does Not Require Drug Test But Employee Volunteers
- Posn Func Requires Drug Testing for Reasons Not Specified Below
- Posn In Nuc Wpn Prsnl Reliab Prgm & Req Drug Tst
- Posn in Nuclear Weapon Personnel Reliab Prgm Req Drug Test
- Posn Maintains Top Secret Clear Requiring Drug Test
- Posn Mntns Top Secret Clear and Meets Job Func Req Drug Tst
- Posn Not Req Drug Test
- Presidential Appointee Requires Drug Test
- Presidential Appointee and Maintains Top Secret Clearance Requiring Drug Test
- TS Clr w/ Access-Nuc Wpn Pers Reliab Prgm Req Drug Test
- TS Clr w/ Acs-Nuc Wpn Pers Reliab Prgm Req Drg Test
- Unknown

Is this position eligible for Title 38 Premium Pay (MEDCOM positions)? Yes or No

Premium Pay is:

(Help): Additional compensation for regularly scheduled overtime, or Sunday work, and standby duty normally applies to positions such as firefighters and law enforcement officers. See PERMISS or your local CPAC representative for more information. <http://www.cpol.army.mil/permis/> Topic: Premium Pay

- (blank)
- 5% of applicable salary (standby)
- 5% of applicable salary
- 7.5% of applicable salary
- 10% of applicable salary
- 10% of applicable salary (AUO)
- 10% of applicable salary (standby)
- 12.5% of applicable salary
- 15% of applicable salary
- 15% of applicable salary (AUO)
- 15% of applicable salary (standby)
- 17.5% of applicable salary
- 17.5% of applicable salary (standby)
- 20% of applicable salary
- 20% of applicable salary (AUO)
- 20% of applicable salary (standby)
- 22.5% of applicable salary
- 22.5% of applicable salary (standby)
- 25% of applicable salary
- 25% of applicable salary (AUO)
- 25% of applicable salary (availability pay)
- 25% of applicable salary (standby)
- Firefighter embedded 40 hour schedule
- Hazard Pay
- Not applicable (non-embedded firefighter)

Is a Financial Disclosure Statement OGE 450 required? Yes or No

(Help): Army employees must refrain from any private business, professional activity or from having direct or indirect financial interest which would place them in a position where there is a conflict between their private interests and the public interests of the United States Government, particularly those related to their duties and responsibilities as Army personnel.

Employees required to complete this form include:

Civilian employees at grade GS-15 and below (or comparable pay level) when they participate personally and substantially, through decision or exercise of significant judgment, in taking an official action for contracting or procurement, administering or monitoring grants, subsidies, licenses, or other Federal benefits, or regulating or auditing any non-Federal entity or other activities in which the final decision the final decision may have a direct and substantial economic impact on the interests of any non-Federal entity. Contact your activity Ethics Coordinator or your servicing CPAC representative.

Is this an Acquisition Position: Yes or No

*(Help): The Acquisition workforce is made up of individuals who perform work throughout the life cycle of the system; i.e., cradle to grave. There are 10 functional career fields: Program Management; Contracting; Industrial/Contract Property Management; Purchasing; Manufacturing & Production/Quality Assurance; Business, Cost Estimating and Financial Management; Acquisition Logistics; Communications-Computer Systems; Systems Planning, Research, Development and Engineering, Test and Evaluation. This typically pertains to certain occupations primarily 1101, 1102, 1105, and 1106. Reference the Army Acquisition Website and Defense Acquisition Deskbook online or contact your activity Acquisition Coordinator.
(<http://web2.deskbook.osd.mil/Career.asp>)*

Career Level is:

- (blank)
- Entry Level I
- Intermediate Level II
- None/Unknown
- Senior Level III

Time spent at Contractor Job Site is:

- (blank)
- 50% or Less Time Contract Site
- More than 50% Time Contract Site

Critical Position Identifier is:

- (blank)
- Acquisition Position-Not Critical or Developmental
- Critical Acquisition Position-Developmental
- Critical Acquisition Position-Division Head
- Critical Acquisition Position-Not Division Head
- Developmental Acquisition Position

