

Educational and Developmental



Intervention Services



Managers' Recruitment



Guide

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PURPOSE

The purpose of this guide is to assist Educational and Developmental Intervention Services (EDIS) managers in hiring and retaining employees. It provides information on how to initiate recruit actions, hiring sources, the application and hiring process and EDIS positions. The information in this guide is provided in question and answers (Q&A) format with subject headings for easy reference. The questions are based on issues which EDIS managers frequently ask or become involved with during the recruitment process.

This guide is for use by managers to provide general information only (it is not a technical guide). Managers with specific technical questions about filling positions must contact their Civilian Personnel Advisory Center (CPAC) for assistance.

INITIATING A RECRUIT ACTION

Q1: What is the first step in the recruitment process?

A: The first step in the recruitment process is to submit a Request for Personnel Action (SF-52). This process is automated and is commonly known as submitting the PERSACTION. PERSACTIONS must be submitted according to the routing procedures established by your Director or Activity Commander.

Q2: Who initiates the recruit PERSACTION?

A: The supervisor decides when a recruit action is needed. The actual recruit PERSACTION may be input by the manager, an administrative assistant, or other individual assigned this task for the organization. Nevertheless, if someone other than the supervisor or manager inputs the action, the supervisor or manager must ensure that all information necessary to complete the SF-52 request is submitted to the CPAC; and, that the individual with authority to electronically sign PERSACTIONS has done so prior to its submission into the automated system.

Q3: What information is absolutely essential to place on a PERSACTION for it to be processed?

A: Essential information is that which is needed to accurately reflect the position requirements and other information about the filling of the job. This information must be placed on the automated PERSACTION or electronically attached to the document when sent to the CPAC.

Required information includes:

- Job title, series and grade.
- Position description number.
- If developmental position, state level of recruitment and target grade
- Required and desired skills (see Q/A's 61 & 62).
- Whether or not permanent change of station (PCS) costs will be paid.
- Area of consideration for each recruitment source you request.
- Recruitment source(s) e.g., Delegated Examining Unit (DEU), RESUMIX, etc.
- Name request(s).
- Email address of the manager to receive the referral list.
- If temporary position, provide justification, duration of appointment and supervisor's certification that position has not been filled on a temporary basis for 24 out of the last

36 months.

- If term position, provide justification, and crediting plan describing how education and experience will be evaluated in the rating and ranking process.

Other pertinent information that may apply and must be placed on the PERSACTION in Section D, Remarks, are conditions of employment such as:

- Required background checks,
- Emergency Essential designation,
- Security clearances, and
- Physical examinations.

Job descriptions, crediting plans and other relevant supporting documents must be attached electronically. (Only approved standard Army Job Descriptions with designated titles and series may be used for recruiting.) If recruitment is desired from different sources, e.g., RESUMIX and DEU, both actions may be requested at the same time using only one PERSACTION with notes indicating sources requested. A SF-39, Request for Certificate of Eligibles, is required for DEU recruitment.

Q4: How far in advance should a recruit PERSACTION be initiated?

A: There are no specific time limits on how far in advance a recruit PERSACTION can be initiated. Supervisors may initiate a fill action as soon as it is known that a vacancy is projected. Also, in collaboration with the organization's Resource Management office, managers may take a proactive approach to filling EDIS positions and recruit based on anticipated rotation dates, that is, before an actual vacancy occurs.

MONITORING THE PERSACTION

Q5: How can a manager find out the status of a PERSACTION?

A: The individual inputting the PERSACTION (e.g., administrative assistant) has the ability to view online the current location of the PERSACTION. However, it is the managers responsibility to follow up with the individual inputting the action so PERSACTIONS can be monitored to ensure they move quickly through the approval system and arrive at the Civilian Personnel Operations Center (CPOC) for a timely fill. The online audit trail shows all inboxes the PERSACTION has been through and how long it remained with each individual. It also shows who currently has the action in their inbox. This online monitoring capability allows managers to track the action and move it along when a slow down occurs in the process.

Q6: Does the PERSACTION have to go through the Resource Management office?

A: Yes. All PERSACTIONS must go through the organization's Resource Management office for authorization and approval of funds.

