



INSPECTOR GENERAL
DEPARTMENT OF DEFENSE
400 ARMY NAVY DRIVE
ARLINGTON, VIRGINIA 22202-4704

June 27, 2008

INSPECTOR GENERAL INSTRUCTION 1404.1

MERIT PLACEMENT AND PROMOTION PROGRAM

FOREWORD

This Instruction establishes Department of Defense Office of Inspector General policies, procedures, practices, and responsibilities for accomplishing placement and promotion actions in accordance with merit system principles. This also implements policy and procedures under the National Security Personnel System.

The office of primary responsibility for this Instruction is the Human Capital Advisory Services Directorate. This Instruction is effective immediately.

FOR THE INSPECTOR GENERAL:

A handwritten signature in black ink, appearing to read "SD Wilson".

Stephen D. Wilson
Assistant Inspector General
for Administration and Management

3 Appendices

MERIT PLACEMENT AND PROMOTION PROGRAM

TABLE OF CONTENTS

Paragraph	Page
CHAPTER 1. GENERAL PROVISIONS	
A. Purpose.....	4
B. References.....	4
C. Definitions.....	4
D. Acronyms.....	4
E. Cancellation.....	4
F. Applicability and Scope.....	4
G. Policy.....	4
H. Responsibilities.....	5
I. Exclusions.....	8
J. General Information.....	8
CHAPTER 2. PERSONNEL ACTIONS COVERED	
A. Details.....	9
B. Eligibility for Promotion to the Full Performance Band.....	9
C. Actions Subject to Competitive Procedures.....	9
D. Exceptions to Competition.....	10
E. Exceptional Performance Promotion.....	11
CHAPTER 3. LOCATING CANDIDATES	
A. Area of Consideration.....	12
B. Methods of Locating Candidates.....	12
C. Application Procedures.....	14
CHAPTER 4. CANDIDATE EVALUATION	
A. General.....	15
B. Requirements for Candidate Evaluation.....	15
C. Qualification Determination.....	16

Paragraph **Page**

CHAPTER 5. REFERRAL, SELECTION, AND RELEASE

A. Referral17
B. Selection Procedures17
C. Interviewing18
D. Release18
E. Notifying Candidates18

CHAPTER 6. EMPLOYEE COMPLAINTS AND GRIEVANCES

A. General Provisions19
B. Nongrievable Matters19
C. Grievance Procedures19
D. Equal Employment Opportunity Complaints19

APPENDICES

A. References20
B. Definitions21
C. Acronyms23

CHAPTER 1 GENERAL PROVISIONS

A. Purpose. This Instruction establishes Department of Defense Office of Inspector General (DoD OIG) policies, procedures, practices, and responsibilities for accomplishing placement and promotion actions in accordance with (IAW) merit system principles. This also implements policy and procedures under the National Security Personnel System (NSPS).

B. References. See Appendix A.

C. Definitions. See Appendix B.

D. Acronyms. See Appendix C.

E. Cancellation. IGDR 1404.1, Merit System Placement and Promotion Plan, December 8, 1995.

F. Applicability and Scope

1. This Instruction applies to the Offices of Inspector General, the Principal Deputy Inspector General, the Deputy Inspectors General, the Assistant Inspectors General who report to the Inspector General, the General Counsel, and the Director, Equal Employment Opportunity, hereafter referred to collectively as the OIG Components, and to civilian employment for competitive service and excepted service positions. This Instruction is a supplement to reference (a), which serves as the official directive. Where this Instruction is silent on a topic or issue, the provisions in coordination with the Office of the General Counsel shall apply.

2. Human Capital Advisory Services (HCAS) policy memorandums exist for hiring plans that are Component specific and require use of the excepted service appointing authorities. On an annual basis, the hiring plans shall be reviewed to evaluate the effectiveness of the placements for the individuals and the agency, and to amend the plans as necessary.

