National Capital Region
Medical Directorate
ADMINISTRATIVE INSTRUCTION

NUMBER 1404.01
April 01, 2013
Change 1, Effective June 2, 2017

PERS

SUBJECT: Merit Promotion and Placement

References: See Enclosure 1

1. PURPOSE. This Administration Instruction (AI), in accordance with the authority and in References (a) through (d):

a. Establishes the National Capital Region Medical Directorate (NCR MD) policies, responsibilities, and procedures for the selection of employees covered by merit promotion and in-service placement in accordance with the authority and guidance in Reference (e).

b. Ensure this policy is consistent with statutory and regulatory guidance issued by the Department of Defense (DoD) and the Office of Personnel Management (OPM) (Reference (f)).

2. APPLICABILITY. This AI applies to the NCR MD; Walter Reed National Military Medical Center (WRNMMC) to include the DiLorenzo Clinic and the Tri-Service Dental Clinic; Fort Belvoir Community Hospital (FBCH) to include the Dumfries and Fairfax Clinics; and the Joint Pathology Center. Hereafter, these facilities are collectively referred to as Medical Treatment Facilities (MTFs) and Centers.

3. POLICY. It is NCR MD policy that:

a. Positions covered by this Instruction will be filled solely on the basis of merit and fitness without regard to political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, non-disqualifying physical handicap, age, status as a parent, or sexual orientation, and shall be based solely on job-related criteria.

b. Evaluation of qualifications, ranking of eligibles, and selection will be made on a fair and equitable basis without regard to non-merit reasons such as race, color, religion, sex, national origin, politics, marital status, non-disqualifying disability, age, sexual orientation, status as a parent, or membership/non-membership in an employee organization.

c. No official will show or give preference to any candidate based upon personal friendship, kinship, political connections, or any other factors not pertinent to the candidate's qualifications for performing work of a higher level.

(1) Supervisors may not advocate, appoint, employ, promote, or advance relatives (see definition in the Glossary) to a position in their agency/organization.

(2) Supervisors and other public officials are prohibited from participating in the rating, ranking, or selection process if a relative is under consideration.

d. All aspects of OPM and DoD Priority Placement Program (PPP) requirements shall be followed (including the OPM Interagency Career Transition Assistance Plan for Displaced Employees) where appropriate, as required by part 330 of Reference (g) and for filling vacancies inside the NCR MD workforce.

e. If placement or promotion actions in an organization indicate failure to adhere to the principles of equal employment opportunity or merit consideration, or have the appearance of preferential treatment, authority to select must be withdrawn from the selecting official by the NCR MD Personnel Branch. This is essential to protect selected employees and selecting officials from unwarranted allegations that selections are influenced by non-merit factors.

f. All positions in the competitive and excepted service, at or equivalent to General Schedule (GS)/General Manager/General Practitioner-15 and below, and wage system positions are covered by this Instruction.

g. Positions covered by this AI will be filled based on manpower requirements, approved programs, force structure, and missions assigned by Director, NCR MD.

h. If the provisions of this AI differ from the negotiated labor agreements, the negotiated agreements will apply until renegotiated except where such agreements are specifically superseded by applicable law or regulation.

i. Provisions of this AI will not be further supplemented without NCR MD approval. Where compliance with this Instruction is omitted properly or improperly, the flexibilities provided by regulation or guidance from higher authority are still applicable.

j. The MTF Directors and the JPC Director may establish internal procedures to ensure compliance with the provisions of this AI.

4. DEFINITIONS. See Glossary

5. RESPONSIBILITIES. See Enclosure 2

6. PROCEDURES. See Enclosure 3

7. RELEASABILITY. **Cleared for public release.** This AI is approved for public release and is available on the internet from the NCR MD Website at www.capmed.mil.

