

Department of the Army
Southwestern Division, Corps of Engineers
Dallas, Texas 75242

SWD Regulation
690-1-335

1 March 2000

Human Resources
MERIT PLACEMENT AND PROMOTION PLAN

1. Purpose. This regulation establishes a Merit Placement and Promotion Plan and a systematic and equitable program for consideration of eligible employees for promotion to positions of higher grade or placement in positions with known promotion potential, including positions filled by details and temporary promotions exceeding 120 days.

2. Applicability. The Merit Placement and Promotion Plan applies generally to the filling of competitive service positions in the Southwestern Division and its serviced activities. Where this plan is silent regarding certain aspects of the Federal Merit Promotion Program, the provisions in publications of higher authority will apply. Where the provisions of the local negotiated agreement are different from the provisions of the plan, the negotiated provisions will take precedence. Exceptions to this plan are listed in paragraph 7.

3. References.

5 CFR Part 335

4. Policy.

a. All positions will be filled with the best qualified candidates available, and all selections will be made solely on the basis of merit, as prescribed by law.

b. Actions under this plan, whether identification, qualification, evaluation or selection of candidates, shall be taken without regard to political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, nondisqualifying physical disability, or age, and shall be based solely on job-related criteria. Positive action will be taken by management to consider the activity's approved Affirmative Action Plans (AAP) for minorities and women and physically or mentally disabled individuals. All placement and promotion actions must strictly adhere to nepotism laws and regulations.

c. Management has the right to select or not to select from a referral list of candidates. (See paragraph 12c(4) for additional information on documenting return or unused selection lists.) Also, management has a right to select from any source of candidates that may be properly referred in accordance with governing laws.

5. Definitions

a. **Known Promotion Potential.** Positions referred to as having known promotion potential are those positions engineered for filling at a grade below the established or target grade with subsequent noncompetitive promotion(s) to the target grade as qualifications and any formal training requirements are satisfactorily met. Examples are "trainee positions" and "career ladder" positions filled initially below the authorized target grade. Note: Management Officials must give consideration to the anticipated size of the applicant pool before restructuring a position to the trainee level.

b. When the term "Plan" is used in this regulation, it refers to this Merit Placement and Promotion Plan.

6. Covered Personnel Actions. The competitive procedures outlined in this plan will apply to all placement and promotion actions (except those specifically excluded in paragraph 7 below).

7. Exclusions From Coverage.

a. Jobs in the excepted service (i.e. VRA, Student Employment, Attorneys, Physically or Mentally Disabled);

b. Jobs in the Senior Executive Service (SES) and former Public Law 313 -type positions;

c. Jobs in Army career programs at Army-wide or MACOM-wide mandatory referral levels, for which competitive recruitment authority has not been delegated to the local level;

d. Temporary appointments to positions appropriately filled by temporary or term employees;

e. Placements made under reduction-in-force procedures;

f. Placements of employees having statutory, regulatory, or administrative reemployment or restoration rights, or to whom a like employment obligation exists;

g. Placements made under the outstanding scholar direct hire program.

h. Placement or promotion directed by higher authority to correct a previous procedural or regulatory violation;

i. Conversion of Student Career Experience Program employees to permanent appointments under the provision of CFR 308;

j. Conversion of excepted service appointees to competitive service appointments;

k. Conversion to permanent appointments of eligible veterans with 30% or more disability who are serving on temporary appointments under 5 CFR 315.707;

l. Competitive appointments of United States citizens who are family members of a civilian employee or a member of a Uniformed Service and who have completed a total of 12 months of creditable overseas service under one or more overseas appointments in the excepted or competitive overseas service, under the provisions of Executive Order (EO) 12721; only if appointed within 3 years after returning to the United States from an overseas tour during which eligibility was acquired.

