



DCMA Manual 4201-10

Merit Promotion, Staffing, and Classification

Office of Primary Responsibility	Organizational Infrastructure Capability Board
Effective:	June 24, 2024
<i>Admin Change Effective:</i>	<i>August 21, 2024</i>
Releasability:	Cleared for public release
New Issuance	
Implements:	DCMA Instruction 4201, "Civilian Personnel," July 20, 2018
Incorporates and Cancels:	DCMA Instruction 602, "Stability of Civilian Employment – DoD Priority Placement Program," December 5, 2016 DCMA Instruction 617, "Merit Promotion and Staffing Plan," November 28, 2016 DCMA Instruction 625, "Position Classification Administration," July 29, 2014 DCMA Instruction 632, "Onboarding Process," December 19, 2013 DCMA Instruction 634, "Civilian Sponsorship Program," May 15, 2014
Internal Control:	Linked on the Resource Page for this Issuance
Labor Codes:	Located on the Resource Page
Resource Page Link:	https://dod365.sharepoint-mil.us/sites/DCMA-BCF-Organizational_Infrastructure/SitePages/4201-10r-Merit%20Promotion,%20Staffing,%20and%20Classification-.aspx
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Purpose: This Manual, established in accordance with the authority in DoD Directive 5105.64: Implements policy, assigns roles and responsibilities, and outlines procedures and practices for accomplishing staffing, placement, and promotion actions in accordance with Merit System Principles and the Office of Personnel Management competitive procedures, in accordance with Part 335 of Title 5, Code of Federal Regulations

- Assigns responsibility for implementing policy for administering position classification
- Implements policy, assigns responsibilities, and provides instruction for the Civilian Sponsorship Program for incoming personnel
- Implements procedures within DCMA to ensure employees have an effective and efficient onboarding process to generate a positive first impression of the Agency
- Supports the mandatory placement of employees by complying with the DoD Priority Placement Program Handbook

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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY.

This Manual applies to all DCMA activities. Any conflicts between the Collective Bargaining Agreement (CBA) and this manual, the provisions of the CBA will be followed.

1.2. POLICY.

It is DCMA policy to:

a. Establish and maintain a Merit Promotion Plan that provides a systematic, merit-based process for promotion and internal placement actions. Such actions must be taken in accordance with this Manual and all other applicable statutory, regulatory, and policy requirements.

(1) Under the merit promotion system, an employee may be considered for vacant positions on the basis of personal merit. Vacant positions are usually filled through competition with applicants being evaluated and assessed for the position on the basis of their experience, education, competencies, and/or performance.

(2) All persons involved in the merit promotion process must provide eligible candidates with fair and equitable consideration for promotion and position changes based on merit. Merit promotion is only one of many options available for filling vacancies. Other methods include, but are not limited to, career promotion, reassignment, initial appointment from U.S. Office of Personnel Management (OPM) certificate and/or Delegated Examining Unit certificate, transfer, reinstatement, and/or the use of special noncompetitive placement and employment authorities. This Manual may be used alone or in concert with any of these methods for filling vacancies for DCMA. This Manual does not guarantee either initial selection or subsequent promotion.

(3) Actions taken under the Agency's Merit Promotion Plan, whether identification, qualification, evaluation, or selection of candidates, must be based on merit and made without regard to race, color, religion, age, gender, national origin, political affiliation, disability, sexual orientation, genetic information, marital or familial status, or other prohibited considerations and will be based solely on job-related criteria that is derived from an applicable classified Position Description (PD)/Position Requirements Document (PRD).

(4) Employees will not engage in or direct others to engage in any prohibited personnel practices listed in Section 2302 of Title 5, United State Code (U.S.C.).

b. Establish and maintain position classification for the Agency. The DCMA Director has delegated classification authority to the Executive Director, Total Force (TF), and the servicing Human Resources Office (HRO) for all civilian positions within the Agency in accordance with the OPM Position Classification Standards.

