DEPARTMENT OF THE NAVY
NAVAL AIR WARFARE CENTER WEAPONS DIVISION
1 ADMINISTRATION CIRCLE CHINA LAKE, CA 93555-6001
521 9TH STREET POINT MUGU, CA 93042-5001

NAWCWPNSINST 12335.1
731000E (P623)
7 Aug 1995

NAWCWPNS INSTRUCTION 12335.1

From: Commander, Naval Air Warfare Center Weapons Division

Subj: MERIT PROMOTION PROGRAM

Ref: (a) 5 CFR Part 335
(b) OCPMINST 12335.1
(c) OCPMINST 12713.2
(d) SECNAVINST 12310.7A
(e) 5 CFR Part 351
(f) DOD Manual 1400.20-1M

1. Purpose. To provide Merit Promotion Program policies and procedures for the Naval Air Warfare Center Weapons Division (NAWCWPNS) according to Federal, Department of Defense (DOD), and Navy regulations as presented in references (a) through (f).

2. Cancellation. NAVWPNCENINST 12335.1A, COMPMTCINST 12335.5 and NOMTSINST 12335.1D.

3. Policy. NAWCWPNS policy is to fill vacant positions with the best available applicants. Merit promotion is only one way of filling vacancies. Other processes may be used in place of, or concurrently with, merit promotion.

4. Scope. This instruction applies to all NAWCWPNS Demonstration Project and Non-Demonstration Project positions in the competitive service and certain positions that are in the excepted service due to appointing authority (Veterans Readjustment Appointment (VRA), handicapped, etc.). Tenant commands can use this program by entering into an appropriate Host Tenant Support Agreement. Those tenant commands not choosing to use the NAWCWPNS plan must have their own approved Merit Promotion Program. Applicable collective bargaining agreements will prevail for positions and employees within the bargaining units in the event of a conflict with provisions of this instruction.

5. Goals

a. To provide a means for NAWCWPNS to meet its staffing needs in a timely and cost effective manner.

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at Point Mugu and are available electronically on the CL ADMIN Zone, Admin Support Server at China Lake and the FS0024A Server at Point Mugu.

19. Directive Responsibility. The Head, Human Resources Department, Code 730000E (P62) is responsible for keeping this instruction current.

ROGER K. HULL
Acting

Distribution:
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5. Goals

a. To provide a means for NAWCWPNS to meet its staffing needs in a timely and cost effective manner.

b. To enhance organizational effectiveness by ensuring that competitive actions are made by selecting the candidates who are most qualified and capable of performing the duties of the position being filled.

c. To provide incentives for employees to improve their performance, knowledge, skills and abilities.

d. To ensure that employees receive fair and appropriate consideration for advancement and developmental opportunities.

e. To ensure that promotions are made only when there is an actual need for performance of higher level duties and only when the employee has the ability to perform at the higher level.

6. Definitions. Terms used in this instruction are defined as follows:

a. Activity. NAWCWPNS, including any of its sites or subordinate commands and detachments.

b. Agency. Any department or independent establishment of the Federal Government. For the purposes of this instruction, Department of the Navy is considered the Agency.

c. Appointable Employees Within the Area of Consideration. Career or career-conditional employees, employees serving under a VRA, temporary employees with reinstatement or VRA eligibility, temporary employees within reach on an appropriate Office of Personnel Management (OPM) certificate (or equivalent) and handicapped employees serving on an excepted appointment.

d. Appointable Persons Within the Area of Consideration. Persons with reinstatement eligibility, persons within reach on an appropriate OPM certificate (or equivalent), and persons eligible for noncompetitive permanent appointment (e.g. VRA eligibles and handicapped persons).

e. Area of Consideration (AOC). The geographic or organizational area in which the activity directs its search for candidates (where it is anticipated that a sufficient number of quality candidates can be located and from which candidates' applications are accepted). If the AOC allows for the acceptance of applications from outside of DOD, nonappropriated fund (NAF) employees, who meet the criteria of the Interchange Agreement of 20 September 1991, will have their applications accepted for consideration.

f. Certificate of Eligibles. A list of eligible, ranked applicants in alphabetical order who applied in response to a specific Merit Promotion vacancy announcement and are referred to management for selection.

g. Change to Lower Grade (CLG). The change of an employee to a position at a lower grade when both the old and the new are under the same pay plan, or to a position with a lower representative rate when the old and the new positions are under different pay plans.