G. Policy

1. All actions taken under the Merit Placement and Promotion Program (MPPP), whether identification, qualification, evaluation, or selection of candidates, shall be made without regard to race, color, religion, age, gender, national origin, political affiliation, disability, sexual orientation, marital or family status, or other prohibited considerations and shall be based solely on job-related criteria. All employees covered by this Instruction shall be provided the maximum opportunity to compete for promotion, but shall not be guaranteed promotion.

2. Positive action shall be taken by management to identify and eliminate any barriers to Equal Employment Opportunity (EEO).

3. Affirmative action shall be taken to assure that local recruitment efforts are reaching employment sources for qualified people with disabilities, minorities, women, and disabled veterans.

4. Management has the right to select from any appropriate source, except where specifically prohibited by statute, regulation, or DoD directives. Effective dates shall be established IAW the Office of Personnel Management (OPM) Guide to Processing Personnel Actions Operating Manual and the DoD NSPS Guide to Processing Personnel Actions Supplement.

H. Responsibilities. Responsibility for all aspects of human resource administration is delegated from the Inspector General (IG) to the Assistant Inspector General for Administration and Management (AIG-A&M).

1. The **HCAS Directorate** shall:

- a. Ensure merit system principles are set forth in the OIG plans for placement and promotion.
- b. Ensure personnel involved in the development, administration, and evaluation of programs, plans, procedures, and methods for placement and promotion actions have the necessary technical competence and are provided special training as required.
- c. Operate the MPPP in an expeditious manner to comply with law and regulations to meet organization needs.

2. The **HCAS Talent Acquisition Division** shall:

- a. Advise supervisors in administering this instruction to ensure that actions taken are based on merit principles.
- b. Operate, evaluate, and improve the MPPP based on regulatory changes and the needs of serviced organizations.
- c. Provide training, technical guidance, and staff assistance to management officials in carrying out their responsibilities under this instruction.
- d. Furnish information, assist employees in fulfilling requirements of this Instruction, and provide training.
- e. Consider comments and suggestions from employees and supervisors regarding the provisions of this Instruction.
- f. Assess long and short range staffing needs in coordination with management.

- g. Perform job analysis, determine qualifications, and participate in the development of KSACs and crediting plans.
- h. Coordinate with supervisors in establishing the minimum area of consideration and any necessary expansions or other recruitment sources.
- i. Coordinate with the Defense Finance and Accounting Service (DFAS) to prepare and issue JOAs, determine best qualified candidates by submitting a job analysis, and prepare and issue referral certificates to selecting officials.
- j. Maintain required records related to the MPPP and case files of personnel actions.
- k. Ensure appropriate treatment of candidates entitled to priority consideration (e.g., DoD Priority Placement Program (PPP), Reemployment Priority List (RPL), and Interagency Career Transition Assistance Plan (ICTAP)).
- l. Review and evaluate the effectiveness of the MPPP.
- m. Ensure that recruitment efforts identify the best qualified candidates from appropriate sources consistent with affirmative action goals and objectives.

4. The **EEO Office** shall:

- a. Advise management officials and other participants in the merit placement and promotion process of existing EEO, special emphasis programs and affirmative action requirements.
- b. Partner with HCAS to develop recruitment strategies designed to increase the number of candidates in underrepresented categories when positions are filled under this Instruction.

2. **Managers and Supervisors** shall:

- a. Ensure candidates referred for placement or promotion receive full and impartial consideration.
- b. Anticipate human resource needs and initiate recruitment requests in sufficient time to allow for quality recruitment.
- c. Participate with their human resource representative in conducting job analysis, determining the appropriate area of consideration and/or additional recruitment sources.
- d. Identify knowledge, skills, abilities, and competencies (KSACs) to be used in candidate evaluation.

e. Participate in the development of merit placement planning, workforce analysis, and staffing plans; serve on rating and ranking panels. (Except in cases where manager/supervisors are involved in the selection process).

f. Work collaboratively with human resource representatives to ensure prompt posting of job opportunity announcements (JOAs).