(1) The classification of positions will be consistent with the statutory principle of equal

pay for substantially equal work. Positions will be placed in proper pay plans, occupational series, and grades by comparing the major duties and responsibilities of a position against the applicable OPM classification standards and supplemental guidelines issued by the DoD and/or DCMA. PDs/PRDs must accurately describe the work assigned, be concise, and clearly state the major duties, responsibilities, and supervisory relationships. Supervisors will furnish or direct employees to where they can obtain a current copy of their new or revised PDs/PRDs within 30 days of assignment.

(2) Supervisors and employees will jointly review all PDs/PRDs annually in conjunction with the annual performance appraisal to ensure that PDs/PRDs continue to accurately describe assigned duties.

(3) Standard PDs (SPDs) will be used to the maximum extent possible for like and similar positions across the Agency to reduce the overall number of unique PDs. Requests for modifications to SPDs must be approved by the Functional subject matter expert (SME) and coordinated with the Total Force Field Support Center (TFS) Human Resource (HR) Specialist before forwarding to the servicing HRO. Modifications include any changes to the PDs and the occupational questionnaires, including adding additional optional questions. When SPDs for an occupational series are available, but the organization requests to use a non-standard PD, concurrence must be obtained from the chain of command and the assigned functional lead for that series, before submitting to TFS for approval. All occupational questionnaires must be coordinated with the servicing HRO staffing team.

(4) PDs/PRDs and SPDs for developmental/career ladder positions will be written in a statement of difference PD format. The target position or the full performance of the position will always be written at the full performance level, and for no more than one grade level below the full performance of the position. Lower targeted grade levels will be fully described. Having the flexibility to fill positions at a lower grade level will provide hiring managers an avenue to reach talented qualified applicants who can be trained by the Agency to reach the full performance level of the position.

c. Establish and maintain a Civilian Sponsorship Program to provide incoming personnel and their families with meaningful pre-arrival communication and support throughout their transition. The goal of this program is to care for the well-being of DCMA transitioning personnel and to provide a positive first impression that will influence morale and performance throughout their tenure.

d. Establish and maintain an impactful and informative Onboarding Program to ensure new employees receive a welcoming experience, as well as pertinent information regarding their benefits and entitlements.

e. Establish, maintain, and provide a policy on administering the DoD Program for Stability of Civilian Employment in accordance with the Defense Civilian Personnel Advisory Service Priority Placement Program (PPP) Handbook and CBA to the servicing HRO. Support the mandatory placement of DoD employees affected by actions such as, but not limited to reductions-in-force (RIF), base closures, realignment, consolidations, contracting-out actions,

positions classification decisions, rotations from overseas assignments, and transfers of functions.

- f. Comply with the Collective Bargaining Agreement.
- g. Execute this Manual in a safe, efficient, effective, and ethical manner.

SECTION 2: RESPONSIBILITIES

2.1. EXECUTIVE DIRECTOR, TF.

The TF Executive Director will:

- a. Ensure merit system principles are set forth in this Manual.
- b. Support the implementation of this Manual by advising managers/selecting officials to ensure the recruitment process produces a high quality and diverse workforce to accomplish the mission and goals of the Agency.
- c. Provide training to managers/supervisors on the Agency's merit promotion practices and selection procedures, as required.
- d. 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 training as required.
- e. Interpret and apply this Manual in a manner that complies with all laws and regulations while meeting the needs of the Agency.
- f. Evaluate and revise this Manual based on regulatory changes and the needs of the Agency.
- g. Provide consistent and accurate advice and guidance to all employees.
- h. Consider comments and suggestions from the workforce regarding the provisions of this Manual.
- i. Assess long-term and short-term staffing needs in coordination with management.
- j. Promulgate policy for the classification program for civilian positions, render final Agency classification decisions, and approve the use of non-standard PDs.
- k. Act as the Agency's representative for the servicing HRO, as well as higher level authorities, such as OPM and DoD, on merit promotion, staffing, and classification.
- l. Provide oversight, advice, and support regarding the Civilian Sponsorship Program to better assist organizations with the transitioning of personnel and their families.
- m. Assign a Program Manager (PM) to provide oversight and advice regarding Onboarding Program requirements.