8. EFFECTIVE DATE. This AI:

a. Is effective upon publishing to the NCR MD Website for non-bargaining unit employees. It will go into effect for bargaining unit employees upon the completion of statutory bargaining obligations; and

b. Must be reissued, cancelled, or certified current within 5 years of its publication in accordance with NCR MD Instruction 5025.01 (Reference (h)). If not, it will expire effective 10 years from the publication date.

SCOTT WARDELL
Director for Business Operations

Enclosures
1. References
2. Responsibilities
3. Merit Promotion and Placement Procedures

Glossary

ENCLOSURE 1

REFERENCES

(a) Deputy Secretary of Defense Memorandum, "Authorities for Joint Task Force National Capital Region Medical (JTF CapMed)," February 7, 2012
(b) Deputy Secretary of Defense Action Memorandum, "Civilian and Military Personnel Management Structures for the joint Task Force National Capital Region Medical," January 15, 2009
(c) Comprehensive Master Plan for the National Capital Region Medical, April 23, 2010
(d) Supplement to the Comprehensive Master Plan for the National Capital Region Medical, August 31, 2010
(e) Title 5, United States Code
(f) DoD Instruction 1400.25, Volume 2005, "DoD Civilian Personnel Management System: Defense Civilian Intelligence Personnel System (DCIPS) Employment and Placement," March 3, 2012 as amended
(g) Parts 330, 334, and 335 of title 5, United States Code of Federal Regulation
(h) JTF CapMed Instruction 5025.01, "Formats and Procedures for the Development and Publication of Issuances," March 5, 2012
(i) JTF CapMed Instruction 1100.01, "Determination and Validation of Manpower Requirements," October 11, 2011
(j) 1586 of Title 10 United States Code of Federal Regulation
(k) Interagency Career Transition Assistance Plan, 5 CFR 330.701, subpart G
(l) MOU between NCR MD and AFGE, Local 1410, Case No. WA-RP-13-0040-P and WA-RP-13-0040-NP
(m) Office of the Under Secretary of Defense Memorandum, "Modification of Temporary and Term Appointments Within the Department of Defense," June 12, 2017

ENCLOSURE 2

RESPONSIBILITIES

1. NCR MD DIRECTOR, MTF DIRECTORS, AND THE JPC DIRECTOR. The NCR MD Director, MTF Directors, and the JPC Director will ensure initial manpower requirements determination and annual validation of requirements are completed and results forwarded to NCR MD Personnel Branch (for details see Reference (i)).

2. CIVILIAN HUMAN RESOURCE CENTER (CHRC). The CHRC is responsible for

a. Administering the guidance of this AI to ensure the requirements, spirit, and intent of OPM, DoD, legal, and regulatory guidelines are met.

b. Disseminating information and providing expert advice, guidance, and assistance on workforce planning, recruitment strategies, conditions of employment, staffing and placement, position management and classification, compensation and pay, and labor and management employee relations.

c. Participating and/or providing advisory guidance on boards and councils; at staff meetings, job fairs and college recruitment events; on rating/ranking/interview panels, work groups, and focus groups and in support of workforce briefings.

d. Initiating the Request for Personnel Action upon request from authorized officials. CHRC will contact management to discuss all aspects of the recruitment to include the area of consideration in order to ensure the availability of a reasonable number of best-qualified candidates.

e. Conducting job analysis, post vacancy announcements, rate/rank candidates, determine best-qualified candidates, issue referral lists, extend tentative and final job offers, and establish effective dates. CHRC will ensure legal requirements are met before making final job offers.

f. Ensuring applicants are electronically advised of their status and provide accurate updates immediately when changes occur.

g. Auditing certificates of referral and validate selections in accordance with legal and regulatory guidance.

h. Upholding the requirements, spirit, and intent of this AI to ensure compliance. Managers requesting exception and/or in non-compliance will be referred to NCR MD Personnel Branch for resolution and/or clarification of guidance.

i. Providing timely response to inquiries, to all parties, in accordance with approved standards.

