

DIRECTIVES CONTROL FORM - ORO O FINAL DIRECTIVE

PART A (To be completed by the Division of Primary Interest (DPI))

1. **NUMBER AND TITLE OF DIRECTIVE:** ORO O 320, Chapter VII, Chg. 1, MERIT PROMOTION
2. **PURPOSE OF TRANSMITTAL:** New Directive Revised Directive Page Change
3. **THIS DOCUMENT MAY AFFECT THE WORK PERFORMED BY THE FOLLOWING CONTRACTORS:** (Check appropriate boxes)

No (all contractors)

Yes If yes, whom? BWXT Y-12 UT-B ORAU SURA

Bechtel Jacobs Company

Other contractors (list by type)

Many ORO contractors have approved S/RIDs or WSS sets that may affect applicability of contractor requirements from this directive. Applicability of contractor requirements must take into account the approved standards set for each particular contract.

4. **SIGNIFICANT PROVISIONS:** Are there any significant changes or impact?

No Yes If yes, describe: This chapter is part of the ORO sunset review process. It has been revised throughout to reflect current responsibilities and procedures.

5. **CONTACT POINT:** Melanie Kent Personnel & Management Analysis Branch, AD-442 576-0673
Name Organization Telephone

PART B (To be completed by the Directives Management Group (DMG)):

6. **FILING INSTRUCTIONS:**

<u>Remove</u>	<u>Dated</u>	<u>Insert</u>	<u>Dated</u>
ORO O 320, Chapter VII	09/30/1996	ORO O Control Form	06/13/2001
Pages VII-1 through VII-44		ORO O 320, Chapter VII, Chg. 1, Pages VII-1 through VII-25	06/13/2001

ORO Orders are available on the ORO Directives Management Home Page at http://www.ornl.gov/doe_oro_dmg/orchklst.htm. The ORO Orders will no longer be mailed in printed copy unless you do not have Internet capabilities.

7. **APPROVED FOR DISTRIBUTION IN ACCORDANCE WITH THE OFFICIAL DIRECTIVES DISTRIBUTION LIST:**

Original signed by

Kenneth W. Warden, AD-440

Signature Management Analyst, AD-440

06/13/2001

Date

INSTRUCTIONS TO ADDRESSEES: THIS FORM IS TO BE FILED WITH THE DIRECTIVE AND RETAINED

Rev. 10/12/2000

U.S. Department of Energy

Oak Ridge Operations

ORO O 320 Chapter VII Change 1

DATE: 06/13/2001

SUBJECT: MERIT PROMOTION

1. PURPOSE. This chapter correlates to DOE 3335.1C, MERIT PROMOTION, dated June 23, 1992, by assigning responsibility and accountability and providing administrative guidance to the Oak Ridge Operations Office (ORO), the National Nuclear Security Administration Y-12 Area Office (YAO), and the Office of Scientific and Technical Information (OSTI). Nothing in this issuance changes any requirements contained in any DOE directive.
2. CANCELLATION. This chapter cancels and replaces ORO O 320, Chapter VII, MERIT PROMOTION, dated September 30, 1996.
3. APPLICABILITY.
 - a. Positions. The provisions of this chapter apply to selections for ORO, YAO, and OSTI positions, and positions in other organizations for which ORO provides personnel management support. This chapter covers selections for all positions in the competitive service that are in the General Schedule grades GS-1 through 15, and the Federal Wage System (FWS).
 - b. Candidates. All current DOE career and career-conditional employees are eligible for placement under this program, as are current and former Federal employees with competitive status.
4. RESPONSIBILITIES.
 - a. Assistant Managers, ORO; Area Manager, YAO; and Directors, OSTI, concur in justifications prepared by subordinate selecting officials for nonselection of surplus and displaced employees eligible for Special Selection Priority or other priority consideration for selection, promotion, and/or re-employment. A permanent Deputy or another individual formally serving in an Acting capacity may exercise this authority; no other redelegations are permissible.

NOTE: The Assistant Manager for Administration, ORO, concurs in such justifications for positions within organizations with no associated Assistant Manager and within the immediate offices of other Assistant Managers.
 - b. Director, Human Resources Division.
 - (1) Coordinates the execution of this chapter, conducts required Merit Staffing Program reviews, and initiates corrective action, as appropriate.
 - (2) Assists in the development of, and concurs in, selective placement factors and ranking criteria.

- (3) Prepares and distributes vacancy announcements, and receives applications for employment consideration.
 - (4) Determines whether applicants meet the minimum qualifications for selection.
 - (5) Conducts ranking procedures where required by this chapter.
 - (6) Certifies candidates to selecting officials, together with application materials for each referred candidate.
 - (7) Concurs in selections and executes the resulting personnel actions.
 - (8) Informs applicants who do not receive an interview of the results of their consideration for specific placement opportunities.
 - (9) Maintains required promotion records for a minimum of two years.
 - (10) Ensures that security and control of examination materials are maintained.
 - (11) Counsels employees concerning promotion policies, procedures, and opportunities.
 - (12) Resolves employee complaints concerning merit staffing actions in an informal manner when possible.
 - (13) Provides day-to-day advice and guidance to selecting officials and supervisors in applying the provisions of this chapter.
- c. Supervisors and Managers at the Branch Level and Above.
- (1) Serve as selecting officials for positions under their direct supervision including selections from Merit Promotion and Delegated Examining Unit (DEU) certificates.
 - (2) Give due weight to performance appraisals and incentive awards when making selections from a group of highly qualified candidates.
 - (3) Advise and assist employees seeking to improve their career potential.
 - (4) Practice sound position management in establishing and filling vacant positions.
 - (5) Identify relevant selective placement factors and ranking criteria.
 - (6) Provide appropriate formal and on-the-job supervisory training to employees appointed to supervisory positions for the first time.