SWDR 690-1-335
1 MARCH 2000

- m. Placement of career interns upon graduation from the training program;
- n. Competitive appointments to competitive service positions from OPM registers and registers established by the Civilian Personnel Operations Center (CPOC) under delegated examining authority;
- o. Promotion to a grade previously held on a permanent basis in the competitive service (or in another merit system with which OPM has an approved interchange agreement, from which an employee was separated or demoted for other than performance or conduct reasons;
- p. Promotion, reassignment, demotion, transfer, reinstatement, or detail to a position having promotion potential no greater than the potential of a position an employee currently holds or previously held on a permanent basis in the competitive service (or in another merit system with which OPM has an approved interchange agreement) and did not lose because of performance or conduct reasons;
- q. Temporary reassignment of a permanent employee;
- r. Reassignment or change to lower grade within the activity;
- s. Time-limited promotions for no more than 120 days to higher graded positions (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). A temporary promotion may be made permanent without further competition provided the temporary promotion was originally made under competitive procedures and the fact that it might lead to a permanent promotion was made known to all potential candidates; and the area of consideration used for the competitive temporary promotion was appropriate for competitive permanent promotion. Note: Competitive time-limited promotions may be made for any period of time not to exceed 5 years.
- t. Details for no more than 120 days to a higher grade position or to a position with higher promotion potential (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). An employee need not meet time-in-grade or minimum qualification requirements to be detailed to another position. However, if employees are fully qualified for higher grade positions and temporary assignments are expected to exceed 60 days, management officials should consider temporary promotions in lieu of details;
- u. 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; In these cases, the employee must be either promoted noncompetitively or reassigned to another position for which he/she is qualified;
- v. Career promotions(1) A promotion without current 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 competitive promotion procedures 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 (see Appendix A); or
(2) A promotion resulting from an employee's position being classified at a higher grade because of additional duties and responsibilities.
- w. Repromotion consideration of an employee who was demoted without personal cause and not at their request, will be granted until grade and/or pay retention benefits cease, or for two years from the date of the change to lower grade.

8. Responsibilities.

a. Commanders and Office/Division/Directorate Chiefs are responsible for assuring that:

- (1) The merit policies, principles, and procedures of this Plan are fully and consistently fulfilled; and
- (2) Personnel, involved in the development, administration, and evaluation of programs, plans, procedures, and methods for promotions and related placement actions have the necessary technical competence and are provided special training as required.

b. Managers and supervisors are responsible for:

- (1) Familiarizing themselves with and actively supporting this Plan and recommending improvements;
- (2) Keeping subordinates fully informed on the basic principles, policies, and operation of the program;
- (3) Anticipating personnel needs and timely initiating action to include position need justification for quality recruitment;
- (4) Assisting in the identifications of job skills needed to perform the duties of the position;
- (5) Serving on rating and ranking (ad-hoc) panels, when required;
- (6) Prompt and valid completion of supervisory appraisals of performance, when required in vacancy announcements;
- (7) Assisting employees in applying for vacancies; and, upon written request of employees, submitting applications for vacancies announced during employee's absences;
- (8) Objectively considering all referred candidates;
- (9) Furnishing job related definitive reasons for selection, based on their judgment of the qualifications of all candidates and how well the selectees will perform in the position;
- (10) Releasing selected employees within specified time limitations (see Paragraph 13);
- (11) Counseling employees concerning promotional opportunities and self-improvement for future opportunities;
- (12) Upon request from non-selected applicants, furnishing information regarding the basis for their non-selection and making recommendations to the applicant on ways they might enhance their qualifications for future promotion opportunities.

c. Employees are responsible for:

- (1) Keeping informed on provisions of this Plan and following procedures in applying for vacancies;

