



DEPARTMENT OF THE ARMY
 INSTALLATION MANAGEMENT AGENCY
 NORTHWEST REGION
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SUBJECT: Standing Operating Procedure (SOP) 690-1 – Merit Promotion and Placement Plan

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1. Applicability. This regulation is applicable to all employees and applicants for employment with the Installation Management Agency Northwest Region Office.

2. Purpose. This regulation establishes policy, procedures, and sets forth the basic principles which are consistent with the Office of Personnel Management (OPM) and Department of the Army (DA) regulations governing the fill of positions by promotion and other placement action. When provisions of this plan differ from changes in law or regulation, the changes in law or regulation will apply.

3. Policy.

a. Equal Employment Opportunity (EEO). Evaluation of qualifications, ranking of candidates, and selection for promotion will be made 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 handicap or age, and shall be based solely on job-related criteria.

b. Nepotism/Personal Favoritism. No individual may, in rating/ranking, recommending, or selecting candidates, show or give preference to any candidate based on factors not pertinent to

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the candidate's qualifications, including personal friendship, kinship, or political connections. A public official may not appoint, employ, promote, or advance one of his/her relatives (by blood or marriage) to a position in his/her agency, nor may he/she advocate a relative for appointment, employment, promotion, or advancement in the agency. Likewise, an individual may not be appointed, employed, promoted, or advanced if the action was advocated by a public official who is serving in or exercising jurisdiction or control over the agency and who is a relative of the individual. These provisions apply to all individuals in the rating, ranking, evaluating, and/or selecting process for actions under this regulation.

4. Responsibilities.

a. The Civilian Personnel Operations Center (CPOC) is responsible for:

(1) Administering the merit promotion and placement program to ensure the provisions of this plan and the spirit and intent of Title 5 USC are met.

(2) Preparing merit promotion vacancy announcements.

(3) Electronic distribution of vacancy announcements.

(4) Issuing referral lists.

(5) Notifying ineligible applicants, applicants who are eligible but not referred for selection consideration, and candidates on referral lists who are not selected.

(6) Validating selections in accordance with applicable laws, rules, and regulations.

(7) Providing information and data, relative to actions under this plan, in response to inquiries.

(8) Maintaining records of actions taken under this plan.

b. The Civilian Personnel Advisory Center (CPAC) is responsible for:

(1) Advising, assisting, and disseminating information pertaining to recruitment strategies, appropriate areas of consideration, development of crediting plans/job search plans, determining conditions of employment, supervisory and employee responsibilities, and regulatory requirements.

(2) Forwarding referral lists prepared by the CPOC to selecting officials.

(3) Ensuring that selections are properly documented on referral lists.

(4) Notifying the CPOC of selections.

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(5) Making tentative/actual job offers and establishing proposed effective dates.

(6) Responding to inquiries either directly or by requesting appropriate information from the CPOC.

c. Servicing EEO Office is responsible for reviewing the initial referral list before selection to compile and provide EEO statistics.

d. Managers and supervisors are responsible for:

(1) Communicating the provisions of this plan to employees.

(2) Anticipating personnel requirements and initiating appropriate actions on a timely basis.

(3) Reviewing and monitoring selection procedures to ensure compliance with the spirit of the affirmative action program goals and objectives and the merit principles of Title 5 USC.

(4) Assisting employees in applying for vacancies, and upon written requests from employees, submitting applications or resumes/self-nominations for merit promotion announcements during the employee's authorized absence.

(5) Developing recruitment strategies and identifying appropriate areas of consideration, with the assistance of the CPAC.

(6) Developing crediting plans, or providing and approving input to job search criteria, with CPAC assistance as needed.

(7) Obtaining any required organizational approvals for recruitment actions.

(8) Promptly making and documenting selections from referral lists, and obtaining necessary reviews of selections by higher management officials.

(9) Promptly returning documented referral lists.

(10) Arranging for Subject Matter Experts (SMEs) for rating/ranking panels.

(11) Providing assistance and/or counseling to employees on self-development opportunities, application procedures, and reasons for non-selection.

e. Employees are responsible for:

(1) Reviewing designated applicable web sites (e.g., Civilian Personnel Online or USA Jobs) for job announcements.

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(2) Careful review of job announcements prior to application for promotion consideration to determine whether or not they meet the specific experience and training requirements for the positions.

(3) Applying for jobs that they are qualified for and interested in by providing all information and forms requested on vacancy announcements.