- (7) Release employees selected for other positions within a minimum of one full pay period (unless less time is mutually agreeable to both losing and receiving organizations) and a maximum of four months.
 - (8) Assist in resolving employee complaints concerning merit staffing actions.
 - (9) Inform applicants who have received an interview of the results of their consideration for specific placement opportunities.
- d. Employees. Apply for an advertised position by submitting application information through DOE Jobs ONLINE as required by the vacancy announcement. Application material should include the following information to assure full consideration:
- (1) Announcement number, title, and grade(s) of the position for which they are applying;
 - (2) Personal information, including:
 - (a) Full name;
 - (b) E-mail address, or if specified, mailing address with zip code, and day and evening telephone numbers with area code;
 - (c) Social Security Number;
 - (d) Country of citizenship;
 - (e) Veteran's preference;
 - (f) Reinstatement eligibility (may be achieved by attaching most recent SF-50, Notification of Personnel Action);
 - (g) Highest Federal civilian grade held with job series and dates held.
 - (3) Education, including:
 - (a) High School with name, city, state, and date of diploma or GED;
 - (b) Colleges/Universities with name, city, state, major field(s) of study, and type and year of any degrees received. If no degree was received, show total credits earned and indicate whether hours are semester- or quarter-based.
 - (4) Work Experience, including:
 - (a) Job title, series, and grade;
 - (b) Duties and accomplishments;
 - (c) Employer's name and address;
 - (d) Supervisor's name and telephone number;
 - (e) Starting and ending dates;
 - (f) Hours per week;
 - (g) Salary;
 - (h) Indication of whether current supervisor may be contacted.
 - (5) Other Qualifications, such as:
 - (a) Job-related training courses;

- (b) Job-related skills such as other languages, computer software/hardware;
 - (c) Job-related certificates and licenses;
 - (d) Job-related honors, awards, and special accomplishments such as membership in professional organizations, leadership activities, or public speaking, and;
- (6) Any other information and documents specified on the vacancy announcement.
- e. Subject Matter Experts (SMEs).
- (1) Assist the Personnel & Management Analysis Branch (PMAB) as requested in reviewing self-certification application materials to assure that self certification score is substantiated through information provided in the resume of experience submitted by the applicant.
 - (2) Assist PMAB as requested in certifying highly qualified candidates to the selecting official.
 - (3) For non-bargaining unit positions, participate in a panel as requested to assess the degree to which qualified applicants possess the competencies required for successful performance in the position to be filled.
 - (4) Keep confidential all personal information learned about candidates while evaluating them for a position. No information pertaining to the ranking of candidates will be divulged outside the panel except as requested by individual candidates regarding their own ratings after a certificate is issued; as required to complete the selection process or to comply with other relevant laws, rules, and regulations; or as directed by the Director, Human Resources Division, or designee.
5. REQUIREMENTS AND PROCEDURES. See Attachment 1 of this chapter.
6. REFERENCES.
- a. DOE O 311.1A, EQUAL EMPLOYMENT OPPORTUNITY PROGRAM, dated December 30, 1996, which describes procedures for filing discrimination complaints over actions related to the merit promotion system.
 - b. DOE 3771.1, dated July 2, 1981, and ORO O 340, Chapter II, Chg. 1, GRIEVANCE POLICY AND PROCEDURES, dated November 17, 1998, and any subsequent revisions, which prescribe responsibilities and authorities for processing grievances under the administrative grievance program.
 - c. ORO O 320, Chapter II, Chg. 1, PROCESSING PERSONNEL ACTIONS, dated February 26, 1999, and any subsequent revisions, which contains procedures for completing the ORO form SF-52, "Request for Personnel Actions."

- d. ORO O 320, Chapter VIII, PRIORITY PLACEMENT AND CONSIDERATION, dated September 30, 1996, and any subsequent revisions, which describes the repromotion process and procedures that are exceptions to the merit promotion plan.
- e. ORO O 320, Chapter IX, Chg. 1, POSITION CLASSIFICATION, dated March 2, 1999, and any subsequent revisions, which contains policies and procedures for determining the classification of positions, and the relationship of position classification to the merit promotion process.
- f. ORO O 330, Chapter I, DEPARTMENTAL PERFORMANCE APPRAISAL SYSTEM, dated February 28, 2001, and any subsequent revisions, which contains information on the relationship between performance ratings and promotion actions.
- g. ORO O 360, Chapter I, Chg. 1, TRAINING, dated February 9, 1999, and any subsequent revisions, which sets out procedures for requesting training, including that for which selection must be competitively made.
- h. Agreement between ORO, OSTI, and Office and Professional Employees International Union, Local 268 (OPEIU), dated December 1995 and pertinent Memoranda of Agreement dated thereafter.

7. DEFINITIONS.

- a. Applicant Supply System. A file of unsolicited applications from current or former federal employees maintained by the PMAB for recruitment purposes.
- b. Appointment. The hiring of a person from a DEU list of eligibles or under a special hiring or conversion authority granted by the Office of Personnel Management (OPM).
- c. Area of Consideration. The group of individuals from which applications will be accepted for a specific merit staffing action through the posting of a vacancy announcement.
- d. Career-Ladder Position. One of a group (2 or more) of positions classified in the same series, having the same title and promotion potential, such that an employee competitively selected for a career-ladder position at a grade below the full performance level may progress without further competition through the established grade range through successful performance of progressively responsible experience. Employees in career-ladder positions are promoted as they demonstrate the ability to perform work at the next higher level and meet any applicable time-in-grade and technical qualifications requirements.
- e. Competencies. Knowledge, skills, and abilities that contribute to successful performance in a particular position and are used as criteria for rating qualified candidates for that position. Competencies must be directly related to the position to be filled.