SWDR 690-1-335
1 MARCH 2000

- (2) Assuring that official personnel records reflect all experience, training and education;
 - (3) Checking bulletin boards WWW.CPOL.ARMY.MIL for vacancy announcements on a regular basis;
 - (4) Making themselves available and taking advantage of opportunities for self-development and acquiring necessary skills and training for advancement;
 - (5) Carefully reviewing vacancy announcements and applying for those positions for which they believe they meet qualification requirements outlined there in, and for which they have a genuine interest;
 - (6) Keeping supervisors informed in writing of types of positions for which they desire consideration during their absence;
 - (7) Suggesting improvements in this Plan in response to evaluation studies as conducted by the Human Resources Office;
 - (8) Serving on rating and ranking panels, when required;
 - (9) Assisting in the identification of needed job skills, and;
 - (10) Assuring that they are identified as a repromotion eligible if so entitled.
- d. Equal Employment Opportunity (EEO) Managers are responsible for:
- (1) Suggesting improvements in this Plan;
 - (2) Coordinating EEO activities which may impact merit system requirements, and;
 - (3) Reviewing referrals and/or selections to assure compliance with EEO considerations.
- e. Human Resources Director is responsible for:
- (1) Operating, evaluating, and improving the program based on regulatory changes and needs of the Southwestern Division, and serviced activities;
 - (2) Considering comments and suggestions of supervisory personnel, employees, and employee organizations with regard to this Plan;
 - (3) Providing training on the requirements and procedures of this Plan to supervisors and providing information, orientation, and assistance to employees;
 - (4) Assisting/advising supervisors in accomplishing their responsibilities;
 - (5) Determining validity of selective placement factors for use in evaluating candidates;
 - (6) Coordinating, through the appropriate Human Resources Specialist, with the supervisor in establishing the area(s) of consideration for vacancy announcements;

(7) Considering employees temporarily absent in military service, or service in public international organizations, for appropriate vacancies;

9. Area of Consideration.

a. The minimum area of consideration for all jobs filled under this Plan will be shown on the position vacancy announcement. Certain excepted appointees (i.e., VRA, physically or mentally disabled) may compete for competitive service jobs with the restraints of excepted authority (e.g., 5CFR part 307).

(1) The minimum area of consideration for permanent actions will be Army wide.

(2) The minimum area for temporary promotions, temporary reassignments and details may be smaller than for permanent actions. If the area of consideration for a competitive temporary promotion was narrower than required for normal permanent placements, full competitive procedures will apply when the position is later filled on a permanent basis.

(3) The minimum area of consideration will be extended as needed to obtain an adequate number of highly qualified candidates and to achieve EEO affirmative action program goals.

(4) Concurrent consideration may be given to eligible non -Army candidates, including transfer and reinstatement eligibles, who have applied for promotion consideration. Candidates from outside Department of Army may be considered before, during, and after the in -service search.

10. Methods of Locating Candidates. (These methods are not all inclusive.)

- | | |
|-----------------------------------|---|
| a. Office of Personnel Management | f. Direct Hire Authority |
| b. State Employment Agencies | g. Delegated Examining Authority |
| c. State Rehabilitation Agencies | h. VRA |
| d. College Recruitment | i. Newspaper Advertisements |
| e. Reinstatement Eligibles | j. Contacts with Minority Organizations |

11. Candidate Evaluation.

Candidate evaluation will be conducted by the Civilian Personnel Operations Center in accordance with procedures established under the Resume Process, Appendix C.

12. Referral and Selection.

a. Referral. A reasonable number of candidates eligible for promotion will be referred to the selecting official. Factors which may influence the number of candidates referred are:

(1) The requirements of the Affirmative Action Plan.

(2) The size and nature of the applicant pool.

(3) The ability of management to review the number of candidates in a timely and efficient manner.

SWDR 690-1-335
1 MARCH 2000

b. The Referral and Selection Register may also contain the names of eligibles from other sources from which a selection may be made, e.g., reassignment eligibles, and transfer/reinstatement eligibles. Veteran Readjustment Act Eligibles and Candidates referred from OPM registers or registers established under delegated examining authority will not be ranked against internal candidates, and will be referred separately.

c. Selection.

(1) The selecting official may select or not select from any appropriate source of candidates, at any point in the selection process.

(2) Selections made from a competitive referral and selection register must be based on legitimate, job-related reasons as to why the selectee may be expected to perform the job successfully and reasons for selection must be documented on the referral and selection register. Selecting officials must consider the activity's approved AAP for minorities and women and for disabled individuals as a part of the selection process.

(3) If identical vacancies occur before the selection process is complete, the selecting official may select more than one person from the referral and selection register, for a position with the identical title, series, grade, duty location and job description as the one they are filling.

(4) Management may decide not to fill a vacancy even after receiving a properly developed Referral and Selection Register. Management may not refuse to select from a properly constituted referral list merely because a desired candidate is not included among those referred. If the decision not to fill a position is made after reviewing a referral and selection register, it will be returned to the Civilian Personnel Operations Center with documented justification. The Personnel Staffing Specialist will review the documentation and determine if the failure to make a selection is supportable on merit grounds. In no instance will selection be deferred or delayed solely to circumvent the requirements of this regulation and the Federal Merit Promotion Program.