3. MANAGERS AND SUPERVISORS. The Managers and Supervisors are responsible for:

a. Communicating the provisions of this AI to employees as appropriate and when warranted.

b. Anticipating personnel requirements and initiating appropriate action in a timely basis.

c. Establishing internal functions to support efficiencies and eliminate duplication of external support capabilities to the maximum extent possible.

d. Reviewing and monitoring selection procedures to ensure compliance with the spirit of the affirmative action program goals and objectives and the merit principles of Reference (e).

e. Assisting employees in applying for vacancies for merit promotion announcements during the employee's absence for legitimate reasons.

f. Developing recruitment strategies and identifying appropriate areas of consideration with the assistance of the CHRC. Develop an effective assessment strategy to differentiate among the qualified candidates so that the most highly qualified are referred for consideration.

g. Obtaining any required organizational approvals for recruitment action prior to submission to CHRC.

h. Returning referral lists in a timely fashion, preferably within 14 days.

4. APPLICANTS. The applicants are responsible for:

a. Seeking job opportunities on designated applicable web sites (i.e., USA Jobs) for vacancy announcements.

b. Reviewing announcement to ensure all required skills, experience, and training requirements for the position are met as reflected in the announcement.

c. Providing all information and forms requested on vacancy announcements.

d. Notifying their supervisors/managers in writing of job opportunities for which they are interested in applying during periods of legitimate absence. Employee must furnish necessary information required by announcements to include electronic resumes.

e. Seeking advice and assistance from their supervisors on the provisions of this merit promotion plan, preparation of application materials, and self-development opportunities.

f. Promptly notifying the designated office of acceptance or declination of a job offer after notification of selection.

5. EQUAL EMPLOYMENT OPPORTUNITY (EEO) OFFICE. The EEO Office will:

a. Consult with the CHRC on the provisions and applications of this AI.

b. Advise managers and supervisors on the affirmative action program and responsibilities.

c. Develop, execute, and assess programs to support affirmative employment.

ENCLOSURE 3

MERIT PROMOTION AND PLACEMENT PROCEDURES

1. REQUIREMENTS. Placement under this AI must adhere to eligibility and minimum qualification requirements prescribed by OPM within 30 calendar days of the closing date of the announcement. Current federal applicants must have a rating of at least "fully successful" or equivalent in their most recent annual performance appraisal or equivalent to be referred.

2. USE OF INTERVIEWS. Interviews are encouraged. The selecting official may use discretion in determining which, and how many, applicants are interviewed using job-related questions. Selecting officials may interview all, some, or none of the applicants. They are responsible for justifying their selection decision and will document reasons for the selection on the referral list.

3. EVALUATION OF APPLICANTS. Evaluation of applicants shall be based solely on job-related criteria that relate to successful performance in the position to be filled. Due weight shall be given to performance appraisals and awards.

4. EMPLOYEE ABSENTEEISM. Upon request, employees within the area of consideration who are absent for a legitimate reason (e.g., on detail, on leave, at training courses, in military service, serving in public international organizations, or on Intergovernmental Personnel Act assignments) will receive appropriate consideration.

5. SUPERVISOR AND MANAGER RIGHTS. Supervisors and managers have the right to select or not select from a referral list and may select applicants from other sources in accordance with OPM and DoD guidance.

a. Selection rules for Veterans Preference or Military Spouse Preference eligible must be observed.

b. Referral lists may be reissued for identical vacancies up to 180 days from the initial issuance.

c. Adequate records shall be maintained to sufficiently allow reconstruction of each selection in order to provide necessary information as required by part 335 of Reference (g).

d. Selecting officials will consider approved affirmative action plans and review all applications referred.