RECRUITMENT SOURCES

Q7: Who decides what recruitment sources will enable a manager to get a job filled quickly and with the best qualified candidate?

A: Managers, in conjunction with advice from the CPAC. The CPAC Specialist will have experience filling positions in the serviced area, and based on the title, series and grade of the position for recruitment, can guide managers to the sources where they are most likely to get good results.

Q8: What recruitment sources are available?

A: Managers may choose to use the RESUMIX system for a referral list, the DEU for a certificate (list) of eligibles, and, as appropriate, the Army Career Referral system. Managers may recruit from different sources at the same time. Recruitment sources must be discussed with the CPAC Specialist. When recruiting for positions covered by the medical cell, in addition to requesting a RESUMIX list, always ask that a DEU certificate also be requested from the medical cell.

Q9: What is the Medical Cell?

A: The Medical Cell is a one-stop DEU operated out of the Northeast Civilian Personnel Operations Center which conducts worldwide external recruitment for hard-to-fill professional and technical medical positions throughout MEDCOM. The Medical Cell staff uses targeted advertising, organization and job fair outreach and professional journals to recruit for certain medical positions.

Q10: What EDIS positions are recruited through the Medical Cell?

A: The following EDIS positions can be filled from the Medical Cell:

- GS-602-Medical Officer
- GS-665-Speech Pathologist/Audiologist
- GS-631-Occupational Therapist
- GS-180-Psychologist
- GS-633-Physical Therapist

Q11: Are these the only positions covered by the Medical Cell?

A: No. The medical cell covers over 20 positions classified in the GS-600 family and GS-701-Veterinarian positions.

Q12: How does a manager go about getting a position advertised through the Medical Cell?

A: The Recruitment Services Division at the CPOC gives the CPOC DEU a copy of the PERSACTION and the Job Description, and using an electronic SF-39, the CPOC DEU requests a list of qualified applicants (formally called a certificate of eligibles) from the medical cell. The medical cell electronically sends the list of qualified applicants directly to the manager with a copy to the CPOC DEU.

Q13: Does a manager always have to request a RESUMIX referral list to fill a vacant position?

A: No. Not always. The following sources may be used by the CPAC without the need to submit a request for a referral list to the CPOC. Typically, these sources can be used for a quick

fill. The CPAC will verify qualifications, make the job offer and establish a proposed entrance on duty (EOD) or start date.

- Reassignment of a current employee.
- Changes-to-lower grade.
- NAF to AF conversions without a promotion.
- 10 point Veterans Readjustment Appointment (VRA) eligibles.
- 30% Disabled Veterans.

Q14: Are there other sources a manager can use to identify qualified candidates to fill a vacancy?

A: Yes. In addition to sources above, managers may consider the following applicants (each category of applicants is further defined later).

- VRA eligibles.
- Transfer eligibles.
- Promotion eligibles.
- Veterans Employment Opportunity Act (VEOA) eligibles.
- NAF to AF conversion eligibles (for promotion).
- DEU eligibles (both CPOC and Medical Cell)

Q15: What is the Veterans Readjustment Appointment (VRA)?

A: The VRA is an excepted service appointment that can be given to certain veterans and can be converted to a career-conditional appointment upon satisfactory completion of two years in the VRA program and any required education or training. Appointments can be made at any grade level up to and including GS-11 or the wage grade equivalent. VRA eligibles are automatically qualified for positions up to GS-03 and WG-03 based on their military experience. For positions at higher grade levels they must meet all Office of Personnel Management (OPM) qualification requirements for the position.

Q16: What is a transfer?

A: A transfer is the appointment of a current career or career-conditional Federal employee who moves from one Federal agency to another without a break in service.

Q17: What is a promotion eligible?

A: A promotion eligible is an individual who meets all of the requirements for a higher graded position, meaning they meet qualifications requirements in terms of required education, general and/or specialized experience (see Q/A's 64 & 65) and time-in grade requirements, when appropriate. Promotion eligibles must compete for the next higher graded position unless they have previously competed and are in a career ladder where the individual may be promoted without competition upon meeting eligibility requirements.

Q18: What is the VEOA appointment?