(5) In addition to a review of each candidate's qualifications records, interviews of referred candidates may or may not be used at the discretion of the selecting official. The selecting official may selectively interview any or all of the candidates. Failure to be available for an interview will not be used as a basis to screen out referred candidates.

(6) Official notification to the selected candidate will be made only by a representative of the Civilian Personnel Advisory Center or Civilian Personnel Operations Center. No selection is official until the reasons for selection have been reviewed by the Civilian Personnel Operations Center to assure that all legal and regulatory requirements have been met, and EEO Office review has been accomplished, if required.

13. Release of Selected Employees. Employees covered by this plan normally will be released to report to their new position no later than the beginning of the second pay period following notification of selection by the Human Resources Specialist. Any deviations from the practice will be worked out between the supervisors involved, taking into consideration the fact that delayed release causes delay in monetary gain for the employee if a promotion is involved.

14. Corrective Action/Special Consideration. Consideration will be provided to an eligible employee not given proper consideration in a previous competitive promotion action under this Plan. One special noncompetitive consideration will be given an employee for each instance in which consideration lost erroneously resulted in the employee not being referred for selection consideration or being at a distinct disadvantage in the selection process due to unfair and disparate treatment. Noncompetitive consideration under this provision will be for the next vacancy for which the employee is a high quality candidate and has expressed interest. This should not be construed to mean that an employee who failed to receive proper consideration in a promotion action must be selected and promoted.

15. Grievances. Employees have the right to file a grievance relating to a promotion action. Such grievances shall be resolved under appropriate grievance procedures. While the procedures used to identify and rank qualified candidates may be a proper subject for a grievance; nonselection from among a group of properly ranked and certified candidates is not an appropriate basis for a grievance. There is no right of appeal to OPM, but OPM may conduct investigations of substantial violations of OPM requirements.

FOR THE COMMANDER:

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- 3 Appendices
- A. Career Ladders
- B. Order of Placement Consideration
- C. Resumix Processes

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Each SWD District
U.S. Army Recruiting Battalion, Dallas
Military Entrance Processing Command

SWD, CPAC Homepage

APPENDIX A
CAREER LADDERS

1. General. This appendix lists current recognized Career Ladders for the Southwestern Division and serviced activities. These career ladders are identified for information purposes only. Normal competitive procedures apply to entry and promotion within career ladders.

2. Career Ladders. Following are recognized Career Ladders:

<u>TITLE</u>	<u>SERIES</u>	<u>GRADE SPAN</u>	<u>NORMAL PROGRESSION</u>	
			<u>1 Grade Interval</u>	<u>2 Grade Interval</u>
1. CIVILIAN PERSONNEL ADMINISTRATION				
Personnel Management	0201	5-11		X
Personnel Staffing	0212	5-11		X
Position Classification	0221	5-11		X
Labor Mgmt & Employee Relations	0230	5-11		X
Employee Development	0235	5-11		X
2. COMPTROLLER FUNCTIONAL AREA/ MANPOWER & FORCE MANAGEMENT				
Mgmt / Program Analyst	0343	5-11		X
Financial Admin & Program	0501	5-11		X
Accountant	0510	5-11		X
Auditor	0511	5-11		X
Budget Analysis	0560	5-11		X
3. SAFETY MANAGEMENT				
Safety Engineer	0803	5-11		X
Industrial Hygiene	690	5-11		X
Safety/Occupational Health	018	5-11		X
4. SUPPLY MANAGEMENT				
Logistics Management	0346	5-11		X
General Supply Specialist	2001	5-11		X
Supply Program Mgmt	2003	5-11		X
5. CONTRACTING				
General Business & Industry	1101	5-11	X	X
Contracting	1102	5-11		X
Industrial Property	1103	5-11		X
Industrial Specialist	1150	5-11		X
6. MATERIAL MAINTENANCE				
Facility Management	1640	5-11		X
Equipment Specialist	1670	5-11		X
7. ENGINEERS AND SCIENTISTS				
Community Planning	0020	5-11		X
Outdoor Recreation Plng	0023	5-11		X
Park Ranger	0025	5-11		X
Env. Protection	0028	5-11		X
Economics	0110	5-11		X
Archaeology	0193	5-11		X