- f. Competitive Status. A candidate's basic eligibility for placement in a position in the competitive service without competing with members of the general public under the OPM recruitment system.
- g. Days. Calendar days, not workdays, unless expressly designated as the latter for a particular purpose. When a period of time relates to a specific action or event, it begins to run on the day after that action or event unless otherwise prescribed by this chapter.
- h. Delegated Examining Unit (DEU). A servicing personnel office which has received delegated examining authority from OPM to fill civil service positions with candidates applying from outside the Federal workforce.
- i. Demotion. The change of an employee to a lower grade within the same classification system or pay schedule or to a position with a lower rate of basic pay in a different job classification system and pay schedule.
- j. Detail. The temporary assignment of an employee to a different position for a specified period, with the employee returning to his/her regular duties at the end of the detail.
- k. DOE Jobs ONLINE. A web-based system for applicant recruiting, processing and rating, referral, selection and record maintenance.
- l. Highly Qualified Candidates. Those qualified candidates who receive a rating of 90 or above under procedures described in this chapter for the position being filled.
- m. Minimum Area of Consideration. The area designated by this chapter in which there is a reasonable expectation that enough high-quality candidates will be located to fill vacancies.
- n. Position Change. A promotion, demotion, or reassignment made during an employee's continuous service within DOE, including such personnel actions that also involve a change of appointing office or duty station.
- o. Priority Consideration. Referral of an employee to the selecting official, prior to issuing a vacancy announcement, when the employee was not properly considered in a prior selection that was allowed to stand; when the employee was demoted from a position at the same or higher grade without personal cause and not at his/her request; or when a current or former employee applies under the provisions of the Career Transition and Assistance or Inter-Agency Career Transition and Assistance Programs.
- p. Promotion. The change of an employee to a position at a higher grade level.
- q. Qualified Candidates. Persons being considered for a promotion or other staffing actions who meet all established qualification requirements for the position being filled, including OPM Qualification Standards, applicable selective placement factors, time-in-grade criteria, and time-after-competitive-appointment restrictions.

- r. Reassignment. The change of a current DOE employee from one position to another DOE position, without promotion or demotion, including such actions that involve a change of appointing office or duty station.
 - s. Reinstatement. The reemployment, as a career or career-conditional employee, of a person formerly employed in the competitive service, or excepted service under agreement with OPM, who has competitive status.
 - t. Selective Placement Factors. Knowledge, skills, and abilities that (1) are essential for satisfactory performance on the job, (2) represent an addition to the basic standards for the position, and (3) cannot be learned within a reasonable period of time on the job.
 - u. Special Selection Priority. Mandatory selection under the provisions of 5 CFR 330, SubPart B, over any other candidate of certain displaced and/or surplus employees for vacancies in the local commuting area for which they apply and are found well-qualified.
 - v. Subject Matter Expert. An individual who has substantial knowledge in a specific scientific, technical or professional field required by the position being filled.
 - w. Transfer. The movement of a current employee from another Federal agency to a DOE position. A transfer may occur without a change in grade or pay, or it may involve a promotion or demotion.
8. CONTRACTOR REQUIREMENTS DOCUMENT. None.
9. ATTACHMENTS.
- a. Attachment 1 - Merit Promotion Procedures for ORO, YAO, and OSTI.
 - b. Attachment 2 - Career Ladders, Oak Ridge Operations Office.
 - c. Attachment 3 - Career Ladders, Office of Scientific and Technical Information.

MERIT PROMOTION PROCEDURES FOR ORO, YAO, AND OSTI

1. GENERAL PROVISIONS.

- a. Requirements. All selections made under this program will be based on merit and fitness for the position, not on personal relationships, patronage, or nepotism. In addition, all merit staffing actions will be taken without regard to political, religious, or union affiliation; marital status; race; color; national origin; sex; age; or nondisqualifying physical disability.
- b. Applicability.
 - (1) Selecting officials may select any one or more of the following recruitment sources in filling an ORO, YAO, or OSTI vacancy: (a) competitive selection procedures prescribed by this chapter; (b) noncompetitive placement of an eligible status candidate as permitted by this chapter, the Career Transition Assistance Program (CTAP) or Interagency CTAP (ICTAP) and/or by OPM and DOE directives; (c) selection of a candidate within reach under DEU procedures; (d) use of a special employment program, such as Veterans Readjustment or Severely Mentally or Physically Disabled Appointments; and/or other recruitment sources established under OPM and DOE directives (i.e., Reemployment Priority List, etc.).
 - (2) In identifying the appropriate source(s) for each recruitment action, the selecting official must consider and balance the following overall objectives of the ORO/YAO/OSTI merit staffing program: (a) to fulfill mission requirements; (b) to attain DOE affirmative action goals; and (c) to obtain fresh ideas and new viewpoints.
 - (3) Subject to the exceptions in subparagraph 1c of this attachment, the competitive procedures of this chapter must be completed for selections involving any of the following personnel actions:
 - (a) Promotion, including temporary promotions in excess of 120 days.
 - (b) Reassignment or demotion to a position with known promotion potential that is greater than the highest grade of a position previously held, except as permitted by reduction-in-force regulations.
 - (c) Transfer to a position at a higher grade than the individual previously held.
 - (d) Reinstatement to a permanent or temporary position at a higher grade than the individual previously held in a nontemporary position within the competitive service, or excepted service under agreement with OPM.
 - (e) Detail or Temporary Promotion to a higher-graded position or to a position with known promotion potential, when the detail is expected to last more than 120 days.