A: A VEOA appointment is one based on an individual's eligibility under the Veterans Employment Opportunity Act of 1998. This act authorizes agencies to appoint former military members to Schedule B appointments in the excepted service provided the former military

member has served on active duty for a period of three years and received an honorable discharge. The appointment does not provide for conversion to the competitive Federal service; however, under certain conditions employees may compete for promotion and reassignment.

Q19: What are Non Appropriated Fund (NAF) To Appropriated Fund (AF) Conversions and how does a manager know if an employee is eligible for the NAF to AF Interchange Agreement?

A: A NAF-to-AF conversion is the appointment of a NAF employee to an AF position provided s (he) meets the eligibility criteria. To be eligible, a NAF employee must have at least one year of continuous NAF service; however, this service does not have to be in the current position. For more details on NAF to AF conversions contact your CPAC.

Q20: If an employee is eligible for conversion under the NAF to AF Interchange Agreement, how do you know if the conversion action must be competitive?

A: First, the personnel specialist decides if the applicant is qualified for the position. Then, a comparison is made of the applicant's NAF salary to the representative rate of the AF position in which the individual will be placed. The representative rate for GS positions is step 4; for WG, it is step 2. If the NAF salary is equal to or greater than the AF representative rate, the employee may be reassigned to the position without competition. However, if the NAF salary is less than the AF representative rate, the position is considered higher than the employee's current position; and, the action must be competitive.

Q21: What is DEU Authority?

A: The Office of Personnel Management has granted DEU authority to Department of the Army, USAREUR to evaluate and refer qualified applicants for jobs in the Federal competitive service. The CPOC has DEU authority for most all jobs filled in Europe, except for those covered by the medical cell DEU. Veteran preference in hiring and the "Rule of Three" are applied when using DEU procedures. An individual selected from a DEU certificate (list of eligibles) for a permanent position receives a career-conditional appointment that leads to career status. All competitive term appointments must be filled using DEU procedures. Most EDIS positions are covered by the medical cell DEU. For positions not covered by the medical cell DEU, when external recruitment is done, an SF-39 request may be submitted along with the PERSACTION for recruitment through the DEU at the CPOC.

Q22: What is the Rule of Three?

A: The selection procedure used when hiring from a DEU list. When selecting from eligible candidates on a DEU list, the selecting official must select from among the highest three eligibles on the certificate who are available for appointment, provided (s)he does not pass over a preference eligible to select a nonpreference eligible. Exceptions may be made only when an objection to the preference eligible has been processed and approved. Only OPM has authority to approve objections to 30% or more (CPS) compensably disabled veterans and disqualifications based on medical grounds. Approval of objections for other reasons may be approved at various levels within the organization. Check with your CPAC for guidance.

Q23: What is a Reassignment?

A: A reassignment is the change of a permanent employee from one position to another without promotion or change to lower grade. It may be to a position in the same or different job series. Sometimes a reassignment is referred to as a lateral.

Q24: What is a 30 Percent or More Disabled Veterans appointment?

A: This appointing authority may be used to hire veterans who have a service-connected disability of 30 percent or more. Initially, the veteran is hired under a temporary appointment that must last more than 60 days. At any time during the temporary appointment, the veteran may be converted to a permanent appointment to the same or a different position. The veteran must meet all qualification requirements if the position is above the GS-03 or WG-03 grade level. The veteran must serve a one-year probationary period if converted to a permanent career-conditional appointment.

Q25: What is Reinstatement?

A: Reinstatement is reemployment of an individual formerly employed in the Federal service under a career or career-conditional appointment (or equivalent). Individuals may be reemployed to a position up to the highest grade previously held on a permanent basis without competition. There is no time limit for reinstatement for preference eligibles and for persons who have completed service requirements for career tenure. Generally, others may be reinstated only within three years of their separation.

RECRUITMENT AND RETENTION INCENTIVES

Q26: Are there recruitment incentives that may be used for filling hard-to fill positions?

A: Yes. Recruitment incentives include, recruitment bonuses, superior qualifications appointments (advance-in-hire rate) and relocation bonuses. Information on recruitment and retention incentives is found in USAREUR Regulation 690-530. All requests for recruitment and relocation bonuses must be forwarded to the Commander, Europe Regional Medical Center (ERMC) for approval prior to submitting to the CPAC for processing through personnel channels.