6. COMPETITIVE ACTIONS. The following personnel actions must be accomplished in accordance with this AI:

a. Permanent promotion to a higher graded position or to a position with more promotion potential than any position previously held on a permanent basis in the competitive service.

b. Temporary promotion for more than 120 days, during a 12-month period, to a higher graded position may be made permanent without further competition provided the vacancy announcement originally stated the temporary promotion may lead to permanent promotion.

c. Reassignment, change to lower grade, reinstatement, or transfer to a position with more promotion potential than a position previously held on a permanent basis in the competitive service.

d. Detail for more than 120 days, during a 12-month period, to a higher grade.

e. Selection for training programs that are required before an employee may be considered for promotion.

7. EXCEPTIONS TO COMPETITION

a. Organizations operating under separate agency merit promotion plans, negotiated agreements and regulations such as, but not limited to Defense Civilian Intelligence Personnel System.

b. Action involving statutory, regulatory, or administrative placement to include actions directed by higher command levels, arbitration decisions, court decisions or Merit Systems Protection Board (MSPB), local settlements, and discrimination complaint decisions or settlement agreements subject to compliance with applicable law and regulation.

c. Promotion resulting from an upgrade in the position as a result of a new classification standard or correction of an initial classification error.

d. Promotion resulting from an upgrade due to added duties and responsibilities when no other employees in the immediate organization are assigned to the same type of position. This includes promotions resulting from "impact of the person-on-the-job."

e. A position change or placement permitted by governing reduction-in-force (RIF) procedures.

f. Promotion to full performance level when the promotion potential was made known in the original vacancy announcement.

g. Promotion or detail to a higher grade position for 120 days or less. Prior service during the preceding 12 months under noncompetitive time-limited promotion and noncompetitive details to higher graded positions count toward the 120 day limit.

h. Re-promotion to a grade previously permanently held, or movement to a position with promotion potential no greater than that, which was previously permanently held by the employee.

i. Promotion to a higher grade (or potential to a higher grade) previously held on a permanent basis in the competitive service, or in another merit system with which OPM or the government employer has an approved interchange agreement from which an employee was separated or demoted for other than performance or conduct reasons.

b. Temporary promotion for more than 20 days, during a 12-month period, to a higher graded position may be made permanent without further competition provided the vacancy announcement originally stated the temporary promotion may lead to permanent promotion.

c. Reassignment, change to lower grade, reinstatement, or transfer to a position with more promotion potential than a position previously held on a permanent basis in the competitive service.

d. Detail for more than 120 days, during a 12-month period, to a higher grade.

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h. Re-promotion to a grade previously permanently held, or movement to a position with promotion potential no greater than that, which was previously permanently held by the employee.

i. Promotion to a higher grade (or potential to a higher grade) previously held on a permanent basis in the competitive service, or in another merit system with which OPM or the government employer has an approved interchange agreement from which an employee was separated or demoted for other than performance or conduct reasons.

j. Promotion, reassignment, change to lower grade, transfer, or reinstatement to a position having promotion potential no greater than the potential of a position an employee currently holds or previously holds or previously held on a permanent basis in the competitive service (or in another merit system which OPM has an approved interchange agreement) and was not separated or demoted because of performance or conduct reasons. This includes positions previously held that were encompassed within the National Security Personnel System (NSPS) pay band.

k. Consideration of applicants eligible for priority consideration because they were not previously considered due to an administrative error or eligible for special consideration for re-promotion and may be receiving grade or pay retention due to involuntary placement in a lower grade or declination of functional transfer.

l. The appointment of career Senior Executive Service appointees with competitive service reinstatement eligibility to any position for which they qualify in the competitive service at any salary level.

m. Noncompetitive conversion of severely disabled individuals and promotion after conversion provided the position occupied has an established full performance level.

n. Noncompetitive conversion of students under an approved OPM or DoD student employment program and promotion after conversion provided the position has an established full performance level.

o. Noncompetitive appointment of eligible veterans with a 30 percent or more disability, who are serving on temporary appointments and their promotion after conversion, provided the position occupied has an established full performance level.

p. Noncompetitive appointment of Veterans Recruitment Appointment (VRA) eligible and promotion after conversion provided the position occupied has an established full performance level.

q. Noncompetitive appointment of OPM interchanges agreement eligible, reinstatement eligible, and certain Executive Order eligibles.

r. Noncompetitive appointment of Worker-Trainees and promotion after conversion provided the position has an established full performance level.

s. Other types of actions not specified above which are permitted by regulation and are consistent with the spirit and intent of the merit principles delineated in Reference (e).