2.2. HRO.

The servicing HRO has civilian human resources support management authority to include, but

not be limited to, the processing and authentication of personnel actions, identification of appointment authorities, and execution of human resource administrative documents. The servicing HRO will:

- a. Act as SMEs, provide position advisory services, and maintain a repository for DCMA-wide classification actions.
- b. Perform all classification related duties.
- c. Engage in strategic recruitment discussions with selecting officials.
- d. Coordinate with selecting officials in establishing the minimum area of consideration (AOCs) and any necessary expansions or other recruitment sources.
- e. Coordinate with the selecting officials to prepare and post Job Opportunity Announcements (JOAs).
- f. Serve as the Agency's point of contact (POC) for the administration of the DoD PPP. Administer the PPP and provide PPP counseling to employees as necessary; accomplish proper registration of eligible employees; ensure proper clearance of all personnel actions subject to the PPP; accomplish placement actions and program action reports. Advise and work with managers/supervisors concerning PPP obligations. Ensure appropriate treatment of candidates entitled to priority placement and/or consideration (e.g., DoD PPP), Reemployment Priority List (RPL), and Interagency Career Transition Assistance Plan. Requisition PPP as appropriate and determine qualifications. Register eligible employees and counsel them on their rights and obligations under the program.
- g. Ensure that recruitment efforts identify the best qualified candidates from appropriate sources. Prepare and issue the Certificate of Eligibles (COE) (also known as competitive referral list) to selecting officials.
- h. Validate selections in accordance with laws, regulations, and policies.
- i. Ensure pre-employment conditions are met.
- j. Extend job offers, coordinate entrance on duty (EOD) dates, and provide reporting information (e.g., supervisor's, sponsor's, and Onboarder's name and contact information) within the final job offer.
- k. Give managers and employees comprehensive and technically sound guidance regarding merit promotion and related staffing matters.
- l. Maintain required records related to this Manual, PPP, classification, recruitment/staffing and electronic case files of personnel actions.

2.3. EQUAL EMPLOYMENT OPPORTUNITY (EEO) OFFICE.

The EEO Office will:

a. Monitor the Agency's employment and advancement opportunities for minorities, women, and individuals with disabilities within DCMA. The Equal Employment Opportunity/Affirmative Employment Program (EEO/AEP) will assist with achieving the goals of a workforce that represents a diverse population.

b. Upon request, assist in the identification of recruitment sources for underrepresented groups, maintain EEO Management Directive 715 (MD-715) files, and advise and assist management, as appropriate, in identifying barriers to representation.

c. Upon request, partner with TF to develop recruitment strategies designed to increase the number of qualified candidates in underrepresented categories when positions are filled.

d. Provide guidance in the resolution of merit promotion related EEO complaints from employees.

e. Advise commanders, managers, and supervisors on affirmative action goals and responsibilities.

f. Evaluate and assess the health of programs that are intended to support affirmative employment.

g. Recommend/collaborate with TF in the development of programs to support affirmative employment.

h. Upon request, assess Merit Promotion and Staffing program.

i. Review and concur/non-concur on recommended composition of interview panel members within five days.

2.4. MANAGERS AND SUPERVISORS.

Managers and supervisors will:

a. Actively support the principles in this Manual and comply with provisions contained herein.

b. Observe merit system principles in accordance with Section 2301 of Title 5, U.S.C.

c. Ensure positions are valid and information about them is accurately conveyed to the servicing HRO.

d. Ensure their roles in the selection process are consistent with the Agency's manual, merit

system principles, and other applicable laws, regulations, and policies.