Q27: What is a recruitment bonus?

A: A recruitment bonus is a one-time payment of a sum of money, in addition to basic pay, to a newly appointed, U.S. citizen, appropriated fund, general schedule employee; or an individual not yet employed, but to whom a written offer of employment has been made by the agency. A determination must be made that, in the absence of such a bonus, difficulty would be encountered in filling the position with a high-quality candidate.

Q28: How much money can be offered an individual as a recruitment bonus?

A: An individual may be given up to 25% of their basic pay, which is the rate of pay fixed by law or administrative action for the position to which the employee is or will be newly appointed (excludes deductions, locality pay, etc.).

Q29: What conditions are required for an applicant to be given a recruitment bonus?

A: Commanders may recommend recruitment bonuses for individuals who meet eligibility criteria. Documentation required includes:

- 1) Information that the position to be filled is for a period of at least 2 years,
- 2) Certification that without the recruitment bonus the organization would have difficulty filling the position with a highly qualified individual,
- 3) Certification that the position is authorized on the organization's TDA for the duration of the proposed appointment, and
- 4) Certification that funds are available for the period when the bonus is to be paid.
- 5) Detailed results of recruitment efforts.

Contact the servicing CPAC for additional details on documentation of recruitment efforts.

Q30: If an applicant is paid a recruitment bonus, is (s)he under any obligation to stay with the organization for a certain period of time?

A: Yes. Candidates must sign a service recruitment bonus agreement indicating that they will serve at least 12 months before a bonus will be paid. The bonus runs during the same period as the overseas tour. If the employee fails to complete the period of employment voluntarily, (s)he will be indebted to the Federal Government and must repay the amount of the bonus on a pro rata basis (1 month for 1 month).

Q31: Who has approval authority for paying a recruitment bonus?

A: The ADCSPER (Civilian Personnel) USAREUR has approval authority for granting a recruitment bonus. The ERMCM Commander recommends approval of recruitment bonuses, and the documentation package must be forwarded through the CPAC and the CPOC to the Civilian Personnel Directorate for approval. **Approval must be granted prior to the individual entering on duty.**

Q32: What is a superior qualifications appointment?

A: Appointment of a newly hired candidate, or a reappointment of a individual after a 90 day break in service, at a pay rate above the minimum rate of the appropriate general schedule grade (e.g., instead of hiring as a GS-12, step 1, the individual may be hired as the GS-12, step 4.) The appointment may be made based on either the superior qualifications of the individual or the special need of the agency for the candidate's services.

Q33: What documentation must be provided to support a superior qualifications appointment?

A: Documentation must include:

- Copy of the applicant's resume or application,
- Copy of the job description for the position to be filled,
- Copy of the vacancy announcement,
- Commander's rationale for recommending a higher rate based on the individual's qualifications or the organization's special needs for the candidate's services,

- Description of the recruitment efforts made to fill the position, including consideration of surplus candidates in the competitive area and career program or functional program,
- Commander's rationale for not offering a recruitment bonus instead of or in addition to an advanced rate,
- Commander's recommended pay rate (expressed as a percentage of the candidate's existing pay, not to exceed 20%), and
- Commander's certification that funding is available.

Q34: Who has approval authority for a superior qualifications appointment?

A: The ADCSPER (Civilian Personnel) USAREUR has approval authority for granting a superior qualifications appointment. The ERMCM Commander recommends approval of a superior qualifications appointment, and the documentation package must be forwarded through the CPAC and the CPOC to the Civilian Personnel Directorate for approval. **Approval must be granted prior to the individual entering on duty.**

Q35: Is the Superior Qualifications Appointment the same as an advance in-hire rate?

A: Yes. Superior Qualifications Appointments are also known as advance in-hire rates.

Q36: What are relocation bonuses?

A: Payment of an employee for up to 25% of the annual rate of basic pay to an employee who must relocate to accept a position in a different commuting area, provided there is a determination that, in the absence of such a bonus, difficulty would be encountered in filling the position with a high quality candidate. A relocation bonus may be paid without affecting the payment of a retention allowance.