h. Crediting Plan. A plan containing specific job elements against which an applicant's knowledge, skills, and abilities (KSA's) can be measured. Each element includes definitions and point values to identify the relative worth of different kinds of experience and training.

i. Detail. A temporary assignment of an employee to a different position or set of described duties for a specified time period with no change in pay.

j. Evaluation of applicants. The process of assessing applicants' qualifications for a vacancy and the degree to which they possess the KSA's needed for successful performance in the job to be filled.

k. Interchange Agreement. An agreement established between OPM and DOD as part of the Portability legislation signed 5 November 1990 allowing NAF employees who meet the requirements of the Interchange Agreement to be appointed to positions in the Federal competitive system without having to go through the usual process of getting on an appropriate Federal register.

l. Job Analysis. A systematic process of analyzing and documenting information about a specific position or group of like positions to provide a job-related basis for candidate evaluation.

m. Known Promotion Potential. Positions with known promotion potential are those from which subsequent promotions can be made without competition. These include:

(1) Positions filled at a grade(s) below the established or anticipated full performance (grade) level

(2) Career ladder positions

(3) Trainee positions

n. Nepotism. Favoritism shown to an individual (such as selecting/appointing to a position) on the basis of relationship.

o. Noncompetitive Applicant. An applicant who can be considered for a position without having to compete through the merit promotion process; e.g., reassignment or CLG eligible.

p. Promotion. The change of an employee to a position at a higher grade within the same pay plan, or to a position with a higher representative rate when the old and the new position are under different pay plans.

q. Qualified/Eligible Applicants. Those applicants who meet OPM's minimum qualification/experience standard (Qualification Standards Handbook X-118 for GS positions or X-118C for Federal Wage System (FWS) positions) for the position, including any appropriate selective factors and all legal and regulatory requirements.

r. Quality Ranking Factor. A KSA used to rank an applicant's experience, education, training, awards, annual performance ratings, etc., that is used to distinguish the highly qualified applicants from the basically qualified applicants before being referred to the selecting official.

s. Ranking. The evaluation process used to identify the "highly qualified" applicants referred for selection.

t. Rating. The process of determining whether an applicant meets minimum qualification/experience standards and other eligibility requirements for a particular position.

u. Reassignment. The change of an employee from one position to another without promotion or CLG within an activity or agency.

v. Representative Rate. Fourth step of a grade in the GS and second step of a grade in the FWS. There is no concept of representative rate in the Demonstration Project.

w. Selecting Official. The designated official who has the authority to make final selection.

x. Transfer. The movement of a career or career-conditional employee between competitive positions from one Federal agency to another without a break in service.

7. General Provisions

a. The identification, qualification, evaluation and selection of candidates is made without regard to political, religious or labor organization affiliation or nonaffiliation, sexual orientation, marital status, race, color, sex, religion,

national origin, nondisqualifying physical handicap, or age; and is not based on any criterion that is not job-related or that is based on reprisal.

b. Supervisors and public officials as defined in reference (a) are prohibited from participating in the rating/ranking or selection process if a relative is under consideration. Neither supervisors nor public officials can advocate the selection of a relative.

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

(2) If a relative of the selecting official is among the candidates referred for selection, they must disqualify themselves and the selection authority must be exercised at a higher level in the chain of command.

(3) If a panel is used, all members of the panel are considered to be officials even though they do not occupy supervisory positions.

c. Management reserves the right to fill a position by other methods that can be used concurrently with or to the exclusion of the merit promotion process: OPM registers; the Reemployment Priority List; DOD Priority Placement Program (PPP); noncompetitive candidates; VRA or handicapped authorities, etc..

d. Vacancies can be postponed, cancelled, increased or filled on a temporary basis to meet an activity’s needs, provided merit promotion requirements are met.

e. All actions are subject to the mandatory provisions of the DOD Program for Stability of Civilian Employment, more commonly known as PPP or Stopper List.

f. Positions for which DOD or DON have established career programs are filled according to the procedures and requirements specified in the applicable career program instructions.

8. <u>Covered Actions</u>

a. The competitive procedures established by this instruction apply to the following placement actions:

(1) Promotion or transfer to a higher graded position than currently or previously held (unless covered by “Exclusions”)

(2) Position change, transfer, or reinstatement to a position with more promotion potential than one previously held on a permanent basis in the competitive service.

(3) Reinstatement to a higher grade than any attained under a nontemporary appointment in the competitive service, except for the reinstatement of a former Senior Executive Service employee.

(4) Temporary promotion of more than 120 days (prior service under all temporary promotions and details to higher graded positions during the previous 12 months count toward this limitation).