g. If desired, promptly arrange for interviews of candidates referred for consideration.

h. Return referral certificates within scheduled time frames.

i. Assist in recruitment activities with the goal of achieving a diverse workforce.

j. Actively support this Instruction and comply with provisions contained herein.

k. Keep subordinates fully informed of the provisions of this Instruction.

l. Counsel employees concerning promotion opportunities and self-improvement for future promotion opportunities and career development.

m. Ensure that employees who are absent for any reason, (e.g., on detail, on leave, at a training course, in the military service, serving in public international organization, or on Intergovernmental Personnel Act assignments) receive appropriate consideration for promotion opportunities.

n. When necessary, assist employees in filing applications and comply with the regulatory requirements associated with application filing for employees who are temporarily absent.

o. Ensure that selections are based on job-related factors only.

3. **Employees shall:**

a. Stay informed on provisions of this Instruction and follow application procedures for vacancies.

b. Ensure that official personnel records, application forms, and supplemental experience statements accurately reflect appropriate experience, education, training, and awards.

c. Take advantage of opportunities for self-development to acquire the skills and training necessary for advancement.

d. Keep supervisors informed in writing of the types of positions for which they desire consideration during extended absences.

e. Serve in job analysis sessions, rating and ranking panels, or serve as subject matter experts (SME) as requested.

I. Exclusions. Positions in the Senior Executive Service (SES) and Student Employment Programs are excluded from the provisions of this Instruction.

J. General Information. The Freedom of Information Act and Privacy Act (FOIA/PA) impact significantly on the collection, use, and availability of data essential to operations under this Instruction. The HCAS Directorate, with the advice and assistance of the FOIA/PA Office, shall establish procedures and make determinations to assure that all actions under this program conform to the above laws.

CHAPTER 2 PERSONNEL ACTIONS COVERED

A. Details. An official personnel action is no longer required to record details, unless the detail is an assignment outside of the DoD, reference (b), or is needed to temporarily reassign an employee from NSPS to another pay system within the OIG, e.g., NSPS to General Schedule. Components should use other personnel actions, such as temporary promotions or temporary reassignments, when appropriate to properly compensate employees and record work performed for duties to which a classified position description exists.

B. Eligibility for Promotion to the Full Performance Band. An employee with a rating of record below Level 2 is not eligible for promotion to the full performance band of the position until such time as the rating is raised to Level 2 or above.

C. Actions Subject to Competitive Procedures. With the exception of actions described in paragraph B of this chapter, the competitive procedures of this Instruction apply to all promotions and to the following actions:

1. Reassignment, change to lower band, or transfer to a position with greater promotion potential than a position previously held in the competitive service, except as permitted by reduction-in-force (RIF) regulations.

2. Time-limited promotions over 180 days. Prior service under noncompetitive details to higher band positions or temporary promotions during the preceding 12 months shall be counted when determining if an action shall exceed 180 days 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 the temporary promotion might lead to a permanent promotion was made known to all potential candidates.

3. Selection for training that is part of an authorized training agreement, part of a promotion program, or required before an employee may be considered for a promotion.

4. Transfer to a higher band position or to a position with greater promotion potential than the position previously held in a non-temporary position.

5. Selection of a candidate from the RPL for a job at a higher band than the one previously held in a non-temporary status in the competitive service.

6. Reinstatement to a permanent or temporary position at a higher band or with more promotion potential than a position previously held on a permanent basis.