Job Specialty 1 is:

- (blank)
- Both Pre/Post-Award Oriented
- Business and Financial Mgmt
- Contracting for Construction
- Cost Estimating
- Oth-Not Pre-Post-Awd, C&P, Inst
- Pri Orient Cost & Price Anal
- Pri Post/Station/Installatio
- Primarily Post-Award Oriented

- Primarily Pre-Award Oriented
- Unknown

Job Specialty 2 is:

- (blank)
- Acq of Info Res and Maj Sys
- Acq of Info Resources
- Maj Sys Acq
- Not Acq Info Res or Maj Sys
- Unknown

Position Career Category is:

- (blank)
- Acquis Logistics
- Acquis Logistics Mgt Personnel
- Auditing
- Bus, Cost Est, Fin Mgt
- Category Not Identif
- Configuration/Data Management
- Contracting
- Deputy Program Manager
- Developmental Engineer
- Educ, Tng, Career Dev
- Facilities Engineering
- Industrial Property Management
- Information Technology
- Manuf & Production
- Prog Mt Oversight
- Program Executive Officer
- Program Management
- Program Management Specialist
- Purch & Procur Asst
- Quality Assurance
- Quality Engineers & Scientists
- Reserved
- SPRDE-Science & Technology Manager
- SPRDE-Systems Engineer
- Scientist
- Senior Contracting Official
- Test & Eval Engrng

Program Type is:

- (blank)
- ACAT I & II Defense ACQ Program / Support Work IN Both ACAT I & II
- ACAT I Defense ACQ Program / Major Defense Acquisition Program
- ACAT II SIG ACQ Defense Program / Significant Non-Major Defense acquisition
- ACAT III or IV Acquisition Program / Non Major Defense ACQ Program
- Non ACAT I, ACAT II, ACAT III, ACAT IV / None of the Above
- Non-Major, Non-Significant Program (Air Force Only)

Special Assignment is:

- (blank)
- Contracting Officer Above Small Purchase
- Deputy Program Executive Officer (DPEO)
- Deputy Program Manager & Contracting Officer Above Small Purchase
- Deputy Program Manager (DPM)
- Education, Training, and Career Development Positions
- Program Executive Officer & Contracting Officer Above Small Purchase
- Program Executive Officer (PEO)
- Program Manager & Contracting Officer Above Small Purchase
- Program Manager (PM)
- Senior Contracting Officer & Contracting Officer Above Small Purchase
- Senior Contracting Officer (SCO)

Acquisition Employee Career Field ID is:

- (blank)
- Acquis Logistics
- Bus, Cost Est, Fin Mgt
- Career Fld Not Ident
- Contracting
- Facilities Engineering
- Ind Prop Mgt
- Information Technology
- Manuf & Production
- Program Mgt
- Purch & Procur Asst
- Quality Assurance
- SPRDE-Science & Technology Manager
- SPRDE-Systems Engineer
- Test & Eval Engng
- Unknown

Is this position part of a Personnel Demonstration Project? Yes or No

(Help): Contact your local CPAC representative for more information

Which one:

- (blank)
- Army Medical Research & Materiel CMD Personnel Demo Project
- Army Research Laboratory Personnel Demo Project
- DoD Acquisition Personnel Demo Project

Does this position require access to Firearms and/or Ammunition: Yes or No

Is this position subject to Lautenberg Amendment: Yes or No

(Help): Position duties that would require or entail shipping, transporting, possessing, receiving, or disposing of firearms and ammunition. Any employee who has access to firearms or ammunition and who has previously been, or in the future is, convicted of a misdemeanor charge of domestic violence, must be removed from the duties that involve such access. Examples of such positions would be police officers and/or armed escorts.