(5) Selection for details for more than 120 days to either a higher graded position or to a position with higher known promotion potential.

(6) Term promotions.

(7) Selection for training required for promotion.

(8) Selection of a person from the Reemployment Priority List for a position at a higher grade than from which separated.

(9) Reassignment or demotion to a position with known promotion potential (except as permitted by reduction in force regulations).

9. Exclusions. The following actions are excluded from the competitive requirements of this instruction:

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

b. Position change permitted by reduction in force regulations (this includes assignment to a position with more promotion potential).

c. Promotion of an employee whose position is classified at a higher grade level due to the addition of duties when major duties of the employee’s old position are absorbed in the new position and the former is cancelled. Additionally, the new position has no known promotion potential and the additional duties do not adversely affect another encumbered position.

d. Temporary promotion of not more than 120 days or, if exceeding 120 days, to a grade level previously held on a permanent basis (except when demoted for cause).

e. Details of not more than 120 days to higher graded positions or to positions with known promotion potential.

f. Selection of an employee who is entitled to prior consideration as discussed in paragraph 11 below.

g. Appointment of a reinstatement eligible or promotion of a Federal employee to any position or grade for which qualified and that does not exceed the highest grade level previously held on a permanent basis in the competitive service (except when demoted for cause).

h. Technical promotion of an employee to a position with a representative rate that is the same or lower than that of the position currently held.

i. Career promotion of employees when competition was held at an earlier date either through appointment from an OPM/delegation of authority register or through merit promotion procedures (including initial appointment and subsequent promotions of students in cooperative education programs). Successive noncompetitive promotions can be made until the full performance level of the position is reached.

j. Placement in lieu of disability retirement.

k. Reinstatement of a former Senior Executive Service appointee with competitive status to any position for which qualified.

10. Temporary Promotions

a. Temporary promotions can be made noncompetitively if the employee has not served in details to a higher graded position, or other temporary promotions during the preceding 12 months that cumulatively exceed 120 days.

b. All competitive temporary promotions must have a definite not to exceed date of 1 year or less, but can be extended for a definite period not to exceed one additional year if the needs of the activity require it. Temporary promotions beyond 2 years are subject to prior OPM approval. Return to the permanent position is not subject to adverse action or reduction in force procedures.

c. A temporary promotion is not to be used as a means of training or evaluating an employee in a higher graded position.

11. Prior Consideration. Except for placement of employees with statutory or regulatory reemployment rights, employees who are entitled to prior consideration for placement must be referred

before action can be taken to fill a permanent position either competitively or noncompetitively. Employees referred under these provisions are entitled to bona fide consideration before other equally proper means of recruitment are initiated. There is no entitlement to selection. Order of consideration will be as follows:

a. Activity Employee Under Civil Service Reform Act Grade Retention

(1) These employees must be referred for each position for which they are fully qualified at the grade and pay from which demoted. They may also be referred, if interested and available, to positions for which fully qualified below the grade retention level (or level from which demoted) and above the level of the position to which currently assigned.

(2) Demotion must not be for reasons stemming from personal cause or at the employee's request. Specifically, this entitlement is not extended to employees who accept a change to lower grade to enter trainee or developmental positions or to those employees who accept a change to lower grade as a result of solicitation for hard-to-fill positions.

(3) Declination of a valid offer at an intervening grade will terminate the employee's entitlement to consideration at that grade level; however, the employee will continue to receive prior consideration under these provisions for higher grades up to and including that from which downgraded.

(4) Eligibility for prior consideration under this provision terminates when the entitlement to grade retention terminates.

b. Employees Who Did Not Receive Proper Consideration for a Prior Promotion Action Due to Procedural, Regulatory, or Program Violation

(1) These employees are entitled to prior consideration for the next appropriate vacancy for a period not to exceed one year, on selection, or when referred for a bona fide consideration, whichever occurs first.

(2) Entitlement to prior consideration is established by reconstruction of the promotion action in question to determine whether the employee was afforded proper consideration during the merit promotion process. For example, if the employee was rated eligible but not properly referred on a Merit Certificate of Eligibles, the employee can be entitled to prior consideration.

(3) An appropriate vacancy is a similar type of position in the same activity and same pay system as the position for which the employee failed to receive proper consideration; one for which the employee would be eligible and one at the same grade level with no higher potential than the position for which consideration was lost.

c. Department of Defense Priority Placement Program Registrants in Priority Groups 1, 2 and 3. Procedures, policies, and guidelines provided in reference (f) apply in the registration and referral of these registrants.