7. Consideration of a military spouse referred through the Automated Stopper and Referral System (ASARS) procedures.

D. Exceptions to Competition. Components may exclude the following actions from competitive procedures:

1. Promotion resulting from previous competitive selection for a position with documented potential to a higher pay band;
2. Promotion resulting from an employee's position being classified at a higher pay band because of additional duties and responsibilities (job accretion) provided that both management and the HCAS Directorate certify that all of the following conditions are met.
 - a. No other employees at the same band in the unit supervised by the selecting official are performing duties substantially the same as those performed by the employee prior to the addition of the new duties and responsibilities.
 - b. The employee continues to perform the same basic functions as in the former position and the duties of the former position are absorbed administratively into the new position.
 - c. The addition of the duties and responsibilities does not result in an adverse impact on another encumbered position, such as abolishing the position or reducing the known promotion potential of another position.
 - d. The employee meets all eligibility and qualifications requirements for the reclassified position.
 - e. The new position has no additional promotion potential. An employee may not be promoted to a supervisory position from a non-supervisory position under this provision, but can be reassigned.
 - f. A memo certifying the above conditions shall be submitted to HCAS and shall accompany the personnel action.
3. Temporary promotion to a position in a higher pay band (or a position with known promotion potential) for 180 days or less;
4. Promotion to a higher pay band previously held on a permanent or term basis in the competitive service (or in another merit system with which OPM or the DoD has an approved interchange agreement) from which an employee was separated or demoted for other than performance or conduct reasons;
5. Promotion, reassignment, reduction in band, transfer, or reinstatement 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 or the DoD has an approved interchange agreement) and did not lose because of performance or conduct reasons;

6. Consideration of a candidate not given proper consideration in a competitive promotion action;
7. The movement of an employee to a higher pay band resulting from the issuance of a new classification standard;
8. The correction of an initial classification error;
9. A position change resulting from reduction in force procedures; and
10. The appointment of career SES appointees with competitive service reinstatement eligibility to any position for which they qualify in the competitive service at any salary level.

E. Exceptional Performance Promotion

1. An employee whose most recent annual rating of record is a Level 5 performance rating may be promoted to a vacant position in a higher pay band when the vacant position has the same occupational code (or related interdisciplinary/interoccupational code) and similar function as the position the employee held at the time he/she received the Level 5 rating. No vacancy announcement is required.

2. Area of Consideration. Selecting officials shall determine and document the area of consideration and shall consider all employees in the area of consideration whose current Level 5 rating was based on performance in the same occupational code and similar function as the vacancy being filled.

CHAPTER 3 LOCATING CANDIDATES

A. Area of Consideration

1. The area of consideration must be sufficient to ensure the availability of highly qualified candidates. It should also provide for successful accomplishment of affirmative action goals. Expansion of the initial area of consideration to accomplish these objectives shall require the amendment of the announcement to extend the open period for receipt of applications.

2. The following are examples of areas of consideration:

- a. OIG – Current permanent employees.
- b. DoD – Current permanent employees.
- c. Current career or career-conditional Federal employees - eligibility to transfer under an interchange agreement from another Federal agency and reinstatement eligibles.
- d. All Sources – All U.S. Citizens.

3. Public Notice. In order to increase the efficiency of the recruiting and hiring process without compromising merit principles, Components may target their recruiting strategy. Components shall accept applications from all U.S. citizens, to include current Federal employees, and, at a minimum, shall consider applicants within the Component in a specified local commuting area.

4. When limiting consideration, the vacancy announcement shall clearly state that consideration shall be limited. If sufficient candidates are not received from the local commuting area and other targeted recruitment sources, consideration shall be expanded. The request to expand the area of consideration must be completed before the closing date of the announcement. If the request to expand is after the closing date an amended vacancy shall be required with the reason for expansion and the new opening and closing dates. ***Note:*** *Veterans Employment Opportunity Act (VEOA) eligibles must be considered and referred even though they do not reside in the specified commuting area.*

B. Methods of Locating Candidates. Recruiting is an on-going process. Candidates may be located by various methods to include individual JOAs, open continuous JOAs, or public notices.