- e. Exercise the right to make a selection or non-selection, based on merit principles, from a COE or other non-competitive source.
- f. Ensure candidates receive full and impartial consideration.
- g. Anticipate HR needs and initiate recruitment requests in sufficient time to allow for quality recruitment.
- h. Work collaboratively with the servicing HRO throughout the recruitment process to ensure efforts are timely and successful.
- i. Secure approvals for potential incentives, such as Permanent Change of Station, early in the process.
- j. Identify knowledge, skills, abilities, and competencies to be used in the occupational questionnaire and candidate evaluation process for PDs/PRDs.
- k. Participate in workforce analysis and staffing plans.
- l. Establish panels early in the recruitment process, if applicable, and promptly schedule interviews.
- m. Return COE within scheduled timeframes; extensions should be rare.
- n. Support recruiting events with the goal of achieving a diverse workforce.
- o. Provide guidance to employees concerning promotion opportunities and self-improvement for future promotion opportunities and career development.
- p. Accept PPP candidates who are determined to be well-qualified in accordance with the procedures in DoD PPP guidance.
- q. Ensure that a diverse interview panel is utilized.
- r. Ensure employees are assigned to PDs/PRDs that accurately describe the duties to be performed by reviewing all PDs/PRDs annually with assigned employees in conjunction with the annual performance appraisal.
- s. Fully explain PD/PRD or major changes to a PD/PRD and furnish a copy of current PD/PRD within 30 days of assignment.
- t. Assign a sponsor (local if possible) for incoming employees and permit them adequate time to perform sponsorship duties.

- u. Commence in-processing of the incoming employee.

2.5. SPONSORS.

Sponsors will:

- a. Consider the role as a sponsor a high priority duty, ensuring all sponsor requirements of this Manual are met to the maximum extent practicable.
- b. Promptly initiate contact with the transitioning personnel.
- c. Provide meaningful assistance and information to transitioning personnel.
- d. Ensure the managers/supervisors are informed of changes and updates to incoming personnel status including EOD dates.
- e. Personally greet and be available to assist incoming personnel upon arrival to duty station, if practicable.

2.6. ONBOARDING PM.

The Onboarding PM will:

- a. Develop Onboarder Training that sufficiently prepares an Onboarder to perform their duties in an efficient and effective manner.
- b. Communicate changes to onboarding procedures required due to changes in Federal Civilian employment regulations, requirements, and forms.
- c. Maintain a list of all trained Onboarders within the Agency.

2.7. ONBOARDER.

Onboarders will:

- a. Cover all topics identified on the onboarding checklist, to include a general overview of all Federal benefits and entitlements available to employees. Checklist located on the Resource Page.
- b. Familiarize themselves with the local processes to obtain a Common Access Card and any other unique worksite requirements the employee will need to know.
- c. Verify employment eligibility and submit copies of the verifying documents to the servicing HRO.
- d. If delegated, administer the Oath of Office, and document the Standard Form (SF)

61, “Appointment Affidavits.”

e. Collect all onboarding documents that require an original (wet) signature and forward them to the appropriate HRO address.

f. Encourage personnel being onboarded to complete the New Employee Survey located on the Resource Page.

SECTION 3: POSITION CLASSIFICATION

3.1. PURPOSE.

Outlines procedures and practices for processing classification actions. PDs/PRDs serve as an official record of the duties and responsibilities assigned by management and are used to determine the pay plan, series, title, and grade of the position. Ensure all Acquisition Demonstration Project (AcqDemo) PRDs have a crosswalk (reach-back) PD.

3.2. POSITION REQUIREMENTS.

a. Managers and supervisors will identify major duties, responsibilities, supervisory controls, and competency requirements of subordinate positions, such that the work to be performed is structured in the most efficient and effective method to meet mission requirements. These requirements along with any special requirements (certification levels, foreign language proficiency, licensure, etc.) will be documented in the form of a PD/PRD. All PDs/PRDs must accurately describe the work assigned to the position.