12. Procedures

a. Method of Locating Candidates

(1) The minimum AOC when filling vacancies under the competitive process will be by site including tenant commands having Cross Servicing Agreements. However, any AOC established must be in compliance with career and other special program requirements; be broad enough to ensure the availability of high quality candidates but also narrow enough to avoid an excessive number of applicants; and provide for the successful accomplishment of Affirmative Employment Program goals. The duration of the advertisement will be consistent with the area of consideration, but not less than one week.

(2) Consideration will be given to activity employees within the AOC who are absent due to military furlough or entitled to statutory restoration rights.

(3) Exceptions to the minimum AOC can be granted during hiring freezes or when other hiring restrictions are externally imposed. Approval to reduce the AOC rests with Level 1 Competency Managers with concurrence of appropriate union officials if advertising a bargaining unit position.

b. Vacancies Announced by Human Resources Department. These vacancies can be published in a local vacancy listing or announcement, the Office of Civilian Personnel Management Continental United States (CONUS) Vacancy Listing, the DOD Vacancy Listing, message advertisements, NAVAIR Corporate Placement Process (CPP) or other appropriate recruitment methods.

c. Establishment of Registers

(1) Registers can be used when similar vacancies are anticipated over a period of time when referrals through this process will not affect the quality of candidates available for selection. The life of a register will be determined by such factors as the frequency and number of vacancies being filled.

(2) Initial cutoff for acceptance and consideration of applications for registers that are open continuously will be the date stated in the vacancy announcement. Follow-on cutoff dates will be the close of business (1700) the date of receipt of the SF-52 (Rev. 7-91), Request for Personnel Action.

d. Acceptance of Applications

(1) Applications will be accepted from the following employees within the AOC:

(a) Current career/career-conditional employees

(b) VRA employees serving on an excepted appointment

(c) Handicapped employees serving on an excepted appointment

(2) Applications will be accepted from the following only if the announcement specifies that it is open to all status/appointable eligibles:

(a) Temporary employees with reinstatement eligibility

(b) Temporary employees with VRA eligibility

(c) Temporary employees with handicap appointment eligibility

(d) Temporary employees within reach on an appropriate OPM Certificate (or equivalent)

(e) Persons with reinstatement, VRA and handicap Appointment eligibility

(3) If the AOC allows for the acceptance of applications from outside of DOD, NAF employees who meet the criteria of the Interchange Agreement of 20 September 1991 will have their applications accepted for consideration.

(4) An application will not be considered if it is not from an appointable candidate; it is found to contain falsified information; the applicant is not within the AOC; the applicant will not meet all eligibility requirements by the closing date of the announcement; or it is received after close of business (1700) the closing date of the announcement or listing. No additional information/required forms will be accepted after closing date of the announcement.

(5) Employees who are absent for the entire duration of an announcement for legitimate reasons (e.g., on temporary additional duty (TDY) or leave, at training courses, military service, or other similar reasons) are entitled to receive appropriate consideration; however, the rating/ranking/certifying processes will not be delayed in view of management's need to fill jobs. Employees who will be away should arrange to leave an OF 612 (9-94), Optional Application for Federal Employment, or approprate application form(s), with a coworker or supervisor to be used in case a position is announced during the absence. Employees are also required to furnish proof of absence (TDY orders, approved SF-71 (Rev. 3-79), Request for Leave, etc.). An address or phone number would be helpful to enable an absent employee to be informed of any additional information to be submitted, such as supplemental experience statements covering pertinent job-related factors.

(6) Employees permanently stationed in support of the Command at assigned remote geographic locations can request an extension of five working days from the closing date to forward the appropriate application forms for consideration. Such employees must contact the appropriate position management advisor (PMA) team before the closing date to request the five day extension. Employees are then responsible for ensuring that the application is received or postmarked no later than the fifth day of the extension period.

(7) Regardless of the AOC, NAWCWPNS must accept applications from DOD Military Spousal Preference Program eligibles within the commuting area, according to reference (d).

(8) When the AOC is at least site wide, applications must be accepted from spouses of relocating civilian sponsors, who are employed by NAWCWPNS, if the spouse has competitive status. Spouses must submit, with their application, a copy of the sponsor’s permanent change of station (PCS) orders and a copy of a SF-50 (Rev. 7-91), Notification of Personnel Action, showing competitive employment status.

e. <u>Applicant Evaluation and Referral Methods</u>

(1) Applicants for promotion must be evaluated via at least one evaluation method. Regardless of the number of candidates, evaluation procedures must:

(a) Include job analysis to develop job related KSA’s or Quality Ranking Factor (QRF).