1. Job Opportunity Announcements.

a. Notice of Job Announcements to OPM. Under reference (c), Components are required to report job announcements to OPM for vacancies in the competitive service when accepting applications from outside the agency's work force.

b. Vacancy announcements shall identify areas of consideration that are broad enough to ensure the availability of high quality candidates, taking into account the nature and level of the positions covered. Employees within the area of consideration who are absent for an approved reason, (e.g., on detail, on leave, at training courses, in the military service, or serving in public international organizations or on Intergovernmental Personnel Act assignments,) shall receive appropriate consideration for promotion if they apply for a vacant position (i.e., they cannot be excluded from consideration because they are absent). Employees who are unable to apply for vacant positions while they are away may also make other appropriate arrangements for consideration.

c. Individual announcements shall be used in locating candidates. Positions filled under this Instruction shall be advertised and shall normally remain open for a minimum of 5 workdays or seven calendar days. All announcements shall be posted online on the OIG Internet/Intranet and/or USAJOBS. Each announcement shall contain the following:

- (1) Opening and closing dates. Resumes must be received not later than midnight Eastern Standard Time on the closing date of the announcement.
- (2) Title, pay schedule, occupational code, band(s), salary range, and description of duties.
- (3) Area of consideration, stated in terms of who may apply.
- (4) Organizational and geographic location of the position.
- (5) Summary of duties.
- (6) Qualifications required, which shall include minimum qualification standard, specialized experience statement, or requirement established or approved by OPM.
- (7) Any special requirements of the position, e.g., frequent travel, drug test, Permanent Change of Station (PCS) costs, security clearances or unusual working conditions.
- (8) KSACs determined necessary for successful performance in the position.
- (9) Rating and ranking methods to be used.
- (10) Statement of promotion potential, if any and a non competitive promotion statement.
- (11) Procedures on how to apply, including supplemental forms required.
- (12) EEO statement.
- (13) Requirement for completion of probationary period.

(14) Statement designating the position as an obligated position.

2. Open-Continuous JOAs. These announcements indicate the full performance level, as well as the intervening band levels at which the positions may be filled. Applications for those positions are accepted on a continuous basis. Cutoff dates may be established and shall be a minimum of seven calendar days from the opening date. Candidates who apply after the initial cutoff date shall be considered for subsequent vacancies provided their resume is received prior to the subsequent cutoff date.

3. Public Notice. Adequate public notice is required when filling positions in the excepted service and hiring applicants from outside the Federal workforce for positions. The notice explains to job seekers when, where, and how to apply for a Federal job. Adequate public notice means that any person who wants to apply for a position shall have access to all of the information necessary to apply and shall be given an open and fair opportunity to be hired. Organizations shall determine an open period for receiving applications that is of sufficient duration to provide the public with adequate notice of the job announcement. What constitutes an adequate open period may vary depending on your recruitment plan, the nature of the position(s), promotion potential, available labor market, and other considerations.

C. Application Procedures

1. Candidates within the area of consideration shall submit their application packages as instructed in the vacancy announcement/public notice.

2. Employees serving on excepted appointments who seek consideration for competitive service positions may apply for and be considered to the extent permitted by the authority of their appointments.

CHAPTER 4 CANDIDATE EVALUATION

A. General. Candidates for placement under this Instruction shall be evaluated on their current level of knowledge, skills, and abilities (KSAs) related to the job being filled and on their potential to progress when the job being filled leads to further advancement. All candidates shall be evaluated based on the OPM qualification standards, requirements and KSACs.

B. Requirements for Candidate Evaluation

1. Job analysis shall be conducted to determine high-quality performance criteria that go beyond the minimum qualifications needed for successful performance in the position being filled. The criteria shall be expressed in terms of KSACs that (a) must be brought to the job, and (b) if possessed to a high level shall distinguish high quality from average or marginal performers. Job analysis shall be conducted prior to announcing the vacancy. Participants in job analysis shall include one or more subject-matter experts who are knowledgeable of the position being filled.

2. To be eligible for placement or promotion under this Instruction, applicants shall meet all eligibility requirements and minimum qualification requirements prescribed by OPM within 30 days of the closing date of the announcement.