(Employees in the bargaining unit who are temporarily assigned to higher graded bargaining unit positions will be given a temporary promotion when the employee meets basic qualifications at the time of the assignment).

- (f) Training Assignments, but only when the training is required for promotion and is given for the purpose of preparing employees for advancement.
- c. Exceptions. The following staffing actions may be taken without regard to the competitive procedures established in this chapter. All such noncompetitive actions must be made within the framework of applicable governing regulations.
- (1) In each of the following cases, a career promotion may be made without current competition if (a) the employee to be promoted was initially selected competitively (e.g., under OPM recruitment procedures or under the competitive procedures in this chapter), (b) knowledge that this initial selection could lead to promotion was made known to candidates, and (c) the employee's current overall performance rating of record is at least "Meets Expectations":
 - (a) Promotion of the employee until he or she reaches the full performance level in a published career ladder. (See Attachments 2 and 3 of this chapter.)
 - (b) Promotion of the employee in a position not in a published career ladder to the established or anticipated grade of the position, if:
 - 1 The initial assignment at a lower grade was intended to prepare the incumbent for the position being filled, and
 - 2 Such intention to subsequently promote the incumbent was recorded at the time of appointment or position change.
 - (2) Career promotion resulting from an employee's current position being reclassified at a higher grade because of additional duties and responsibilities, provided (a) that the accretion of duties did not result from planned management action, or (b) that no actual vacancy exists to permit creation of a new position within the employee's current organization as designated by the organization code. Such career promotions are specifically prohibited in the following situations:
 - (a) An accretion of duties that involves redeployment of a position into another organization, as indicated by a change in the organization code on the personnel action.
 - (b) The accretion of higher-graded managerial, supervisory, or lead duties and responsibilities to a position that is not already classified as that of a manager, supervisor, or leader, respectively.

- (c) An accretion of duties to an existing position within the bargaining unit represented by OPEIU (1) that is already at or above the top of the career ladder of the resulting position or (2) for which there is no documented career ladder, when (3) other bargaining unit employees would be unduly deprived of the opportunity to compete for higher-graded positions.
- (3) Career ladder promotion following the noncompetitive conversion of a Student Career Experience Program participant into the competitive service.
- (4) Position change to a position having no greater promotion potential than that of the position from which promoted, reassigned, or demoted.
- (5) Transfer to a position at or below the selectee's current grade.
- (6) Reinstatement to a permanent or temporary position at or below the grade of the highest nontemporary position which the selectee held in the competitive service.
- (7) Temporary promotion for 120 days or less. This 120-day limitation includes prior service within the preceding 12 months under all details to higher-graded positions and all temporary promotions.
- (8) Conversion of a temporary promotion to permanent status, provided:
 - (a) The temporary promotion was originally made under competitive procedures, and
 - (b) The fact that it might lead to permanent promotion was documented on the vacancy announcement.
- (9) Detail of 120 days or less to a higher-graded position or to a position with known promotion potential.
- (10) Promotion resulting from the upgrading of a position due to the issuance of a new classification standard or the correction of a classification error.
- (11) Position change permitted by reduction-in-force regulations.
- (12) Repromotion to a grade or position from which an employee was demoted without personal cause and not at his/her request.
- (13) Promotion of an employee who failed to receive proper consideration in a previous competitive promotion action.
- (14) Appointment under the OPM recruitment system via the DEU.

d. Information to Employees.

- (1) Information concerning position requirements, application procedures, competencies (including identification of all weighted competencies and weights), and promotion potential for all vacancies to be filled competitively will be specified on vacancy announcements, which will be posted on the DOE Jobs ONLINE web site and listed on the Human Resources Division web site. A notice of posting of each vacancy announcement will be sent, if requested, via e-mail to all ORO, YAO or OSTI employees within the area of consideration.
- (2) Candidates will be advised of the results of their consideration for specific positions, including an acknowledgment that the candidate was considered for the position or a statement identifying why consideration of the candidate did not occur (e.g., candidate provided insufficient information to allow PMAB to make a favorable qualifications or time-in-grade determination). Upon request, candidates will be advised of their rating scores and summary ranking. Information relating to other candidates will be deleted to the extent necessary to protect their privacy.
- (3) Employees are encouraged to discuss their immediate and long-range career opportunities with their supervisors and Personnel Management Specialists. Through such counseling, employees may obtain information on career opportunities, education and experience required to advance, and performance improvements that would enhance their future promotion potential.

e. Employee Complaints.

- (1) Informal Resolution. All parties involved in a merit staffing-related complaint should attempt to resolve the complaint through informal discussion and mutual understanding of the different points of view. Complainants are encouraged to consult with their supervisor, the selecting official, and their Personnel Management Specialists to resolve questions and complaints.
- (2) Formal Resolution. An employee may also pursue the following procedures, as applicable:
 - (a) Grievances.

1 Employees within the bargaining unit may grieve matters involving merit staffing actions in accordance with the applicable labor-management agreement.

2 Other employees may file grievances under the administrative grievance procedures contained in DOE 3771.1.

NOTE: While the procedures used to identify and rank qualified candidates may be proper subjects for formal complaints or grievances, nonselection for

promotion from among a group of properly ranked and certified candidates is excluded from both grievance procedures except as described in paragraph (2)(b) below. Failure to receive a noncompetitive promotion is excluded from the administrative grievance procedure.