(4) Notifying their supervisors/managers in writing of job opportunities for which they are interested in applying during periods of legitimate absences. Employees must furnish necessary information required by announcements in order that the supervisor may forward applications for the position desired to include electronic resumes or self-nomination decisions.

(5) Seeking advice and assistance from their supervisor on the provisions of this plan, preparation of application materials, and self-development opportunities.

(6) Responding promptly (generally within 2 workdays) of acceptance or declination of a job offer.

5. Competitive Actions. The actions below must follow the competitive procedures of this plan:

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. Reassignment or demotion to a position with more promotion potential than any other position previously held on a permanent basis in the competitive service except as permitted by Reduction-in-Force (RIF) regulations.

c. Time-limited promotion for more than 120 days. Prior service during the preceding 12 months under non-competitive time limited promotion and details to higher graded positions count toward the 120-day total. A temporary promotion may be made permanent without further competition provided the temporary promotion was originally made under competitive procedures and it was made known to all potential candidates that it may lead to permanent promotion.

d. Detail of more than 120 days to a higher graded position or to a position with higher promotion potential. Prior service during the preceding 12 months under non-competitive detail and time limited promotion to higher graded positions counts toward the 120-day total.

e. Selection for career development, which will lead to promotion at a later time without further competition.

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f. Appointment, transfer, or reinstatement to a position at a higher grade or with more promotion potential than any position previously held on a permanent basis in the competitive service.

6. Exclusions. The following actions are excluded from the competitive procedures of this plan:

a. Promotion resulting from the upgrading of a position without significant change in the duties and responsibilities due to issuance of a new classification standard or the correction of an initial classification error.

b. Placements made during or in lieu of RIF as permitted by governing regulations.

c. Action involving statutory, regulatory, or administrative placement to include actions directed by higher command levels, legal decisions, or settlement agreements.

d. Career Ladder Promotion. A promotion without further competition of an employee who was appointed in the competitive service from a civil service register by direct hire, by noncompetitive appointment or noncompetitive conversion, or under the competitive promotion procedures of this plan for an assignment intended to prepare the employee for the position being filled (the intent must be made a matter of record and career ladders must be documented).

e. Promotion, reassignment, demotion, transfer, reinstatement, or detail to a position having no greater promotion potential than that of a position the employee currently holds or previously held on a permanent basis in the competitive service (or other merit system with which OPM has an interchange agreement) from which the employee was separated or demoted for other than performance or conduct reasons.

f. Promotions resulting from an employee's position being classified at a higher grade because of additional duties and responsibilities.

g. Temporary promotions of 120 days or less. Prior service during the preceding 12 months under noncompetitive time-limited promotions and noncompetitive details to higher graded positions counts toward the 120-day total.

h. Detail to a higher graded position or a position with known promotion potential of 120 days or less. Prior service during the preceding 12 months under noncompetitive details to higher graded positions and noncompetitive time-limited promotions counts toward the 120-day total.

i. Promotion or placement of an employee entitled to noncompetitive priority consideration as corrective action for failure to be given proper consideration under the requirement of this plan.

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j. Impact of the person on the job as defined in the introduction to the Position Classification Standards.

k. Placement of employees who have eligibility for special consideration for repromotion. These are employees who are receiving grade or pay retention benefits due to involuntary placement in lower grade or declination of functional transfer.

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

m. Noncompetitive conversion of students under Student Career Experience Program and promotion after conversion provided the position has an established full performance level.

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

o. Noncompetitive appointment of Veterans Readjustment Appointment eligibles and promotion after conversion provided the position occupied has an established full performance level.

p. Noncompetitive appointment of OPM interchange agreement eligibles, reinstatement eligibles, and Executive Order eligibles.

q. Noncompetitive appointment of Worker-Trainees (e.g. Welfare-to-work, etc.) and promotion after conversion provided the position has an established full performance level.

r. 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 Title 5 USC.

7. Locating Candidates.

a. Area of Consideration:

(1) 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, merit principles, EEO affirmative action goals and objectives, and applicable regulations and requirements of negotiated agreements.

(2) The area of consideration will be determined between the CPAC and management and will be identified in the merit promotion vacancy announcement.

(3) As a minimum, the area of consideration for internal announcements will include the activity or major organization segment where the vacancy is located plus applications received

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by the closing date of the vacancy announcement from current permanent DA employees with competitive status who are outside the minimum area of consideration (DA Voluntary Applicants).

(4) To the maximum extent practical, immediately appointable family members who are relocating to accompany DA military and civilian sponsors and candidates eligible for special noncompetitive appointments should be considered for competitive service jobs within the restraints set by the special appointing authorities.