3. The resume of a candidate who self-nominates via the online application process shall be matched against the skills criteria approved by the selecting official. Applicants who meet the OPM defined minimum qualifications and eligibility requirements shall be referred or not referred based on the results of comparing their resume to the skills required by the position.

a. Using the position description of record for the position being filled, the human resources specialist conducts a job analysis and applies the desired and/or required skills identified by the selecting official.

b. Applicants who apply for consideration as a Veteran Recruitment Act (VRA) eligible shall only compete against other VRA eligibles. If an internal applicant (OIG employee) currently holds a VRA or other permanent career or career-conditional appointment, the applicant is not eligible to receive a new VRA. Applicants in this category shall be referred as "Internal Employee" or any other category for which they are eligible.

c. Applicants that apply as VEOA eligibles, shall be referred as such, as well as any other appointing authority he or she indicates. The human resource representative may not determine the eligibility for applicants.

d. If the vacancy is advertised under merit promotion procedures and applications are accepted from outside OIG workforce, all VEOA eligibles, regardless of where they are located, shall be considered.

e. The referral certificate and candidate's resumes shall be sent to the selecting official via email ensuring that all social security numbers are removed from all resumes sent to the selecting officials.

f. Additional selections may be made from a certificate of referrals within 90 calendar days of the initial date of issue.

g. The following sources of information reflecting experience, education, training, self-development, performance, recognition, and potential may be used in candidate evaluation:

- (1) Application or resume.
- (2) Annual Performance Appraisal.

C. Qualification Determination. Candidates shall meet minimum qualifications requirements prescribed by OPM (including any positive education requirements), selective placement factors, and other requirements identified below to establish basic eligibility for consideration.

1. **Selective Placement Factors.** Some positions necessitate additional qualification requirements that shall be met for fully successful performance. Examples of selective placement factors include the ability to speak a foreign language or the requirement to type 45 words per minute.

a. Characteristics of a selective factor include:

- (1) Extensive training or experience to develop;
- (2) Essential for successful performance on the job (i.e., if individuals do not have the selective factor, they cannot perform the job);
- (3) Almost always are geared toward a specific technical competency/KSA; and
- (4) Cannot be learned on the job in a "reasonable" amount of time.

b. Selective factors should specify the required proficiency level. Based on their characteristics, selective factors can be used as a "screen out" – that is, if an applicant does not meet a selective factor he/she is ineligible for further consideration.

2. **Quality Ranking Factors.** Quality ranking factors are competencies/KSAs that are expected to enhance performance in a position. But unlike selective factors, they are not used as "screen out" factors. With quality ranking factors, the focus is on the level of proficiency the applicant brings to the job. Applicants with higher proficiency levels should perform better on the job.

CHAPTER 5 REFERRAL, SELECTION, AND RELEASE

A. Referral

1. The resume of an applicant who self-nominates shall be matched against the qualification requirements for the occupational code and band level. The applicant shall also meet the qualification criteria as identified in the job analysis and approved by the selecting official. Applicants who meet the OPM-defined minimum qualification and eligibility requirements shall be referred or not referred based on a comparison of their resumes to the skills required by the position.

2. Vacancy announcements that yield less than 10 applicants shall use a streamlined approach of rating by only using minimum qualifications to rate applications. Those that meet the minimum qualification shall be referred to the selecting official for consideration. Vacancy announcements that yield more than 10 applicants shall have a cutoff score based on the criteria as identified in the job analysis and approved by the selecting official to determine the best qualified. Those applications shall be rated to determine if OPM defined minimum qualification and/or specialized experience is present and candidates shall be referred to the selecting official.

3. **Category Rating and Selection Procedures.** Rather than assigning individual numeric scores, category rating is the process of establishing quality categories based on job-related criteria, evaluating qualified candidates against the criteria, and placing them into the appropriate category.