<u>Title</u>	<u>SERIES</u>	<u>GRADE SPAN</u>	<u>NORMAL PROGRESSION</u>	
			<u>1 Grade Interval</u>	<u>2 Grade Interval</u>
Program Manager	0340	5-11		X
Gen. Biological Science	0401	5-11		X
Ecology	0408	5-11		X
Forestry	0460	5-11		X
Gen. Fish/Wildlife	0480	5-11		X
Fishery Biology	0486	5-11		X
Engineering	0801	5-11		X
Fire Protection Engineering	0804	5-11		X
Landscape Architecture	0807	5-11		X
Architecture	0808	5-11		X
Civil/Structural/ Hydraulic/Engineering	0810	5-11		X
Environmental Engineering	0819	5-11		X
Mechanical Engineering	0830	5-11		X
Electrical Engineering	0850	5-11		X
Chemical Engineering	0893	5-11		X
General Physical Science	1301	5-11		X
Physics	1310	5-11		X
Chemistry	1320	5-11		X
Hydrology	1315	5-11		X
Geology	1350	5-11		X
8. PHYSICAL SECURITY/LAW ENFORCEMENT				
Security Administration	0080	5-11		X
9. INFORMATION & EDITORIAL				
Public Affairs	1035	5-11		X
Writing & Editing	1082	5-11		X
Visual Information	1084	5-11		X
10. AUTOMATIC DATA PROCESSING				
Computer Specialist	0334	5-11		X
11. EQUAL EMPLOYMENT OPPORTUNITY				
Equal Emp. Opp. Specialist	0260	5-11		X
12. REAL ESTATE ADMINISTRATION				
Realty Specialist	1170	5-11		X
Appraiser	1171	5-11		X
13. OTHER POSITIONS				
Personnel Clk/Assistant	0203	3-7	X	
Administrative Positions	0301	5-11		X
Safety Clerk/Assistant	0303	3-5	X	
Mail & File	0305	1-4	X	
Clerk Steno	0312	3-4	X	
Secretary (OA/Steno)	0318	4-5	X	
Clerk Typist	0322	1-4	X	
Office Automation	0326	1-4	X	
Computer Operator	0332	4-8	X	
Computer Clerk/Assistant	0335	3-7	X	
Administrative Officer	0341	5-9		X

SWDR 690-1-335
1 MARCH 2000

<u>TITLE</u>	<u>SERIES</u>	<u>GRADE</u>	<u>NORMAL PROGRESSION</u>	
			<u>SPAN</u>	
			<u>1 Grade</u>	<u>2 Grade</u>
			<u>Interval</u>	<u>Interval</u>
Support Services Specialist	0342	6-7	X	
Accounting Technician	0525	4-7	X	
Budget Clerk/Assistant	0561	3-5	X	
Engineer Aid/Technician	0802	2-9	X	
Construction Inspector/Rep	0809	4-9	X	
Survey Aid/Technician	0817	2-9	X	
Engineering Draftsman	0818	2-5	X	
Electronics Technician	0856	5-9	X	
Attorney	0905	9-12		X
Realy Clk/Assistant	1101	3-5	X	
Purchasing Agent	1105	5-9	X	
Procurement Clk/Assistant	1106	3-7	X	
Physical Science Aid/Tech	1311	2-7	X	
Cartographic Technician	1371	5-9	X	
Library Aid/Technician	1411	3-7	X	
Supply Clerk	2005	3-5	X	

APPENDIX B

ORDER OF PLACEMENT CONSIDERATIONS

The following is a prioritized listing of the process used in filling positions. Occasionally, there is an exception provided by other regulations.