8. LOCATING CANDIDATES

a. The area of consideration must be sufficiently broad to ensure the availability of a reasonable number of high quality candidates taking into account the nature and level of the position to be filled, budget constraints, infusion of new ideas, strengths to the organization, merit principles, and EEO affirmative action goals and objectives. Requirements of negotiated agreements will be applied.

b. At a minimum, the area of consideration must include NCR MD employees. When filling a vacancy from outside the NCR MD, the areas of consideration should include:

(1) Current Federal employees

(2) Eligible family members who are relocating to accompany DoD military and civilian sponsors; family members residing within the commuting area of the vacancy with military spouse preference; and family members on leave without pay.

(3) Veterans Employment Opportunity Act eligible unless the hiring action is for a temporary appointment.

(4) Candidates eligible for noncompetitive appointments such as employees eligible for appointment as a 30% or more disabled veteran and Veterans' Recruitment Appointment (VRA).

c. Other sources include:

(1) Reinstatement eligibles

(2) DoD/OPM Interchange Agreement eligibles

(3) Individuals eligible under other special appointing authorities as appropriate.

d. If open to current civilian employees in the NCR MD and a temporary or a term is selected, then a separate ICTAP/VEOA is required since temporary and term employees are considered outside of the permanent current workforce.

9. JOB ANNOUNCEMENTS AND ADVERTISEMENTS

a. Announcements will be published through methods that will provide an optimum number of qualified candidates for selection.

b. Announcements may be advertised in publications and journals.

c. Announcements will be open for the length of time deemed necessary to ensure an optimum number of qualified candidates. For competitive announcements, a period of less than 5 working days must be approved by NCR MD Personnel Branch, the MTF Directors, or JPC Director.

d. Open continuous announcements, standing registers, and inventories may be used when deemed appropriate (e.g., hard-to-fill, high-turnover positions).

e. At a minimum, announcements will include the announcement number, opening and closing dates, position, title, series, and full performance grade level, organization, geographical location, summary of duties, area of consideration used for locating candidates, application procedures, qualification requirements, next steps in the recruitment process, designation of any special requirements, statement of EEO, and tenure of position (temporary, term, permanent).

f. If the position is not encumbered and will not be filled as obligated, and the now temporary function is subject in the future to be a permanent function, the announcement should state that there is potential conversion to career-conditional or career appointment without competition (Reference (m)).

10. COMPETITIVE PROCEDURES AND CANDIDATE EVALUATION

a. Applicants will apply to posted announcements through websites such as OPM, USA Jobs and, when requested, provide required documents (i.e., resume, transcripts, Standard Form 50, "Notification of Personnel Action," or DoD form 214, "Certificate of Release or Discharge from Active Duty,") to determine eligibility and/or qualifications. Applicants will be evaluated using automated assessment tools. Applicants who fail to submit a complete application package will not be further evaluated.

b. Referred applicants must meet OPM qualifications standards, regulatory requirements (e.g., time in grade, time after competitive appointment (when applicable)), and any DoD or OPM unique position requirements.

c. Referral lists will contain best-qualified candidates based on the required knowledge, skills, abilities, and competencies to perform the duties of the position. Candidates referred under merit promotion will be referred to the selecting official in alphabetical order.

d. In consultation with the Human Resource (HR) Specialist, the selecting official may identify the cut-off score of the desired number of applicants to be referred.

e. Selecting officials will return referral lists within 14 working days from the date issued. CHRC will issue the referral lists with the appropriate suspense date. An authorized official, one level above the selecting official, may grant extensions when requested in writing by the selecting official. As appropriate, CHRC will extend the date as requested.