4. When panels are used to rank applicants, normally there shall be three subject-matter experts plus a human resources representative. Panel members shall, if possible, occupy positions that are organizationally equal to or above the band level of the position to be filled. They shall be familiar with the kind of work and level of responsibilities involved. Panels shall be representative of minority groups and both genders, when possible.

5. A human resources representative shall serve as advisor to the panel members regarding merit system principles and requirements and to provide the necessary guidance in candidate evaluation methods. The human resources representative shall ensure that actions taken by panel members are documented fully and retained as part of the required placement/promotion records.

B. Selection Procedures. Each candidate referred shall be given full consideration, and the selection shall be based on job-related criteria. No indication of selection should be given to a candidate by the selecting official. A commitment may be made only by an HCAS Directorate representative.

C. Interviewing. The selecting official or designee may interview as many referred candidates as desired or none at all. However, selecting officials are cautioned that unequal treatment in the selection process could be a basis for a merit violation or an EEO complaint. Interviews may be accomplished either telephonically or in person. Interview arrangements shall be made by the selecting official. Failure of the candidate to travel for the purpose of an interview may not be used as basis for non-selection of a referred candidate. The selecting official or designee should ask the same questions of each applicant interviewed.

D. Release. Arrangements for a release date of the selected candidate shall be made by the Talent Acquisition Division in coordination with the supervisory officials concerned. Normally, employees shall be released to report to their new positions no later than the beginning of the second pay period following notification of the selection. When an employee is selected for a position that requires a move outside the commuting area, the employee shall be given a reasonable period of time (normally not less than 30 days) to report to the new duty location. Deviation from this practice may be made if acceptable to both losing and gaining supervisors.

E. Notifying Candidates. Candidates shall be notified on the results of their applications.

CHAPTER 6
EMPLOYEE COMPLAINTS AND GRIEVANCES

A. General Provisions. Supervisors and/or the HCAS Directorate shall be responsive to an employee inquiry or complaint about the general operation of the Merit Placement and Promotion Plan or about a specific placement or promotion action:

1. Applicants are entitled to view, upon request, any supervisory appraisal used in considering the applicant for promotion. However, an employee is not entitled to view appraisals of other competing applicants.

2. Applicants may also receive the following information about specific promotion actions:

a. Whether they were considered for promotion and, if so, whether they were found eligible on the basis of the minimum qualifications requirements, including any pertinent selective factors for the position.

b. If they were in the group referred to the selecting official.

c. Who was selected for the position.

B. Nongrievable Matters. Non-selection from among a group of properly ranked and certified candidates is not an appropriate basis for a formal complaint or grievance.

C. Grievance Procedures. Employee concerns or dissatisfaction shall be processed IAW reference (e).

D. Equal Employment Opportunity Complaints. Applicants who believe that they have been discriminated against on the basis of their race, color, religion, sex, national origin, age, physical or mental disability, and/or reprisal have the right to file a complaint of discrimination with the EEO Office.

**APPENDIX A
REFERENCES**

- a. DoD Directive 1400.25, *DoD Civilian Personnel Management System*, November 25, 1996
- b. DoD Instruction 1000.17, *Detail of DoD Personnel to Duty Outside the Department of Defense*, April 16, 2008
- c. NSPS Implementing Issuances, Subchapters 1950, *Staffing and Employment*, April 28, 2006
- d. CFR, Part 330, *Recruitment, Selection, and Placement (General)*, Subpart A
- e. IGDINST 1400.5, *Administrative Grievance Policy and Procedures*, May 23, 2006