- a. Statutory/regulatory/mandatory placements directed by higher authority.
- b. Noncompetitive reassignment or change -to-lower grade within an activity of an employee who occupies a position scheduled to be abolished or functionally transferred out of the commuting area within one year.
- c. Special consideration for repromotion to a grade or position from which an employee was demoted without cause and not at his or her request.
- d. Priority consideration of a candidate not given proper consideration in a competitive promotion action.
- e. Reassignments which are allowed under the provisions of the DoD Program for Stability of Civilian Employment.
- f. Priority consideration of Priority 1 and 2 registrants in the DoD Program for the Stability of Civilian Employment.
- g. Other noncompetitive placement actions of DA employees at their request.
- h. Competitive placement actions involving DA employees.
- i. Priority consideration of Priority 3 registrants in the DoD Program for the Stability of Civilian Employment.
- j. All other competitive/and non-competitive placement actions involving non -Army candidates.

APPENDIX C
SOUTHWEST REGION
RESUMIX PROCESSES

1. **PURPOSE.** This plan establishes policies and prescribes procedures for the competitive recruitment process under RESUMIX. All personnel actions processed will be in accordance with prescribed legal, regulatory and statutory guidance.

2. **SCOPE.** The provisions of this plan apply to all SW Region positions being filled competitively by the Southwest Civilian Personnel Operations Center (SWCPOC) using RESUMIX procedures. The provisions of this addendum do not change operating procedures currently described in the SW Region Merit Promotion and Placement Plan using Southwest Expedited Recruitment Process (SWERP) procedures, unless specifically identified. This addendum does not apply to procedures used by the Delegated Examining Unit or for positions filled through the mandatory career referral process.

3. **DEFINITIONS:**

a. **Resumix.** An automated staffing system mandated for use by DOD that uses Optical Character Reader (OCR) technology to scan resumes' to extract skills, experience and education. Resumix stores this data to search against defined search criteria for specific vacancies.

b. **Required skills.** Job related skills identified by management that an applicant must possess in order to be referred.

c. **Desired skills.** Additional job related skills identified by management that will further enhance job performance but are not required.

d. **Search Criteria.** The required and desired skills necessary to perform successfully in the position.

e. **Standing Applicant Inventory List (SAIL).** Announcements used to establish a database of applicants for frequently filled vacancies. Cutoff dates for SAIL announcements usually are determined based on receipt of the request for personnel action in the SWCPOC Staffing and Services Division.

f. **Specific Vacancy Announcement.** Specific announcements are used for vacancies not advertised under the SAIL process. Announcements are open for a minimum of 5 calendar days.

g. **Self-Nomination Form.** A form an applicant submits to receive consideration for each vacancy announcement he/she is interested in. This form is normally submitted in conjunction with or after submission of a resume'.

h. **Referral List.** A listing of those individuals referred to management in response to a recruitment request.

4. RESPONSIBILITIES.

a. SWCPOC. The CPOC Staffing and Services Division will:

- (1) Administer the Resumix recruiting system IAW the provisions of this plan.
- (2) Coordinate with the designated management official and the servicing Civilian Personnel Advisory Center (CPAC) in the development of the search criteria.
- (3) Perform search on skills identified to determine the number of applicant's available.
- (4) Usually screen resumes' for positive education requirements, time-in-grade, licenses, and/or indication of possession of specialized experience. This will not be a detailed review, but will consist of a quick scan of a resume'. In cases where it is obvious the applicant does not meet the qualification requirements, the applicant will not be referred.
- (5) Prepare and electronically transmit referral lists with resumes' to the designated management official and CPAC simultaneously or IAW local procedures.
- (6) After selection, verify qualifications on the selectee by thoroughly reviewing the resume' submitted.
- (7) IAW SWCPOC Commitment SOP, notify CPAC of earliest EOD and pay.

b. CPAC. The CPAC will:

- (1) Coordinate with designated management official/SWCPOC in order to assist in defining search criteria.
- (2) Assist the SWCPOC in marketing RESUMIX and explaining applicable procedures and requirements to the workforce.
- (3) After verification of qualifications by the SWCPOC, notify selectees and arrange for reporting dates in conjunction with the CPOC.

c. MANAGEMENT OFFICIALS AND SUPERVISORS. Management officials and supervisors will:

- (1) Identify the management official (name, email address and phone number) on Request for Personnel Action who will participate in determining the search criteria.
- (2) Communicate the provisions of this plan to employees.