b. SPDs will be used for all positions with substantially the same major duties and responsibilities. PDs can cover positions in more than one organization and/or in more than one geographical location. Minor differences in actual assignments can be documented in individual performance plans. If the manager concludes an SPD does not match the requirements for the position, a justification package must be prepared. The package must include an action memo justifying the need for the non-standard, the proposed new PD, an organizational chart, a coordination sheet, and a general order, if applicable. The package must be submitted through the appropriate organizational chain of command, functional lead, and coordinated with the TFS HR Specialist before submission to the servicing HRO for review and final determination. If the request is approved, employees will be assigned to the new or revised SPD within 30 days of determination.

c. PDs (local or non-standard) may be established for positions not covered by an Agency SPD. These PDs fall into the categories of series that were not developed to be standardized and are written to give flexibility to organizations. The managers have the responsibility to organize work to accomplish the Agency's mission in the most efficient and economical manner in developing PDs. Managers must prepare a justification package to convey the draft PD. The package must include an organization chart (current and proposed, if applicable); proposed general order, if applicable; and a coordination sheet. The package must be routed through their organizational chain of command and the functional SME to the organizational Component Head for approval. Once approved, the functional SME will forward the package to the TFS HR Specialist for review and determination if the package will require approval by the TF Executive Director/Deputy Director, or if the PD may be forwarded directly to the servicing HRO for classification.

d. Position designations and/or conditions of employment, are specific personnel requirements for the position, such as drug testing, emergency-essential, financial disclosure, the Civilian Mobility Program, and positions determined by management to be acquisition positions

under the provisions of the Defense Acquisition Workforce Improvement Act (DAWIA) and must be appropriately reflected in the body of the PD/PRD.

e. If the position is a Critical Acquisition Position (CAP), a classifier will identify the position's acquisition career field on the PD/PRD. In addition, CAP descriptions must contain the following statements: "Incumbent is required to submit a U. S. Office of Government Ethics Form (OGE Form) 450," "Confidential Financial Disclosure Statement," in accordance with Part 2634 of Title 5, Code of Federal Regulations, (CFR). The OGE Form 450 must be filed using the Financial Disclosure Management system link (located on the Resource Page). Identified employees must complete the OGE 450 upon entering the positions and annually, in accordance with DoD Directive 5500-7-R, "Joint Ethics Regulation," and "This position is designated as an acquisition position, subject to the provisions of the DAWIA and associated DoD and DCMA policies and guidelines." The other statements used will read as: "THIS IS A DCMA CRITICAL ACQUISITION POSITION." Unless specifically waived by the appropriate Component official, an incumbent of a CAP positions is subject to mobility requirements per DCMA guidance. Additionally, a selectee for a CAP position must execute, as a condition of employment, a written agreement to remain in Federal service in this position for at least 3 years. In signing such agreement, the employee does not forfeit any employment rights, nor does such agreement alter any other terms or conditions of employment.

f. For trainee/developmental positions, the PD/PRD will identify the position title, series, grade, and position number for the target position and all intermediate positions.

g. In coordination with the servicing HRO classifier, managers/supervisors must use the Position Designation Tool found on OPM's website to determine the appropriate position sensitivity level and document with a completed Position Designation Record. For detailed instructions, refer to "Position Designation System and Automated Tool" Guide, located on the Resource Page.

h. Managers and supervisors will be cautious when adding or deleting duties from PDs/PRDs. The addition or deletion of duties may result in the grade of the position increasing or decreasing. Minor duties can influence both grade and series determinations and the qualifications required for the work. Managers and supervisors are encouraged to contact their TFS HR Specialist to discuss any proposed changes to assignment of duties.