APPENDIX B DEFINITIONS

1. **Best Qualified Candidates.** Those candidates who rank at the top when rated against other highly qualified candidates.
2. **Job-Related Criteria.** Knowledge, skills, and abilities essential for successful performance in a position.
3. **Known Promotion Potential.** Positions from which noncompetitive promotions can be made. Those include positions filled competitively at a band below the established or anticipated band level and career ladder positions.
4. **KSA/KSACs.** Acronym for Knowledge, Skills, and Abilities/Knowledge, Skills, Abilities, and Competencies. KSA/KSACs are those characteristics required to perform successfully the principal tasks and duties of a job as described in the position description. Applicants are expected to address these characteristics in writing as part of their completed application package.
5. **Local Commuting Area.** The geographic area that usually constitutes one area for employment purposes. It includes any population center (or two or more neighboring ones) and the surrounding localities in which people live and can reasonably be expected to travel back and forth daily to their usual employment.
6. **Minimum Area of Consideration.** The area designated by this Instruction which reasonably should be expected to produce sufficient high quality candidates to fill vacancies in the positions covered by this Instruction.
7. **Open-Continuous JOAs.** Announcements for positions not to exceed 12 months for positions or a group of positions.
8. **Priority Placement Program (PPP).** Program used to place DoD employees in within another DoD agency to minimize the adverse effects on employees caused by actions such as, but not limited to, reductions-in-force (RIF), base closures, realignments, consolidations, contracting out, position classification decisions, rotation from overseas, and transfers of function (TOF).
9. **Promotion.** Movement to a higher pay band on a permanent basis.
10. **Qualified Candidate.** A candidate being considered for any placement action who meets all established minimum OPM qualification requirements, including appropriate selective placement factors, for the position being filled.

11. **Reassignment.** Movement, either employee-initiated or management-directed, to a different position or set of duties in the same or a comparable pay band on a permanent basis. This includes the movement of an employee between positions at a comparable level of work in NSPS and a non-NSPS Federal personnel system.
12. **Reduction in Band.** Movement to a lower pay band on a permanent basis.
13. **Reemployment Priority List (RPL).** A list of career or career-conditional employees separated from competitive service positions under reduction-in-force regulations.
14. **Selective Placement Factors.** Documented criteria added to the minimum qualifications requirements for basic eligibility of candidates for the position to be filled and that are essential for satisfactory performance of the job.
15. **Temporary Employee.** An individual not on a career appointment who is employed for a limited period of time not to exceed 1 year to perform work that does not require an additional permanent employee. The appointment may be extended up to a maximum of 3 years.
16. **Temporary Promotion.** Movement to a higher pay band on a temporary basis.
17. **Temporary Reassignment.** Movement, either employee-initiated or management-directed, to a different position or set of duties in the same or a comparable pay band on a time-limited basis. This includes the movement of an employee from a non-NSPS Federal personnel system to a comparable level of work in NSPS.
18. **Term Employee.** An individual not on a career appointment who is employed for a period of time of more than 1 year when the need for the employee's service is not permanent. The appointment may be extended up to a maximum of 6 years.
19. **Time-limited.** A position that is not permanent and lasts for a period of limited duration (e.g., term or temporary) in either the competitive or excepted service.
20. **Transfer.** The movement of a permanent employee from one Federal Government agency to another without a break in service.

**APPENDIX C
ACRONYMS**

AIG-A&M	Assistant Inspector General for Administration and Management
ASARS	Automated Stopper and Referral System
DFAS	Defense Finance and Accounting Service
DoD	Department of Defense
EEO	Equal Employment Opportunity
FOIA	Freedom of Information Act
HCAS	Human Capital Advisory Services
IAW	In Accordance With
ICTAP	Interagency Career Transition Assistance Plan
IG	Inspector General
JOAs	Job Opportunity Announcements
KSA	Knowledge, Skill, and Ability
KSAC	Knowledge, Skill, Ability, and Competency
MPP	Merit Placement and Promotion Program
NSPS	National Security Personnel System
PA	Privacy Act
PCS	Permanent Change of Station
PPP	Priority Placement Program
OIG	Office of Inspector General
OPM	Office of Personnel Management
RIF	Reduction in Force
RPL	Reemployment Priority List
SES	Senior Executive Service
SME	Subject Matter Expert
TOF	Transfer of Function
VEOA	Veterans Employment Opportunity Act
VRA	Veteran Recruitment Act