- (3) Provide suggestions and comments through the CPAC for improvement of this plan.
- (4) Anticipate personnel requirements and initiate appropriate personnel action as soon as a vacancy is known.
- (5) Identify and prioritize search criteria for vacancies.
- (6) Make selection and electronically return referral list through appropriate local channels back to the SWCPOC within established suspense date or electronically return referral list if not used. Alternate selections should be annotated on the referral list by identifying candidates in priority order (i.e., priority 1,2,3).
- (7) Issue non-select letters.

d. EMPLOYEES. It is the responsibility of employees who desire placement consideration to:

- (1) Prepare and submit a resume' in accordance with the instructions in the SW Region Resume' Kit.
- (2) Review vacancy announcements posted on Army Civilian Personnel On Line at <http://www.cpol.army.mil>.
- (3) Self-nominate for vacancies for which he/she wishes to be considered.
- (4) Upon selection, normally provide requested documentation to support selection within 5 days after notification or as requested.

5. RECRUITMENT AND SELECTION.

a. Under RESUMIX, two types of vacancy announcements will be used.

(1) STANDING APPLICANT INVENTORY LIST (SAIL): SAIL will be used for positions that are frequently filled or hard-to-fill. To the maximum extent practicable, the Southwest Region will use SAIL for vacancies that can be filled effectively through this process.

(a) SAIL announcements have no closing date. Eligibility for referral will be established based on date of receipt of the vacancy request in the staffing and services division. However, upon initial opening of a SAIL announcement, referral lists will not be issued for 15 calendar days in order to allow applicants to self-nominate or submit resumes'.

(b) Applicants with a resume' on file with the SWCPOC indicate interest in a position by submitting a self-nomination. If the applicant does not have a resume' on file and wishes to apply for a SAIL vacancy, he/she must prepare a resume' and self-nomination and submit it to the SWCPOC.

(c) For applicants to be considered for a SAIL vacancy, an acceptable resume' and self-nomination must be received in the SWCPOC as of the date of receipt of the recruitment request in the Staffing and Services Division (except as provided in 5a (1)(a).

(2) SPECIFIC ANNOUNCEMENTS: Specific announcements will have a definite opening and closing date that may vary as described below.

(a) When a query of the Resumix database indicates an insufficient number of resumes' matching the skills search criteria, a specific announcement should be prepared to remain open for 15 or more calendar days.

(b) When a search of the database indicates sufficient numbers of resumes' on file matching the skills search criteria, a specific announcement may be used with a minimum 5 calendar day announcement period.

(c) If an applicant already has a resume' on file with the SWCPOC, he/she indicates interest in a specific announcement by submitting a self-nomination form only. If the applicant does not have a resume' on file and wishes to apply for the specific announcement, he/she must prepare a resume', supplemental data sheet, and self-nomination and submit them to the SWCPOC.

(d) For applicants to be considered for a specific vacancy, an acceptable resume', supplemental data sheet, and self-nomination must be received in the SWCPOC as of the closing date(s) of the announcement.

b. SUBMITTING RESUMES':

(1) Employees serviced by the SWCPOC may submit a resume' at any time, but are encouraged to submit a resume' during a pre-determined data call. Resumes' will also be accepted from current federal employees or from applicants eligible to apply under other appointing authorities.

(2) Applicants can submit resumes' in response to specific or SAIL announcements. Applicants must also self-nominate for the announcements they are interested in.

c. RETAINING RESUMES':

(1) Resumes' of employees serviced by the SWCPOC will remain in the database unless the employee accepts another job under Resumix procedures, retires, resigns, provides false information, or transfers to an activity not serviced by the SWCPOC. Resumes' will also be removed at the request of the applicant.

(2) Resumes' of applicants not serviced by the SWCPOC are retained for one year from the date of acceptance of the resume' unless they are placed in a job under Resumix procedures, provide false information, or request their resume' be removed.

SWDR 690-1-335

1 MARCH 2000

(3) When a resume' has been inactivated, the resume' and all self-nominations are removed from the Resumix database. Applicants must resubmit a resume' and again self-nominate for all positions they are interested in if they continue to wish to be considered for specific or SAIL vacancy announcements.