(b) Discrimination Complaints.

1 If an employee within the bargaining unit represented by OPEIU believes that unlawful discrimination occurred in a merit staffing action, the employee may have his/her complaint considered under either the procedures in the agreement with OPEIU or the provisions of DOE O 311.1A and related OPM, Merit Systems Protection Board (MSPB), and ORO directives. The filing of a complaint under either system constitutes an election to use that system exclusively.

2 Non-bargaining unit employees may file discrimination complaints only under DOE O 311.1A and related OPM, MSPB, and ORO directives. Equal Employment Opportunity (EEO) Counselors are available to aid employees in resolving discrimination complaints.

2. RECRUITMENT PROCESS.

- a. Initiation of Recruitment. To initiate recruitment for all vacant positions, selecting officials will submit an SF-52, "Request for Personnel Action," to PMAB. When a competitive recruitment action is desired, the selecting official will also submit an SF-39, "Request for Referral of Eligibles." The selecting official and a Personnel Management Specialist will identify a minimum of 20 competencies which will serve as the basis for an applicant's self-certification of experience and potential for successful performance for the position(s) to be filled. Competencies will be in the form of task statements derived from sources which are specifically applicable to the position to be filled including, but not limited to, the position description, OPM qualification standards, performance appraisal plan, technical qualification standards, etc.
- b. Advance Consideration Requirements. When recruitment includes formal competition under this chapter, the PMAB will refer candidates in the following order:
- (1) Candidates who apply for specific vacancies and who are entitled to special selection priority in accordance with the provisions of ORO O 320, Chapter VIII.
 - (2) Any employee entitled to repromotion consideration based on grade or pay retention must be considered prior to the posting of a vacancy announcement, grade, or pay retention in accordance with ORO O 320, Chapter VIII.
 - (3) For other repromotion consideration eligibles, separate repromotion lists will be maintained by commuting area.

- (4) All other candidates.
- (5) If any candidate eligible for special selection priority and/or repromotion consideration eligible is referred but not selected, the selecting official must document the reasons for nonselection and obtain the concurrence of the approving official (subparagraph 4a of this chapter). Overall and individual subelement performance ratings below the “Meets Expectations” level cannot serve as the sole basis for rejecting a repromotion consideration eligible.

c. Area of Consideration for Competitive Recruitment.

- (1) Minimum Areas of Consideration. For all competitive selections, vacancies must be open to the following groups of current DOE employees:

<u>Grade of Position</u>	<u>Minimum Area</u>
GS-13 through GS-15 and equivalent	DOE-wide
All other grades	Commuting area of the vacancy

- (2) Extending the Area of Consideration. The area of consideration may be extended when the selecting official and the Personnel Management Specialist determine that (a) the minimum area is not likely to produce an adequate number of qualified candidates, or (b) broader recruitment is appropriate to advance affirmative action objectives, to introduce fresh ideas and new viewpoints, or to otherwise meet mission objectives.
- (3) Limiting the Area of Consideration. The area of consideration may be limited to ORO, YAO, or OSTI, respectively, on occasions when budget, staffing allocations, or other constraints will not allow the valid consideration of applicants from other sources. Under such circumstances, the procedures described in DOE 3335.1C will be followed to document the circumstances and duration of the limitation.

d. Sources of Candidates for Competitive Recruitment.

- (1) The following categories of qualified candidates must be considered in competitive recruitment and selection actions:
 - (a) Those within the area of consideration defined on the vacancy announcement who apply under a specific vacancy announcement.
 - (b) Other ORO, YAO, and OSTI employees within the minimum area of consideration who are on authorized leave, attending training courses, absent on details, in

military duty status, on Intergovernmental Personnel Act assignments, or transferred to a public international organization, and who make known their interest in being considered for vacancies during their absence by filing application materials with the PMAB.

- (2) In consultation with the Personnel Management Specialist, the selecting official may broaden the scope of formal competition to include current and/or former Federal employees in the Applicant Supply System who are eligible for selection.
- e. Vacancy Announcements. Vacancies will normally be announced through DOE Jobs ONLINE.
- (1) Minimum Contents:
 - (a) The position's title, pay schedule, series, and grade (or grade range).
 - (b) The maximum grade to which there is known promotion potential.
 - (c) The position's organization and geographic location.
 - (d) The area of consideration.
 - (e) The opening and closing dates of the announcement.
 - (f) Whether the position is in a bargaining unit.
 - (g) Special conditions of employment, such as annual physical examinations, random drug tests, or maintenance of a security clearance.
 - (h) Whether interview and/or relocation expenses will be provided.
 - (i) A brief summary of duties and responsibilities, including any non-routine working conditions (overtime, amount of travel, etc.).
 - (j) A summary of required qualifications, including selective placement factors.
 - (k) The competencies, including notation of weights, on which the applicants will be required to rate themselves in response to the vacancy announcement.
 - (l) Means of obtaining additional information about the position.
 - (2) Advertisement. Vacancy announcements will be posted to the DOE Jobs ONLINE and listed on the Human Resources Division web site no later than the opening date of each announcement. A Notice of Posting will be sent to employees through the e-mail system

in accordance with each individual employee's request at the time of registration in DOE Jobs ONLINE.