(b) Use multiple assessment measures such as experience, education, training, awards and annual performance rating to the extent relevant to the position being filled.

(c) Be applied uniformly

(2) Provided these requirements are met, evaluation procedures used for any given recruitment action can vary according to the number of applicants, type of position and other considerations.

(3) Quality Ranking Factor(s) Procedure

(a) At least one QRF is established for each vacancy anouncement.

(b) The QRF is defined at one level. That one level will describe what the applicant must meet to be considered Highly Qualified versus Qualified.

(c) The candidates who meet the QRF are referred to the selecting official as “Highly Qualified” and are referred in alphabetical order. If an insufficient number of “Highly Qualified” candidates are available (e.g., less than five), the “Qualified” candidates could be referred at the same time. The candidates are referred in alphabetical order within their respective groupings.

(d) If a “Qualified” candidate is selected instead of a “Highly Qualified” candidate, the selecting official must submit a justification for the selection. The justification must be based on job-related reasons and approved by the PMA Team Leader.

(4) Crediting Plan Based on a Point Rating System

(a) Conduct a job analysis to identify the job-related KSA’s and to develop a crediting plan to rank the eligible applicants.

(b) If an existing crediting plan is used, the selecting official must certify it as current.

(c) Each applicant is scored against each KSA in the crediting plan. The resulting addition of the points (score) are used to determine the “Highly Qualified” group. The “Highly Qualified” group comprises those who scored above a “natural break” in a rank ordered listing.

(d) A “natural break” is determined when one or more scores are missing in a rank ordered listing. A natural break is determined by the PMA. When a natural break does not occur, all qualified applicants in a rank ordered listing are referred. When there are only a few (less than five per vacancy) “Highly Qualified” candidates, “qualified” candidates can be referred.

(e) Applicants are certified in alphabetical order within their respective groups.

(5) Applicants eligible for noncompetitive selection (e.g. reassignment eligible, repromotion eligible, etc.) are referred on a separate list for the selecting official's consideration at any time of the process. If referred concurrently with eligibles for promotion, they are listed separately in alphabetical order under a heading labeled “noncompetitive applicants”. Only basic eligibility need be determined for noncompetive eligibles.

(6) Evaluators. Regardless of method used, candidates can be evaluated by the selecting official, a Human Resources Department (HRD) official, or a technical expert with sufficient knowledge of the occupation to understand the position requirements and render decisions.

(7) Panels

(a) Panels are defined as three or more employees officially evaluating, recommending, or selecting applicants for a vacancy. The type of panels that can be used are ranking panels, recommendation panels, and selection panels.

(b) Unless imposed by special program requirements (e.g., Upward Mobility), panels are not required. They are, however, permitted for any type/level of position. If the supervisor is also the selecting official, he/she can not serve on the ranking panel.

(c) Panel members must be sufficiently knowledgeable of the requirements of the vacant position to make in-depth job related decisions about the applicants. The selecting official decides, with the advice of the PMA, who will serve as panel members, including who would be designated the Equal Employment Opportunity (EEO) representative.

(d) The primary role of the EEO representative on a panel is to ensure that no non-merit or prohibited factor is used in the panel process, whether serving in the role of an evaluator or observer.

(8) Selection

(a) Supervisors and public officials, as defined in reference (a), are prohibited from participating in the selection process if a relative is under consideration. No employee can advocate the selection of a relative.

(b) The selecting official is entitled to select any certified candidate using job-related criteria, to nonselect all candidates, or to select from other sources at any time during the recruitment process. Each selecting official must be aware of and adhere to principles of EEO and must ensure that both evaluation and selection procedures conform to EEO guidelines. When filling supervisory or managerial positions, selecting officials must give consideration to candidates' demonstrated support to the EEO program.

(c) Interviews are at the discretion of the selecting official (e.g., can interview none, some, or all candidates certified for consideration) with the exception of Upward Mobil-ity positions. All applicants referred for Upward Mobility positions must be interviewed.

(d) Subsequent selections can be made from the Certificate of Eligibles for an additional identical vacancy(s) within 90 days from the date of first selection provided remaining candidates are still available for consideration.

(e) Within NAWCWPNS, the life cycle of a Certificate of Eligibles is 60 days. If selection is not made within 60 days of certification, according to reference (f), the Priority Place-ment Program must be requeried for possible placement action.