Module 3 – Recruitment Information (Manager Section)

Is POC for this action different than name on RPA? Yes or No

POC is:

Is POC also the Hiring Official? Yes or No

Please provide name, phone number, fax and email of the Hiring Official for this action:

Please provide the AKO email address of the Hiring Official for this action:

Recruitment is for:

- (blank)
- a. Permanent Position
- b. Temporary Promotion
- c. Term Position
- d. Temporary Position
- e. Competitive Detail
- f. Temporary Reassignment

Are you recommending specific recruitment sources or candidates? Yes or No



(Help): Sources of candidates a manager/selecting official would like to consider when filling their positions. For more information on the various types of recruitment sources, contact your servicing CPAC or PERMISS <http://www.cpol.army.mil/permis/> Topic: Recruitment Sources

Recommendations are:

For MEDCOM positions, is this a GWOT position? Yes or No

(Help): The Medical Command is hiring a variety of highly skilled healthcare providers and medical support personnel to support the Global War on Terrorism. The initiative requires the filling of multiple temporary positions (CONUS & OCONUS) to sustain the medical treatment facilities while the MEDCOM soldiers are deployed to worldwide locations. For more information, please visit: <http://cpolwapp.belvoir.army.mil/medcom-gwot/>

Select the function the position is being used to support:

- (blank)
- A. Professional Filler System (PROFIS)
- B. Installation Mobilization Support Unit (IMSU)
- C. Medical Hold-Over function
- D. Other than PROFIS, IMSU, Medical Hold-Over Functions

Is this an Obligated position? Yes or No



(Help): A position to which an employee has statutory restoration rights based on active military service, compensable injury or disability when fully recovered or return rights based on having served an overseas tour(s). Obligated positions may also cover employees who have been on extended leave without pay under certain circumstances. See PERMISS or your servicing CPAC representative for more information. <http://www.cpol.army.mil/permis/> Topic: Obligated positions

Is this an Inclement Weather Essential Position? Yes or No

(Help): Incumbent is expected to make every attempt to report for duty on time and/or remain on duty during severe weather conditions. Annual leave will not be granted during these conditions except for the most compelling reasons. Overtime may be required on short notice. Contact your servicing CPAC representative for more information.

Is Defense National Relocation Program authorized? Yes or No

(Help): DNR is a program designed to assist the eligible and authorized DOD civilian employee to relocate from one duty station to another. One of the biggest incentives is the guarantee that the person's house will be paid for by this program, if the employee is unable to sell it. This program offers various services that can help in relocation. Contact your CPAC personnel advisor for additional information.

Is Permanent Change of Station (PCS) authorized? Yes or No

(Help): This pertains to whether or not you are willing to pay to move someone to your organization. Entitlements vary depending on whether it is a first time move in the government or not. You should consider whether you have an adequate applicant pool locally before making this decision. First time moves are only appropriate for hard to fill positions. Contact your organization's DRM office for additional information or PERMISS. <http://www.cpol.army.mil/permis/> Topic: Permanent Change of Station

Is a Pre-Appointment Physical Required? Yes or No

Is there a requirement for an Annual Physical? Yes or No

Is there an unusual physical requirement associated with this position? Yes or No

Please select applicable options:

- (blank)
- a. Heavy Lifting (in excess of 45 lbs.)
- b. Extreme Weather Conditions
- c. Wearing of Protective Equipment, e.g., Respirators, Safety Glasses, etc.
- d. Special Immunizations
- e. Other

Is Shift Work required? Yes or No

Work Shift is:

Is there a special license/certification requirement? Yes or No

Special License/certification requirement is:

Is there a known requirement for TDY? Yes or No

Percentage of time to be spent TDY is:

- (blank)
- 5%
- 10%
- (15% thru 100% at 5% intervals)

Is a mandatory mobility agreement required? Yes or No

(Help): There is a requirement for a mandatory mobility agreement for certain positions. This primarily pertains to Department of the Army intern positions. It also applies to the quality assurance ammo career field. See your servicing CPAC representative for more information.