- (3) Minimum Duration. The open period for announcements must be at least the number of days specified below, inclusive of both the opening and closing dates:
 - (a) All bargaining unit positions: 21 calendar days
 - (b) Non-bargaining Unit Positions:
 - GS-13 and above: 21 calendar days.
 - GS-12 and below and all FWS positions: 7 calendar days.
 - (c) Early Cut-off Option: The open period for non-bargaining unit positions at GS-13 and above for which the area of consideration has been limited under paragraph 2c(3), may be reduced to 15 calendar days at the request of the Selecting Official.
- (4) Distribution. All vacancy announcements will be posted to the DOE Jobs ONLINE web site. Notification of announcements for vacant positions within the bargaining unit will be provided to the appropriate union representative in accordance with the applicable Labor/Management Contract.
- (5) Acceptance of Applications. All applicants must submit application materials within the time limits specified on the vacancy announcement. Application materials that are not timely will not be considered, and the applicant will be so notified.

3. RATING PROCESS

- a. Information Considered. Candidate qualifications will be evaluated on the basis of all pertinent and available information contained in the applicant's application package that shows such factors as: experience, including outside volunteer activities that supplement experience and are relevant to the job; education and training, including self-development efforts; and awards demonstrating relevant skills and abilities. This evaluation will be based on the following sources of information, as applicable:
 - (1) Materials to be submitted by applicants will be specified on the vacancy announcement. Applicants are responsible for determining if supplementary materials are required and submitting them within the time limits specified on the vacancy announcement. Applications which do not contain all requested supplementary materials will be considered; however, the absence of information may adversely impact the applicant's rating and chance of selection.
 - (2) Interviews are not required. The selecting official may either personally conduct interviews as part of the final selection process or may request that an interview panel conduct interviews and provide recommendations for selection or additional interviews.

If a candidate on any selection certificate is interviewed by the selecting official or an interview panel, all candidates on that same certificate will also be provided an opportunity to interview with the same source.

NOTE: It is recognized that situations will develop which will prevent all interview panel members from being present during all interviews. To the extent possible, interviews will be rescheduled so as to include all interview panel members. However, when an interview cannot be rescheduled in a timely manner, a majority of the interview panel members will be present for all panel interviews.

- (3) Written tests will not be used in the evaluation process unless a test is required by OPM for in-service placement as a means of determining if an employee meets the minimum qualification standards for the position.
 - (4) For Team Leader, Supervisory and Managerial positions, an Assessment Center may be used as an alternative to an interview panel.
- b. Minimum Qualification Requirements. The OPM Operating Manual of Qualification Standards for General Schedule Positions (Operating Manual) prescribes qualification standards which must be met by all selectees at the time of entry into a new position. Candidates will be considered if they will meet all of the requirements listed below within 45 calendar days after the closing date of the vacancy announcement. However, the selectee may not be permanently placed in the position until he/she meets all of these requirements.
- (1) Time-After-Competitive-Appointment Restriction. Employees appointed under the OPM examining system normally cannot be reassigned to a different line of work or promoted in any line of work until 90 days have elapsed since the latest such appointment. Application of this restriction and its exceptions will be on a case-by-case basis, and employees within its coverage should discuss its applicability with their Personnel Management Specialist.
 - (2) Time-In-Grade Restrictions. OPM minimum time-in-grade restrictions apply to all appointments and position changes.
 - (3) Selective Placement Factors. Qualification requirements in addition to those required by the Operating Manual may be used to determine basic eligibility, provided that they are essential to successful performance in the particular job to be filled. Such factors are developed by the selecting official, with the assistance of the Personnel Management Specialist, and documented on Weights and Screen Out Report. A selective placement factor may not be established if it:
 - (a) Unduly restricts the number of eligible candidates.
 - (b) Is not essential to successful performance.

- (c) Could be obtained through a brief period of training or adjustment, or otherwise learned within a “reasonable period” of time, normally 90 days.
 - (d) Requires formal education.
 - (e) Increases the length of general or specialized experience requirements prescribed in the Operating Manual.
 - (f) Is inappropriate for the grade and type of position to be filled.
- c. Identification of Qualified Candidates. Each candidate will be evaluated against the minimum qualification requirements for the position based on individual responses entered into the DOE Jobs ONLINE application form. Candidates who do not meet the minimum requirements will be rated “not qualified,” and the reason will be documented. Those meeting the minimum requirements will be designated “Qualified.”

NOTE: If the minimum qualifications include one or more “Selective Placement” factors, this initial qualification determination is subject to final review by PMAB and SMEs.

- d. Competencies.
- (1) Source. The Position Description (PD) will be the basic reference for the development of competencies. However, competencies are not simply the duties specific in the PD; rather, they are also the attributes required to perform those duties. Other documented sources such as the applicable OPM qualification standard(s), technical qualification standards, and performance appraisal plans may be used; however, they must be consistent with the duties and responsibilities in the PD.
 - (2) Basic Requirements.
 - (a) General Criteria. At least 20 task statements must be established for each announced vacancy. Each task statement must be clearly relevant to the position and measurable by reference to application materials and other rating information.
 - (b) Managerial, Supervisory, and Lead Positions.
 - 1 At least one task statement must be designed to evaluate supervisory or lead capabilities and/or potential rather than technical proficiency. This task statement will be double weighted for supervisory or managerial positions. (see subparagraph 3d(3) of this attachment).
 - 2 An additional task statement will be included to determine each candidate’s awareness of, and willingness to fulfill, the position’s responsibilities under DOE affirmative action programs.