(f) The selecting official must consider the last performance appraisal, if submitted.

(g) Official job offers are made only by HRD.

13. Release of Employee and Effective Dates

a. Employees selected for a vacancy are released as follows:

(1) Promotion. Temporary or permanent within the site; permanent to another activity or agency; detail within the site to a higher graded position or to a position with known promotion potential; or reassignment to a position with known promotion potential - release is within two weeks from the date of notification unless a later date is agreed to by the gaining organization, but in no instance later than 30 days.

(2) Reassignment, change to lower grade or detail to same or lower grade:

(a) Within the Site. Normally within two to four weeks; however, the date may be extended by mutual agreement between the selecting and releasing officials. If disputes

arise, the release date will be determined by a common management official whose decision will be governed by what is in the best interest of the activity.

(b) Between Sites/to Another Activity. Release within 30 days unless there is a mutual agreement between the two sites/activities.

(3) To Overseas or From Overseas Activities. Release within 45 days unless extended by mutual agreement of the two activities.

b. A position change cannot be made effective before the position has been classified, the employee has met legal and qualification requirements, and applicable advance notice requirements have been met if the position change involved reduction in grade or pay.

14. Documentation. A case file of each competitive action sufficient to allow reconstruction of the promotion action is maintained by HRD for a period of two years or until an OPM evaluation is performed (whichever occurs first). Cases involving discrimination complaints are retained for two years after final disposition by the DON. All other documentation requirements will be in compliance with reference (b) and other applicable regulations.

15. Disclosure of Merit Promotion Information

a. Disclosure of information is according to provisions of the Privacy and Freedom of Information Acts.

(1) First consideration is given to protection of the privacy of the individuals concerned.

(2) All candidates will have equal access to information on merit promotion processes and procedures, types and levels of qualifications required, creditable experience, job-related evaluation criteria, their own test scores (if used), and their own ratings on job-related criteria.

(3) Ensure that information that might give some candidates an unfair advantage is not released.

b. Candidates can be informed of whether or not they were in the group from which selection was made and who was selected.

c. Test materials, identifiable materials on other candidates or other information that is an invasion of privacy, and “Internal Qualification Guides” that supplement the OPM X-118C

Handbook, or activity plans that copy or reference these guides will not be released.

16. Grievances. Employees have the right to file a grievance relating to an action covered by this instruction. However, non-selection from a group of properly evaluated and referred applicants is not grievable. Grievances are filed and processed following the appropriate grievance procedures.

17. Responsibilities

a. The Commander, NAWCWPNS, has the overall responsibility of establishing and operating a sound merit promotion program within NAWCWPNS per OPM, DOD, and DON policies. Level 1 Competency Managers will determine employees or positions that will serve as selecting officials and approve formal recruitment requests.

b. Managers/Supervisors are accountable for the end result; e.g., fair and equitable treatment of promotion candidates without regard to non-merit factors, fair and open competition, and selection based on KSA's. In exercising this responsibility, managers will comply with the provisions of this plan; promptly inform HRD of anticipated staffing needs; and as required or desired, identify, recruit, and evaluate candidates.

c. Evaluation and selection advisory panel members will comply with the provisions of this plan.

d. The HRD will provide advice and staff support to managers in accomplishing their responsibilities. This will include coordinating, developing, and administering this plan; establishing and maintaining a system to identify and refer employees entitled to prior consideration; notifying selected and nonselected applicants; and maintaining all required documentation.

e. The employee is responsible for keeping informed of the provisions of the Merit Promotion Plan and promotion opportunities and filing an updated OF 612 or appropriate application form(s), a copy of their current annual performance appraisal, and any other documents requested when applying for consideration either as a merit promotion or noncompetitive candidate.

18. Forms. SF-50 (Rev. 7-91), Request for Personnel Action, is available from the Civilian Personnel Division, Code 731000E (P621) and from Sup-R-Mart at China Lake. OF 612 (9-94), Optional Application for Federal Employment; SF 71 (Rev. 3-79), Request for Leave; and SF-52 (Rev. 7-91), Notification of Personnel Action, are available from Sup-R-Mart at China Lake and SERVMART

at Point Mugu and are available electronically on the CL ADMIN Zone, Admin Support Server at China Lake and the FS0024A Server at Point Mugu.

19. Directive Responsibility. The Head, Human Resources Department, Code 730000E (P62) is responsible for keeping this instruction current.

ROGER K. HULL
Acting

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