11. SELECTION PROCEDURES

a. A reasonable number of qualified candidates will be referred to the selecting official along with any candidates from non-competitive or other recruitment sources. Determination of what constitutes a "reasonable number" will be made by the HR Specialist and the manager, as necessary.

b. Selecting officials have the right to consider and/or select candidates from any appropriate source in accordance with governing regulations and negotiated agreements.

c. The following is a list of types of permanent placement considerations in their order of priority and must be adhered to, in accordance with applicable regulations:

(1) Statutory, Reemployment, or Restoration Placements.

(2) Directed Placements (Courts, MSPB, and EEO Commission) or other corrective actions.

(3) RIF actions or placements in lieu of RIF.

(4) Local re-promotion eligible.

(5) Certain actions permitted under the DoD Program for Stability of Civilian Employment (e.g.,job swaps, medical accommodations, etc.)

(6) Reemployment Priority List (RPL) registrants for positions at or below grade last held by the registrant.

(7) DoD PPP registrants and the remainder of the RPL candidates.

(8) Special consideration after failure to receive consideration under the Merit Promotion Plan.

(9) ICTAP eligibles.

(10) All other competitive/noncompetitive placement actions involving DoD applicants/non-DoD applicants.

12. SELECTION NOTIFICATION AND RELEASE DATES

a. Release dates will be negotiated between CHRC, the selecting official, and the gaining or losing servicing personnel office. CHRC will notify selected candidates, make tentative and final job offers, and establish the entrance on duty date.

b. Supervisors will generally release an employee within 2 weeks after official notification of the employee's selection for promotion. An earlier or later date may be arranged by mutual agreement between officials of the gaining and losing organization.

c. Employees selected for reassignment, change to lower grade, or reduction in grade will be released after serving the remainder of the pay period during which the final offer is made and the subsequent full pay period. An earlier or later date may be arranged by mutual agreement between officials of the gaining and losing organization.

d. The release of any employee will not be postponed for more than 30 days without the consent of the selecting official.

e. Release of employees to/from outside the continental U.S. (OCONUS) will be allowed 45 days to report for duty. Additional time may be considered on a case-by-case basis.

f. Actions that return an employee to pay status will be affected earlier if a delay would cause a break in service.

g. If movement of an employee is to a position under this Merit Promotion Plan with no known promotion potential (e.g., reassignment, change to lower grade) and will be detrimental to the organizational mission, the losing manager (or designee) may delay the reassignment or change to lower grade up to 120 days; however, any delay extending more than 45 days from initial notification will be approved by the authorized official one level above the selecting official. Only under extenuating circumstances, such as mission failure or the employee's unique/rare skill sets, will supervisors deny employee movement. This applies to any position covered under this Merit Promotion Plan.

h. An employee selected for DoD OCONUS positions may be entitled to Return Rights based on section 1586 of title 10, United States Code (Reference (g)) and DoD policy which supplements this law. When granted return rights, the position vacated will be considered obligated to the employee who accepted the overseas position. When recruiting for and filling an obligated position, the continental U.S. activity must make the obligated status of the position clear to the individual being selected.

13. MISSED CONSIDERATION

a. Applicants who miss consideration for a vacancy due to administrative error will be granted priority consideration for the next "like" competitive vacancy.

b. A "like" competitive vacancy is one with the same position title, series, and grade equivalency would have been on the referral list had the error not occurred.

14. RECORDS

a. CHRC will maintain records for personnel actions and positions filled through internal competitive procedures. Electronic files, in accordance with OPM and DoD recordkeeping requirements, may be used provided enough documentation is maintained for a clear audit trail, and to permit reconstruction of any personnel action under this Instruction.

b. These records may be destroyed after 2 years or after the program has been formally evaluated by OPM, whichever comes first, and if the time limit for grievance has passed. All candidates will have equal access to information on merit promotion.