- (3) Development. Competencies/task statements will be developed by the selecting official with the assistance of the Personnel Management Specialist and must be published on the vacancy announcement. Each task statement must be ratable by the applicant, reviewable by PMAB and/or an SME, and reasonable with respect to the position being filled. Each task statement will consist of typical examples of duties, education, and/or training that would normally constitute evidence that a candidate could successfully carry out the duties of the position to be filled. Candidates may also review the position description and the applicable qualification standard(s) in the personnel office.
- e. Evaluation Schedule. Applicants will complete the Self-Certification of Experience and Potential for Successful Performance using the evaluation schedule contained in the vacancy announcement as it appears in DOE.Jobs.ONLINE. Applicants will self-certify based upon the degree to which they believe they have demonstrated attainment of the specific attribute or experience involved. Documented experience, education, and/or training relating to each competency must be included in the applicant's application package so that the applicant's score on each competency can be substantiated by PMAB and/or SMEs.
- f. Rating Officials.
 - (1) Nonsupervisory Positions. A Personnel Management Specialist normally determines the candidates to be certified for nonsupervisory positions. However, the specialist may obtain assistance in the ranking process from subject matter experts. Also, a promotion panel (see subparagraph 3f(2) below of this attachment) may be used for a nonsupervisory position when otherwise deemed appropriate by the Personnel Management Specialist.
 - (2) Supervisory Positions. Promotion panels or Assessment Centers will independently rank well-qualified applicants for all supervisory positions.
 - (a) Composition. Promotion panels will consist of at least three members. Except when a larger panel and/or a different composition is considered appropriate by the personnel office, the panel will consist of a Personnel Management Specialist and two members designated by the selecting official with the concurrence of the personnel office. Panel members designated by the selecting official must have a good knowledge of the competencies needed to perform the job and should be at or above the grade level of the vacant position, when feasible. Panel members serving as evaluators in an assessment center must have completed training in the assessment center process.
 - (b) Exclusion. The following individuals may not serve on a promotion panel:
 - 1 The selecting official, including his or her full "Deputy."
 - 2 A candidate for the position.

3 An employee whose relative is a candidate.

(c) Promotion Panel Procedures.

1 Assignment of Rankings. Rankings will be assigned based on structured interviews conducted by the promotion panel or through an assessment center process. Depending on the process, rankings may be determined either;

2 Collectively by consensus, if possible, or by majority vote, if a consensus is not reached; or

3 By having each panel member rate specific responses to interview questions or assessment center activities based on his or her expertise.

(d) Documentation.

1 If a consensus or majority ranking is assigned, the Personnel Management Specialist will summarize and document in writing the basis for each ranking.

2 If panel members individually rate different factors, each will complete this documentation for his/her assessment.

g. Referrals and Selections.

(1) Certification. The Personnel Management Specialist (or the promotion panel) will certify the appropriate group of candidates to the selecting official, and refer the complete applicant file of each certified candidate to the selecting official as follows:

(a) If any candidates apply who are eligible for special selection priority and are well-qualified, the Personnel Management Specialist will note the eligibility of all such candidates at the top of the listing of "Best Qualified" candidates, regardless of rating scores.

(b) Candidates who are eligible for priority consideration and are registered on the Repromotion Priority List (RPL) will be referred separately, without rating and ranking, to the selecting official.

(c) If more than 10 "Highly Qualified" candidates have been identified, only the 10 candidates with the highest scores will be certified for selection on Form OR-10, except that additional candidates tied for tenth place will also be certified.

(2) Action by Selecting Official.

- (a) The selecting official should complete action on a selection certificate as soon as possible. Competitive certificates will expire 30 calendar days after issuance unless extended in writing by the personnel office up to a maximum of 90 calendar days after issuance.
- (b) Selection interviews, in person or by telephone, may be held when the selecting official believes that such interviews would enhance his/her knowledge of the quality of the candidates. Selection interviews are not required for any vacancy, but when any referred candidate is interviewed, the selecting official is required to interview all candidates on the same competitive certificate unless reasonable efforts to contact a candidate are unsuccessful. In such cases, the unsuccessful efforts made to contact the candidate will be documented.
- (c) After reviewing the material furnished on each candidate and any interview results, the selecting official will:
 - 1 Select one of the candidates, or
 - 2 Return the selection certificate without a selection, stating the reasons for doing so and requesting:
 - a The identification of additional candidates, or
 - b The postponement or cancellation of recruitment, or
 - c The initiation of alternative recruitment procedures (e.g., through DEU procedures).
- (3) Execution of Decision.
 - (a) With the prior concurrence of the personnel office, a selecting official may make an offer and/or negotiate a mutually acceptable release date with the selectee and his/her supervisor. Otherwise, the personnel office will make all offers to selected employees, arrange for a release date, and complete all processing requirements.
 - (b) If the selectee is a current ORO, YAO or OSTI employee, the personnel office will advise his/her supervisor when an offer is made.
 - (c) Employees selected for competitive promotions will be promoted as soon as possible after selection, normally not later than the third pay period after selection.
 - (d) Internal selections for reassignment at ORO may be subject to a four-month delay in processing, unless the losing office either fills its position before that time or agrees to an earlier release date.

- (4) Reuse of Certificates. A previously used Competitive Certificate may be reopened to fill an additional vacant position if all the following conditions exist:
- (a) The new vacancy will require the same qualification requirements, competencies, and performance-level criteria;
 - (b) The vacancy announcement closed not more than 90 days before referral of the certificate for the new vacancy; and
 - (c) The additional selection is made within 30 days after the supplementary referral.

NOTE: Either the selecting official or the Personnel Management Specialist may decide to announce a new vacancy rather than reuse the certificate from an earlier vacancy.

CAREER LADDERS

OAK RIDGE OPERATIONS OFFICE

This document does not include all positions within the organization, but only series and title combinations which encompass two or more positions. Promotion potential for positions not covered below will be established on a case-by-case basis. Also, exceptions to the listed combinations may occur based on the classification of specific duties and responsibilities; the promotion potential for such exceptions will be established individually and documented in block 22 of the DOE F 3511.1.