(5) The area of consideration may be expanded beyond the minimum area of consideration at any time up to the closing date of the announcement.

b. Application procedures will be described in merit promotion vacancy announcements.

c. Job announcements will be published on electronic media when filling vacancies through the competitive procedures described in this plan. Job announcements will include:

(1) Job announcement number, opening and closing dates.

(2) Position title/series/grade (to include full performance level, if appropriate), organization and location.

(3) Area of Consideration.

(4) A summary of the job duties.

(5) Summary of minimum qualifications standard established or approved by OPM or information on where the qualifications requirements may be found.

(6) Designation of any special requirements.

(7) A statement of EEO.

(8) If the position being filled is one with known promotion potential and a subsequent career promotion is possible, this fact will be stated in the job announcement.

(9) Instructions on how to apply or information on where the instructions may be found.

8. Competitive Procedures and Candidate Evaluation Under RESUMIX. RESUMIX is the standard system for competitive fill of positions.

a. In order to apply, applicants will be required to submit a resume for processing into an automated database. Incomplete or unscannable resumes will be rejected. All resumes received and accepted will be stored in the database. After submitting a resume and any required

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supplemental data, applicants may self-nominate for subsequent vacancies. Self-nominations must be received by the closing date of the job announcement.

b. To be eligible for promotion or placement under this plan, applicants must meet all eligibility requirements and minimum qualifications requirements prescribed by OPM within 30 days of the closing date of the announcement.

c. Time in Grade Requirements. Time in grade restrictions are intended to prevent excessively rapid promotions in competitive service General Schedule positions. Time in grade requirements will be adhered to in accordance with 5 CFR, 300.601.

d. The resumes of employees who self-nominated will be matched against the required/desired skills criteria defined by the selecting official. To be referred, candidates must meet applicable qualifications standards and other regulatory requirements.

e. Candidates are referred in alphabetical order. The Referral List along with resumes is sent to the selecting official.

f. Announcements may be used in filling subsequent vacancies for a period of one hundred eighty (180) days from the closing date of the announcement.

9. Selection Procedures.

a. A reasonable number of best-qualified candidates will be referred to the selecting official, along with any candidates from non-competitive or other recruitment sources.

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

c. The selecting official may select or not select from among a group of best-qualified candidates referred for selection consideration. Selections will be based solely on job-related criteria and the reasons for selection will be annotated on the referral list.

d. As part of the selection process, selecting officials will consider the host installation's approved Affirmative Action Plan and review all applications referred.

e. Selecting officials have the option to interview any, all, or none of the candidates on the referral list.

f. Selecting officials should maintain records which include the criteria used and reasons for their selection.

10. Notification and Release of Selected Employees. The CPAC will ensure notification of the selected candidates, make tentative job offers, and establish entrance on duty or proposed

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effective dates. Normally, employees selected under merit promotion and internal placement procedures for positions outside their current supervisory unit will be effective the beginning of the second pay period following receipt of the selection in the CPAC and/or notification to the losing activity. By mutual agreement the gaining and losing activities may negotiate a shorter or longer release date.

11. Corrective Actions. Corrections of errors or oversight will be made as soon as they are discovered to ensure that actions are processed in accordance with regulatory and/or procedural requirements.

12. Employee Complaints And Grievances.

a. Management and the CPAC will make every effort to informally resolve employee concerns regarding placement actions under this plan.

b. An employee who believes that governing procedures were not properly followed in filling a position under this plan, or who believes that his or her qualifications were not properly evaluated, may grieve or complain under applicable grievance procedures.

c. Allegations of discrimination may be considered under relevant provisions of the EEO Program.

13. Order of Placement Consideration.

a. Statutory, regulatory, and mandatory placements directed by higher authority.

b. RIF actions or placements in lieu of RIF.

c. Local repromotion eligibles.

d. Certain actions permitted under the DOD Program for Stability of Civilian Employment (job swaps, medical accommodations, etc.).

e. Reemployment Priority List (RPL) registrants for positions at or below grade last held.

f. DOD Priority Placement Program (PPP) registrants and the remainder of the RPL candidates.

g. Special consideration after failure to receive proper consideration under this plan.

h. Interagency Career Transition Assistance Plan (ICTAP) eligibles.

i. All other competitive/noncompetitive placement actions.

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14. Where this plan is silent, the flexibilities provided by law, regulation, or guidance from higher authority are preserved.


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