15. REQUESTS FOR INFORMATION

a. Requests for information will be evaluated and processed under the provisions of the Privacy Act and other applicable or relevant regulations. This does not restrict the rights of an official who has responsibility for investigating, examining, or adjudicating a complaint from access to any relevant information.

b. Personal or sensitive matters about an individual will only be released to recognized labor organizations with written consent of the individual concerned.

c. Candidate assessment tools, such as questionnaires and rating skills, used to rate candidates will not be reviewed or released. This does not restrict the rights of an official who has responsibility for investigating, examining, or adjudicating a complaint, from access to any relevant information.

d. When requested in writing, CHRC will provide the inquiring applicant with the following information from the merit promotion file:

(1) Selection remains pending

(2) Referred for selection

(3) Another candidate was selected. Specific information pertaining to the selectee will not be provided.

16. CORRECTIVE ACTIONS

a. Immediate action should be taken to correct a violation or program deficiency. Appropriate corrective action required as a result of a procedural, regulatory, or program violation of this AI, or applicable regulation will be accomplished in accordance with relevant sections within Reference (g).

b. To ensure actions are processed in accordance with regulatory and/or procedural requirements, corrections of errors or oversight will be made as soon as they are discovered to include correcting any outstanding referral lists.

17. GRIEVANCES AND EEO COMPLAINTS

a. Employee questions or complaints about a specific action should first be discussed with management. Management will make every appropriate effort to informally resolve employee concerns regarding placement actions under this plan.

b. Employee grievances related to procedures under this plan must be submitted under applicable grievances procedures in accordance with negotiated agreement procedures.

c. Failure to be selected from a properly constituted referral list is not a grievable issue except where non-selection is alleged to be due to discrimination and/or the conduct of a prohibited personnel practice.

d. Allegations of discrimination will generally be considered under relevant provisions of the EEO Program.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

CHRC	Civilian Human Resources Center
CJTF	Commander, Joint Task Force National Capital Region Medical
EEO	Equal Employment Opportunity
FBCH	Fort Belvoir Community Hospital
GS	General Schedule
HR	Human Resources
ICTAP	Interagency Career Transition Assistance Program
JPC	Joint Pathology Center
MSPB	Merit Systems Protection Board
MTF(s)	Medical Treatment Facility/Facilities
NCR MD	National Capital Region Medical Directorate
NSPS	National Security Personnel System
OCONUS	Outside the Continental U. S.
OPM	Office of Personnel Management
PPP	Priority Placement Program
RIF	Reduction in Force
RPL	Reemployment Priority List
VRA	Veterans Recruitment Authority
WRNMMC	Walter Reed National Military Medical Center

Part II. DEFINITIONS

Area of consideration. Description and categories of candidates who may apply for a vacancy announcement. An area of consideration may be defined geographically, organizationally, or by recruitment source or appointment status.

Bargaining unit. A group of employees represented by a labor organization.

Certificate of referral. List of qualified ranked candidates referred to the selecting official for consideration for a position. Also known as "referral" or "list."

Change to lower grade. The change of an employee to a position with a lower representative rate of basic pay.

Competitive service. Federal positions normally filled through open competitive examination under civil service rules and regulations.

Conversion. The process of changing an employee's tenure from one type of appointment to another, e.g., conversion from temporary to career-conditional or conversion from excepted service to competitive service.

Detail. A temporary assignment of an employee to a different position for a specified period of time when the employee is expected to return to his or her regular duties at the end of the assignment. There is no change in pay entitlements.

Eligible. The determination that an applicant meets the minimum qualification and requirements for a position.

Examination. A method of evaluating applicants for employment in specific positions.

Excepted service. Positions in the Federal Civil Service not subject to the appointment requirements of the competitive service. Exceptions to the normal competitive requirements are authorized by law, executive order, or regulation.