Q37: What documentation must be provided to support a relocation bonus?

A: First, the recruitment situation must be appropriate for a relocation bonus to be paid. The following documentation is required to support the need of the relocation bonus:

- a) documentation that without the bonus, the organization would have difficulty filling the position with a highly qualified candidate,
- b) certification that the position is authorized on the current TDA and that funds are available for the period when payments are to be made, and
- c) detailed documentation of recruitment efforts.

Contact your CPAC for guidance on preparing relocation bonus requests.

Q38: Who has approval authority for paying a relocation bonus?

A: The ADCSPER (Civilian Personnel) USAREUR has approval authority for granting a relocation bonus. The ERMCM Commander recommends approval of a relocation bonus, and the documentation package must be forwarded through the CPAC and the CPOC to the Civilian Personnel Directorate for approval. **Approval must be granted prior to the individual entering on duty.**

Q39: What is a retention allowance?

A: Authorization to pay up to 25% of basic pay of a current U.S. citizen appropriated fund employee if unusually high or unique qualifications of the employee or a special need of the agency for the employee's services makes retention of the employee essential, and it is likely the employee would leave Federal service unless there is payment of the allowance. A retention allowance is not a one time payment; if approved, it becomes a part of the employees pay until such time that it is determined that a retention allowance is no longer appropriate. A retention allowance cannot be paid to an individual who is likely to leave his/her position for employment in the executive, legislative or judicial branch of the Federal government, whether in the same or a different agency. Payment of a retention allowance may not begin during a period of employment established under a service agreement (12 month service requirement) required for payment of a recruitment bonus.

Q40: What documentation must be provided to support a retention allowance?

A: Documentation must include:

- a) Recommendation by the Commander.
- b) Certification that without an allowance, the employee is likely to leave the Federal Government.
- c) Written description of the extent to which the employee's departure would affect the organization's ability to carry out an activity or perform a mission-essential function.
- d) Certification that the position to be filled is authorized on the organization's TDA for the fiscal year during which the allowance is initiated and that funds are available.
- e) Results of recent efforts to attract high quality candidates with similar qualifications and availability of persons whom, with minimal training or disruption of service, could perform the full range of duties and responsibilities assigned to the employee.
- f) Rationale for amount of the allowance or change to allowance percentage.

Q41: Who has approval authority for paying a retention allowance?

A: The ADCSPER (Civilian Personnel) USAREUR has approval authority for granting a retention allowance. The ERMC Commander recommends approval of retention allowances, and the documentation package must be forwarded through the CPAC and the CPOC to the Civilian Personnel Directorate for approval.

Q42: Since many physicians (medical officers) receive very high salaries in the private sector, and Federal government salary rates are not competitive, are there special salaries which can be granted to recruit physicians hired in the Federal government?

A: Yes. Physicians are hired and paid according to a special salary chart, different from that used for other GS employees. Step 1 of the starting salary of a pay grade is typically about \$15,000 dollars above step 1 of the same grade of the regular General Schedule pay schedule.

Q43: What is meant by physician's comparability allowance (PCA)?

A: A PCA involves payment of allowances for certain Federally employed physicians in return for a specified period of service when the service (Army) is experiencing a significant

recruitment and retention problem. These allowances must be fixed at the minimum amounts necessary to deal with such problems. Information on PCAs, requirements and authority to approve is found in the latest annual edition of HQDA Interim Change 1-01 to AR 690-500, chapter 595. This interim change is renewed annually.

Q44: How does an applicant qualify for a PCA?

A: To qualify for a PCA an individual must be hired as a civilian physician or dentist at GS-15 and below (or at an equivalent grade in another system) who provides direct patient care services or service that is incident to patient care. The individual must also serve in a position that has not been excluded from receipt of special pay by statute, by the provisions of the Delegated Agreement or by the Secretary of a Military Department, or his or her designee.

Q45: Who has approval authority for granting physicians comparability allowances?

A: Within ERM, Medical Treatment Facility Commanders have authority to approve PCAs as follows:

- Commander, Landstuhl Regional MEDCEN;
- Commander, Heidelberg MEDDAC;
- Commander, Wuerzburg MEDDAC & CSH.