Is a Uniform required? Yes or No

Would you like to make comments on the action? Yes or No

Comments are:

Module 4 – RM Data (Resource Management Section)

Are you providing an AMS Code? Yes or No

AMS is:

Are you providing a TDA Paragraph and/or Line number? Yes or No

TDA Paragraph number is:

TDA Line number is:

Are you providing a Standard Work Center (SWC) code? Yes or No

SWC is:

Are you providing an APC code? Yes or No

APC Code is:

Are you providing a Cost Center Code? Yes or No

Cost Center Code is:

Is this a Program Budget Decision (PBD) 712 military to civilian position? Yes or No

Army must track all military to civilian conversions that are the result of Program Budget Decision (PBD) 712. While there are other military to civilian conversions, this question will be answered "yes" only if the recruitment is as a result of PBD 712 mil to civ conversion

Interview Guidance

Subject	Illegal	Legal If Job Related
AGE	Any question which tends to identify applicants between 40-64 years of age is illegal. EXAMPLE: "Do you remember the 1940 election?"	There is no legal question you can ask regarding this subject. The CPOC may request documentation to verify age, if necessary, to ensure legally set minimum age and maximum age limits are met.
CITIZENSHIP	Any of the following questions can not be asked: Are you a citizen of the United States? Are your parents/ spouse a US citizen? When did you acquire US citizenship? Are you/spouse/ parent native born or naturalized?	There is no legal question you can ask regarding this subject. The CPOC may request documentation to verify citizenship requirements, if they exist for the job being filled.
NATIONAL ORIGIN	Any of the following questions can not be asked: What is your national origin? What language is spoken in your home? What is your native language?	There is no legal question you can ask regarding this subject.
RACE/COLOR	You may not ask any question that directly or indirectly relates to race or color.	There is no legal question you can ask regarding this subject.
RELIGION	The following questions can not be asked: What church do you attend? What religious holidays do you observe?	There is no legal question you can ask regarding this subject.
SEX	You may not ask any question which inquires as to one's gender. For example: What are your plans regarding having children in the near future? Do you mind having a male/ female supervisor? Can you work with a group of men/ women?	There is no legal question you can ask regarding this subject.
MARITAL STATUS/FAMILY	Any of the following questions can not be asked: Are you married? Divorced? Widowed? With whom do you live? Do your children live with you? What ages are your children? Is your husband/ wife in the military?	There is no legal question you can ask regarding this subject. The CPOC may request documentation to verify if other family members work at the installation to fulfill OPM requirements.
EDUCATION	You may not ask questions that specifically ask the nationality, racial, or religious affiliation of a school; the candidates education level in general, if not related to the job being filled.	You may ask questions concerning a candidate's academic, vocation, or professional education as long as it pertains to KSAs related to the position being filled.
ORGANIZATIONAL AFFILIATION	You may not ask the following question: To what organization, societies and clubs do you belong?	You may ask questions related to this subject if they are related to the job being filled and how the candidate's participation in the organization may fulfill the KSAs.

POLICE RECORD	Do not ask: Have you ever been arrested?	If the job being filled has special requirements (i.e., bonding), you may ask a question such as: In order to fill this job, you must be bonded. Is there any problem that this presents?
WORK SCHEDULE/ TRAVEL	Do not ask any questions that relate to child care, ages of children or other non job-related areas.	If the job being filled has special requirements (i.e., travel, overtime, unusual hours, etc.) these conditions may be stated. For example: In this job you would have to travel 1 week in every month. Does this present a problem to you?
MILITARY DISCHARGE	The following question may not be asked: Were you honorably discharged from military service?	There is no legal question you can ask regarding this subject. The CPOC may request documentation to verify this information if there is a requirement to do so.
ECONOMIC STATUS	The following questions may not be asked: Do you have a good credit rating? Do you have any trouble with bills/collection agencies?	There is no legal question you can ask regarding this subject.
SECURITY CLEARANCE	The following question may not be asked: Do you have a secret/ top secret/ other security clearance?	If the job to be filled requires a certain type of security clearance, this condition may be stated. For example: "This job requires a top secret clearance. Does this requirement present any problem?"
PERSONAL PLANS	The following question may not be asked: Do you have plans to live in this area long?	There is no legal question you can ask regarding this subject.
PARTICIPATION IN CERTAIN ACTIVITIES	Do not ask the following questions: Do you plan to take savings bonds/ contribute to the Combined Federal Campaign/ join the coffee club/ join the United States Army Association (USAA)?	There is no legal question you can ask regarding this subject.
MISCELLANEOUS	You should not ask any question that is not job related or necessary for determining a candidate's possession of required KSAs.	You may notify the candidate that statements, misstatements or omissions of significant facts may be cause for nonselection.