Federal Wage System. Wage system covering employees in trades, crafts, or labor occupations, whose pay is fixed and adjusted periodically in accordance with prevailing rates. (Wage Grade, Wage Leader, Wage Supervisor and others.)

Full Performance Level. The grade of a career ladder position at which an employee has learned the full range of duties in a specific occupation. All jobs below the full performance level are developmental levels, through which each employee in the occupation may progress to full performance. Also called "journey," "journeyman level," or "target grade."

GS. The graded pay system as presented by Chapter 51 of Reference (e).

Grade. All classes of positions which, although different with respect to subject matter of work, are sufficiently equivalent in the level of difficulty and responsibility, and level of qualification

requirements of the work to warrant the inclusion of such classes of positions within one range of rates of basic compensation.

Grade retention. The right of a general schedule or prevailing rate employee, when demoted for certain reasons, to retain the higher grade, for most purposes, for a period of 2 years.

ICTAP. Regulations which provide selection priority to displaced federal employees when applying for jobs in other federal agencies.

Intermittent. Work schedule less than full time requiring irregular hours, which cannot be prescheduled.

Job analysis. Identifies major job requirements and essential job skills required to successfully perform the duties of a position being filled.

Job title. The formal name of a position as determined by official classification standards.

Journey or journeyman level. See "full performance level."

Leave without pay. Temporary authorization of non-pay status.

Non-competitive appointment. Employment without competing with others, in the sense that it is done without regard to civil service registers, as determined by statute or regulation.

OPM. The federal agency that regulates, administers, and evaluates the civil service program according to merit principles.

Position. A specific job consisting of the current major duties and responsibilities assigned or delegated by management.

Position change. Movement of an employee to another position during continuous service under the same appointment within the same agency when the move establishes or continues the eligibility for grade retention under section 5632 of Reference (e).

PPP. Priority Placement Program. A DoD-wide placement system used to provide placement opportunities and promote the stability of employment for DoD civilian employees.

Promotion. The change of an employee to a position at a higher-grade level under the General Schedule, wage grade schedule (or equivalents), to a position with a higher representative rate of basic pay.

Qualifications. Education, experience, and other prerequisites to employment or placement in a position as defined by OPM.

Qualified candidates. Those applicants who meet established qualification requirements for the position to be filled.

Reassignment. The change of an employee while serving continuously with the same agency, from one position to another without promotion or change to lower grade.

Recruitment. The process of attracting highly qualified candidates for employment consideration.

RIF. Reduction-in-force is a management process that may be required due to lack of work or funds, changes resulting from reorganization, downward reclassification of a position, or the need to make room for an employee with reemployment/restoration or return rights. It involves removing an employee from his or her current position, but does not necessarily result in separation or downgrading.

RPL. Reemployment priority list are career and career-conditional employees, separated by RIF, who are identified, in priority order, for reemployment into competitive service positions within the same agency and commuting area from where the separation occurred within the commuting area where the separation occurred.

Referral certificate. See "certificate."

Register. A list of eligible applicants compiled in the order of their relative standing for referral to Federal jobs, after a competitive civil service examination (known as delegated examining).

Reinstatement. Noncompetitive reemployment in the competitive service based on previous service under career or career-conditional appointment.

Relative. An individual who is related to the selecting/approving official as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother or half sister. (As defined in Title 5, USC, Chapter 3110 "Employment of relatives; restrictions" (Reference (e)).

Request for Personnel Action. Electronic form initiated to effect a personnel action.

Senior Executive Service. A separate personnel system for persons who set policy and administer programs at the top levels of the government (equivalent to GS-16 through Executive Level IV).

Staffing. Use of available and projected personnel through recruitment, appointment, reassignment, promotion, RIF, etc., to support the work force required to fulfill the agency's mission.

Supervisor. An employee having the authority, in the interest of the agency, to hire, direct, assign, promote, transfer, furlough, recall, suspend, discipline, or remove employees, to adjust their grievances or to effectively recommend suck action.

Target grade. See "full performance level."