This authority has not been delegated further down.

Q46: How does a physician go about getting PCA?

A: Physicians are advised of PCA when they inprocessed at the overseas CPAC. They are advised of their eligibility of PCA, if appropriate, and given information on how to request and provide documentation to support PCA. When the paperwork is submitted and approved by the ERM Commander, the PCA becomes effective.

Q47: If an individual is paid a physicians comparability allowance, is (s)he under any obligation to stay with the organization for a certain period of time?

A: Yes. Physicians receiving PCA are required to sign a PCA Service Agreement which includes an effective date and an expiration date and which specifies that the individual will serve as a physician at least through the expiration of the agreement.

Q48: Is it possible for a manager to give a physician a combination of incentives, (for example, physician's comparability allowance + recruitment bonus + relocation bonus + a retention allowance) to recruit and retain them in the Federal service?

A: Yes. If the physician's individual circumstances (qualifications, current pay, etc) and employment circumstances warrant it, a physician may be given a combination of recruitment incentives, except when specifically prohibited. Decisions on combinations of recruitment incentives are decided by the MTF commanders (see Q/A 45) on a case-by-case basis based on mission needs, criticality of the services, availability of funds and the efficiency of the service.

NAME REQUESTS

Q49: What is a name request?

A: A name request is the individual or individuals the manager would like to be referred for consideration for his/her vacancy. When a manager wishes to consider name requests, the individuals' names must be included in Part D of the PERSACTION request.

Q50: If a manager has already submitted a PERSACTION, and later discovers someone (s)he would like to consider as a name request. What can be done?

A: The manager should contact the CPAC Specialist servicing his/her organization. The specialist will forward this information to the CPOC by email. **However, if a referral list has already been processed and forwarded to the manager, it is too late. A new list will NOT be processed just to allow for consideration of a name request.**

Q51: If a name request is submitted with a PERSACTION, will the name request(s) automatically be considered for the vacancy?

A: The area of consideration will be established to include the name request. To be considered for the vacancy, the name request **MUST** have an active resume in the RESUMIX database **PRIOR** to the CPOC processing the referral list, **AND**, for general announcements, must have self-nominated for the applicable announcement. For special announcements, the name request must have an active resume in the RESUMIX database and must self nominate (see Q/A 52) for the position during the open period. **(Applicants can only submit resume updates during the first 5 days of the month; however, they can submit first time resumes and administrative updates at any time.)** Managers who submit name request(s) should ask the individual BEORE submitting the PERSACTION if s(he) has a current resume in the RESUMIX database.

Q52: What do you mean by self-nomination?

A: Self-nomination is the process of indicating interest and availability for a special announcement. This is possible only if the applicant already has a valid resume on file in the RESUMIX database. The applicant must self-nominate by the **closing date** of the appropriate vacancy announcement. This is done **only by email, fax, or via the CHRMA website**. Instructions are contained in the Resume Job Kit at: <http://www.chrma.hqusareur.army.mil>

Q53: If a position is covered by a General Announcement, how would a name request indicate interest for the general announcement?

A: Interest in General Announcements as well as Career Program Announcements should be included on the Supplemental Data Sheet. If an applicant does not initially (when resume is submitted) indicate interest in a General or Career Program announcement (s)he may add this information as an "Administrative Update." The applicant should follow the instructions in the RESUMIX Resume Job Kit to submit the Administrative Update.

Q54: What is an open continuous announcement?

A: An open continuous announcement is one with no closing date and for which applicants may submit a self-nomination at any time. General announcements are open continuously.

ADVERTISING THE VACANCY

Q55: Will every vacancy be advertised with an opening and a closing date so applicants can be told when and how they can apply?

A: No. Not all vacancies are advertised with an opening and a closing date. The CPOC has both General Announcements and Special announcements (see Q/A 57). The title, series and grade of the vacancy determines whether it is covered under a General Announcement or will be advertised as a Special Announcement.

Q56: How does a manager know if a position is covered by a General Announcement?

A: All General Announcements are listed on the CHRMA website at <http://www.chrma.hqusareur.army.mil/employment>

Q57: What is the difference between a General and a Special Announcement?