Therefore, an individual position falls within one of these career ladders only if (1) its title and grade are exactly like one of the published combinations; (2) its grade falls within the listed range; (3) it is not covered by a “scope” footnote; and (4) it does not have a different full performance level documented on the DOE F 3511.1.

<u>SERIES</u>	<u>TITLE(S)</u>	<u>MINIMUM ENTRY LEVEL</u>	<u>CAREER PROMOTION POTENTIAL</u>	<u>SCOPE (FOOTNOTES)</u>
0018	Safety & Occupational Health Specialist	GS-5	GS-13	
0028	Environmental Protection Specialist	GS-5	GS-13	
0080	Personnel Security Specialist	GS-5	GS-12	
	Industrial Security Specialist	GS-5	GS-13	
0086	Security Assistant	GS-5	GS-6	
0201	Personnel Management Specialist	GS-5	GS-12	
0203	Personnel Clerk/Assistant	GS-3	GS-7	
0212	Personnel Staffing Specialist	GS-5	GS-9	
0246	Contractor Industrial Relations Specialist	GS-5	GS-12	
0303	Office Automation Clerk	GS-3	GS-4	
0303	Administrative Assistant	GS-5	GS-6	(1)
0334	Computer Specialist	GS-5	GS-12	
0343	Management Analyst	GS-5	Varies	(2)
0343	Program Analyst	GS-5	Varies	(2)

<u>SERIES</u>	<u>TITLE(S)</u>	<u>MINIMUM ENTRY LEVEL</u>	<u>CAREER PROMOTION POTENTIAL</u>	<u>SCOPE (FOOTNOTES)</u>
0401	(Various General Biological Science Series Titles)	GS-5	GS-13	
0510	(Various Accounting Series Titles)	GS-5	GS-12	
0525	Accounting Technician	GS-4	GS-7	
0560	Budget Analyst	GS-5	GS-12	
0561	Budget Technician	GS-4	GS-7	
0690	Industrial Hygienist	GS-5	GS-13	
0801	General Engineer QA Engineer	GS-5	GS-13	
0803	Safety Engineer	GS-5	GS-13	
0804	Fire Protection Engineer	GS-5	GS-13	
0810	Civil Engineer	GS-5	GS-13	
0819	Environmental Engineer	GS-5	GS-13	
0830	Mechanical Engineer	GS-5	GS-13	
0840	Nuclear Engineer	GS-5	GS-13	
0850	Electrical Engineer	GS-5	GS-13	
0855	Electronics Engineer	GS-5	GS-13	
0893	Chemical Engineer	GS-5	GS-13	
0905	Attorney	GS-11	GS-14	
1035	Public Affairs Specialist	GS-5	GS-13	
1101	Reindustrialization Specialist	GS-5	GS-13	
1102	Contract Specialist	GS-5	GS-12	
1103	Industrial Property Management Specialist	GS-5	GS-12	

<u>SERIES</u>	<u>TITLE(S)</u>	<u>MINIMUM ENTRY LEVEL</u>	<u>CAREER PROMOTION POTENTIAL</u>	<u>SCOPE (FOOTNOTES)</u>
1170	Realty Officer	GS-5	GS-14	
1301	General Physical Scientist	GS-5	GS-13	
1306	Health Physicist	GS-5	GS-13	
1701	Training Specialist	GS-5	GS-13	

Footnotes:

- (1) Due to the variety of duties and organizational locations of positions classified to the GS-343 series, career ladders are established by individual positions rather than groups.
- (2) Due to the variety of duties and organizational locations of positions classified to the GS-343 series, career ladders are established by individual positions rather than groups.

CAREER LADDERS

OFFICE OF SCIENTIFIC AND TECHNICAL INFORMATION

This document does not include all positions within the organization, but only series and title combinations which encompass two or more positions. Promotion potential for positions not covered below will be established on a case-by-case basis. Also, exceptions to the listed combinations may occur based on the classification of specific duties and responsibilities; the promotion potential for such exceptions will be established individually and documented in block 22 of the DOE F 3511.1.

Therefore, an individual position falls within one of these career ladders only if: (1) its title and grade are exactly like one of the published combinations; (2) its grade falls within the listed range; (3) it is not covered by a “scope” footnote; and (4) it does not have a different full performance level documented on the DOE F 3511.1.

<u>SERIES</u>	<u>TITLE(S)</u>	<u>MINIMUM ENTRY LEVEL</u>	<u>CAREER PROMOTION POTENTIAL</u>	<u>SCOPE (FOOTNOTES)</u>
0301	Information Dissemination Specialist	GS-5	GS-11	
0301	Information Services Analyst	GS-5	GS-12	
0301	Information Services Specialist	GS-5	GS-13	
0303	Administrative Assistant	GS-3	GS-7	
0334	(Various titles in the Computer Specialist Series)	GS-5	GS-12	(1)
0343	Management Analyst	GS-5	GS-11	
0343	Program Analyst	GS-5	GS-11	
0401	(Various titles in the Biological Sciences Series)	GS-5	GS-12	(2)
0801	General Engineer	GS-5	GS-12	(2)
1310	Physicist	GS-5	GS-12	(2)
1320	Chemist	GS-5	GS-12	(2)
1412	Technical Information Specialist	GS-5	GS-12	

Footnotes:

- (1) Excludes positions whose primary responsibilities are installation and maintenance of hardware and software.
- (2) Applies to interdisciplinary positions.