Tips for Interviewing

1. Interview questions should be directly related to the experience, training and skill requirements of the job. When developing evaluation criteria, break down broad, subjective impressions to more objective factors. Learn to assess the job candidates on their merits and how they relate to the requirements of the job. The questions should solicit answers as to whether or not the candidate possesses the knowledge, skills or abilities (KSAs) of the position. For example, the KSA of "Ability to give oral presentations to large groups" may be a significant part of the job, but this statement does not provide the candidate with enough information to gauge how to best answer the question. An easier question to address and judge might be "What experience have you had in giving oral presentations to large groups?" You could ask questions which reflect the requirements of your vacancy such as: who was the audience, what was the size of the group addressed, if the audience was hostile and to what extent the candidate participated in preparing the presentation.
2. Pair up with another interviewer, especially one who has previous interviewing experience.
3. Do not formulate hypothetical cases and ask the candidate to provide possible solutions. For example, the following KSA is found in supervisory positions "Ability to delegate work." An interview question could state: "What experience do you have in delegating work; what was the workload, how many subordinates did you supervise, what were the situations?" Versus "What would you do in the following situation: You have 100 appraisals to prepare and your secretary is on leave. How do you get all the appraisals done?" This type of question is not objective and there are no right answers.
4. Some questions have been included in so many interviews that the question adds nothing to the interview. As an example, one question is: "Why do you want this job?" There is no right answer, and candidates tend to have prepared answers ahead of time.
5. The vocabulary used in the interview should be geared to the level of the candidate. Specialized terminology, organizational abbreviations and so forth, which may intimidate or confuse the candidate, should not be used.
6. All questions should be prepared in advance and should be job related to ensure that all candidates were given the same opportunities during the interview. Pertinent responses and information provided by the candidates should be recorded and kept as documentation.
7. Prepare for the interview by reviewing the application, resume, transcripts and other materials submitted by the candidate.

8. Always give the candidate time to ask questions. You can learn a lot from what the candidate asks.
9. Interview results should not be given undue weight in determining the best-qualified candidates. Rather, they should be combined with the results of all criteria to determine the candidate's final position relative to other competitors.
10. The best time to summarize your interview findings is right after the interview. Leave enough time between the interview and your next activity to review notes and summarize findings in enough detail that later you can adequately review all of the candidates at the same time.
11. Some possible warning signs that a candidate may not be right for your position include: The candidate quit a job without providing adequate notice, arrives late for your interview with no explanation, smells of alcohol, can not supply verifiable references, reveals confidential information, can't provide specific behavioral examples to back up general statements, bad-mouths a previous employer, excessive job hopping and a history of underutilization of skills or education.
12. Don't be concerned when the conversation lapses into silence. It can happen. As you ask for specific examples, there may be a period of silence while the candidate recalls just the right example to relate. Some candidates prefer to take the extra time to formulate the answer in the best way possible. Sometimes our questions pay off only when we wait for the answers.
13. Do NOT violate any laws that protect candidates. These laws prohibit questions that discriminate due to: age, sex, marital status, ethnic origin, religious preference, sexual preference, and disability.

The Acts include

Civil Rights Act of 1866 and 1871
Title VII of the Civil Rights Act of 1964, Amended in 1972
Age Discrimination in Employment Act of 1967
Rehabilitation Act of 1973
Pregnancy Discrimination Act of 1978