A: General Announcements typically cover positions that have a high-turnover rate; consequently, they are open continuously for receipt of resumes and self-nominations. Positions advertised as Special Announcements are prepared for all other positions not covered by a general announcement. These announcements have specific opening and closing dates.

APPLICATION PROCEDURES

Q58: How do applicants apply for a job through the RESUMIX system?

A: They must submit a two-page resume along with the required supplemental data sheet and transcripts when required. The instructions on how to apply are located at the following website: http://www.chrma.hqusareur.army.mil/employment/how_to_apply.htm. Click on RESUMIX Resume Kit. The format for the resume is in the Kit.

Q59: How can an applicant find out about a specific vacancy announcement?

A: All vacancy announcements are posted at the website referenced above.

IDENTIFYING REQUIRED AND DESIRED SKILLS

Q60: Why do managers have to include required and desired skills with recruit PERSACTIONS?

A: The manager knows the skills the selectee must bring to the job for satisfactory performance. Proper identification of required and desired skills is critical to getting a referral list with qualified candidates who meet the requirements of the vacant position.

Q61: What are required skills?

A: **Required skills** are skills defined by management that the candidate **must possess** to successfully perform the duties of the position. These skills must be related to the duties of the position as described in the official position description. For example, it is not feasible to

require that a Secretary have experience in contracting because the individual will be working in a contract office. In this case, experience working with contracts would be a **desired skill**, and would not screen out anyone who did not have contract experience. An applicant must meet the required skills search criteria before a rating determination is made. Required skills must not only be related to the duties of the position, but must also be reasonable to expect applicants to have for the position.

Q62: What are desired skills?

A: Desired skills are those that management would like for a candidate to bring to the job. Desired skills are not mandatory, but when possessed would make a candidate better qualified for the job.

MINIMUM AREA OF CONSIDERATION

Q63: When a manager requests that the area of consideration be limited to the organization, why are applicants from other areas sometimes referred on the list?

A: The minimum area of consideration always includes the following categories of applicants:

- a) Military spouse preference (MSP) eligibles,
- b) Veterans eligible under VEOA,
- c) Current Department of Army employees with status who apply, and
- d) Family members on LWOP living within the commuting area.

As a result of these requirements, the referral list may include applicants who are eligible to apply under one of the above categories.

APPLICANT QUALIFICATIONS

Q64: What are qualification standards?

A: Qualification standards are established by the OPM and are intended to identify applicants likely to be able to perform successfully on the job, and to screen out those who are unlikely to do so. These standards prescribe the type and level of education and experience required for an individual to be considered minimally “qualified” for a specific position and grade level. The same qualification standards are used by all Federal agencies and define how much and what kind of education and experience an applicant must have to qualify. Generally, positions at the GS-5 and above levels require 1 year of specialized experience at or equivalent to the next lower level in the Federal service.

Q65: What is specialized experience?

A: Specialized experience is that which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and is typically in or related to the work of the position to be filled.

Q66: What is general experience?

A: Unless otherwise defined by a specific qualifications standard, general experience is typically any type of progressively responsible work experience that demonstrates the applicant's ability to perform the duties of the position to be filled. It could have been clerical; office or other work experience that indicates ability to acquire the knowledge and skills needed to perform the duties of the position.

Q67: Who decides if applicants are qualified for positions?

A: The Specialist in the CPOC determines qualifications of applicants when the RESUMIX referral list is processed. In some cases (when employees are not selected from a referral list), the CPAC specialist makes qualifications determinations, e.g., with reassignments, reinstatements, 30% Disabled Veterans, etc.

HIRING PREFERENCES

Q68: What is Military Spouse Preference (MSP) and how does it work?

A: Military spouse preference is hiring preference given to spouses of military personnel who accompany their sponsor to an overseas duty location. MSP applies only to initial employment in a continuing position, including temporary positions of 1 year or longer. MSP is afforded to military spouses for both NAF and AF positions. MSP candidates referred for selection will block selections of non-MSP candidates when selection is made from a competitive referral list. This applies whether the MSP candidate is on leave without pay or is an external candidate. Selecting officials may make selections from noncompetitive sources without regard to MSP (for example, VRA, 30% DAV, transfer, or DOD and OPM interchange agreement eligibles).

Q69: What is Veterans Preference and how does it work?

A: Veterans Preference is hiring preference given to certain former military members when competing for appointment in the Federal competitive service. Veterans preference is applied when using DEU procedures. Veterans eligible for preference in hiring receive either 5 or 10 preference points added to their score in the hiring process. In making selections from a DEU certificate (list), higher standing preference eligibles (veterans) on the certificate have priority for selection over non-preference eligibles.

Q70: What is Family Member Preference and how does it work?

A: Family member preference is employment preference given in the overseas area to family members of GS and NAF employees and members of the Armed Forces when they reside with the sponsor and have PCSed from the States. Family member preference applies for both NAF and AF positions. Family member preference candidates have priority after MSP preference candidates on RESUMIX competitive lists.

INTERVIEWS

Q71: Are managers required to interview applicants?

A: No. Interviews are recommended, but not required. Managers may interview none, some, or all of the candidates on a referral list or a DEU certificate. However, managers should use a consistent interview process.

Q72: Can a manger use a candidate's inability to appear for an interview as a basis for nonselection?

A: No. Managers may conduct telephone interviews. Also, a supervisor or manager in one location may conduct a courtesy interview for a manager in another location when such arrangements can be worked out.

Q73: Once a manager makes a selection from a RESUMIX referral list what needs to be done next?

A: The referral list must be annotated with actions taken and sent to the CPAC.

Q74: If some of the individuals on the referral list have returned to the United States, and others decline the position, does this information need to be provided to the CPAC?

A: Yes. All information received when the list is "worked" that affects applicants' future availability for positions must be reported to the CPAC, e.g. declined job offer, reasons for declinations (declined location, declined grade), relocated, etc. Managers must annotate the information on the referral list. When lists are returned to the CPOC, this information is used to delete from the RESUMIX database resumes of individuals who are no longer available. This process of cleaning up the database helps managers get referral lists with currently interested and available applicants.

Q75: If a manager locates a really good applicant who has never worked for the Federal Government before, how can the applicant be considered for a vacant position?

A: Applicants who have no prior Federal service and who cannot be appointed using one of the special appointing authorities (VRA, 30% Disabled Veteran, Family Member, etc.) must be referred from a DEU list. If a manager would like to consider such an applicant as a name request, then the position must be advertised through the DEU. Even though a manager may be interested in hiring an individual using DEU procedures, the managers should simultaneously request a RESUMIX referral list with applicants eligible for various appointing authorities.

FILLING EDIS POSITIONS

Q76: Why are occupational therapists, physical therapists, psychologists and speech pathologist and audiologists positions so hard-to-fill?

A: There are several factors which may contribute to the difficulty filling these positions: salaries individuals in these occupations are able to earn in the private sector compared to Federal sector pay scales, specific educational degree requirements and/or coursework and licensure requirements. Also, family members and other local candidates readily available in the overseas area typically do not qualify for such positions.

Q77: Why are transcripts so important for some positions?

A: Transcripts are important for professional positions identified in Q/A 76 to verify completion of required education, and, when appropriate, specific coursework. When specific degrees and/or coursework are required applicants cannot be rated eligible unless a transcript is available for verification.

PERMANENT CHANGE OF STATION (PCS) COSTS

Q78: If an individual is recruited from CONUS, must PCS costs be paid?

A: No. Managers are not required to pay PCS costs when recruiting from the United States; however, payment is an attractive recruitment incentive. If at all possible, managers should pay PCS costs when recruiting stateside or worldwide. If PCS costs are not paid, the chances of finding a qualified candidate are greatly diminished when recruiting for hard-to-fill positions, like occupational therapists, physical therapists, medical officers, etc. When filling positions that have traditionally been hard-to-fill managers should always pay PCS costs.

ROTATION AGREEMENTS

Q79: If an individual is recruited from the United States, do they have to sign a rotation agreement?

A: Yes. Individuals recruited from CONUS for career or career-conditional positions must sign rotation agreements. The initial rotation agreement is for 3 years and may be extended for an additional 2 years.

If you have suggestions for improving this guide, send them to:

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vacancy announcements, visit our website:**

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