3.3. CLASSIFICATION OF POSITIONS.

a. Positions are classified based on comparing standards and utilizing guidance contained in the OPM Introduction to the Position Classification Standards, OPM The Classifier's Handbook, and OPM Guidance, Introduction to the Federal Wage System Job Grading System, as well as the various occupational standards and guides published by OPM. All requests for classification will be sent to the servicing HRO.

b. Positions will be classified by those officials who have been given delegated position classification authority. The servicing HRO classifiers will review and reclassify any changes to all PDs/PRDs for the Agency.

c. New PDs/PRDs will not be established to accommodate minor changes to an existing position (e.g., incidental duties or tasks or references to a local organization).

d. The use of non-standard, unique, or special PDs/PRDs for occupational series/grades that have been standardized will be limited and require a higher level of approval (i.e., Region Commander/Director).

e. Pen and ink changes to update the accuracy of PDs/PRDs may be made if the changes are not substantial and do not affect the final classification (grade) of the position. Proposed pen and ink changes must be sent to TFS for review. When necessary, TFS will coordinate with other organizations using the same PD determination if the proposed changes are acceptable before forwarding to the servicing HRO for updates.

f. Desk audits must be coordinated with TFS HR Specialist and the servicing HRO Classification Team. Desk audits are only performed if the supervisor and the employee disagree with the accuracy of the PD. After coordination with the TFS HR Specialist, the employee will submit the request to the servicing HRO for review. The request should be emailed to the HRO classification inbox (located on the Resource Page).

3.4. CLASSIFICATION APPEALS.

a. Employees are encouraged to resolve classification issues at the lowest level possible with their immediate supervisor, other management officials in the organization, or the servicing HRO classification specialist.

b. General Schedule (GS) employees may appeal their position classification (i.e., its pay plan, series, title, and/or grade) to the Defense Civilian Personnel Advisory Service (DCPAS), OPM, or through DCPAS to OPM. If DCPAS decision is unfavorable, an employee may still appeal to OPM. However, if an employee appeals first to OPM, the appeal decision is final. A grievance may be filed by the employee or Union concerning the accuracy of the contents of the position description using the negotiated grievance procedure found in the CBA. The information for classification appeals can be found on the Resource Page. For AcqDemo PRDs, refer to the AcqDemo Operating Guide which can be found on the Resource Page.

c. Federal Wage System employees may appeal their position classification to DCPAS and if the DCPAS decision is unfavorable, to OPM.

d. All classification appeals should be coordinated with the TFS HR Specialist for advice before submission to the servicing HRO.

3.5. POSITION MANAGEMENT REVIEW BY MANAGERS/SUPERVISORS.

a. Prior to initiating a request, the manager/supervisor must review the position for need, economy, and efficiency. The PD/PRD must be reviewed to ensure it accurately describes the major duties and responsibilities required of the incumbent.

b. The Financial and Business Operations Directorate Manpower Office requires a PD to be classified before it will accept a Manpower Request Form-Civilian for a proposed change. Refer to DCMA Manual 4301-09, “Manpower and Mission Analysis,” regarding all manpower change submission requirements.

SECTION 4: MERIT PROMOTION

4.1. PURPOSE.

Outlines procedures and practices for accomplishing staffing, placement, and promotion actions in accordance with Part 335 of Title 5, CFR.

4.2. PLACEMENT CONSIDERATION.

a. Mandatory Placement.

If an individual in any of the following categories is available and qualified when a vacancy occurs, that individual must be given appropriate placement entitlement:

(1) Persons with statutory, regulatory, or administrative reemployment or restoration rights. These include, for example, employees returning from military service, employees returning from overseas assignments under the terms of a Return Rights Agreement, or persons whose name appears on an RPL. The RPL eligibles are referred for positions at or below the last grade held by registrants.

(2) Actions required in connection with RIF or placements in lieu of RIF.

(3) Placement, reassignments, or promotions that are directed by OPM, the US Merit System Protection Board, the Equal Employment Opportunity Commission, or other lawful authority, or settlement agreement to affect a corrective action resulting from an appeal, grievance, EEO complaint decision or to correct a violation of law or regulation.

(4) DoD PPP registrants entitled to mandatory placement action.

(5) DCMA qualified recovered disability annuitants or DCMA employees who have fully recovered from a job-related injury.

b. Priority Consideration.

Priority consideration may be given to an employee under certain circumstances (e.g., previous failure to properly consider the employee because of procedural, regulatory, or program error). Normally, employees will receive priority consideration for each instance of improper consideration. These categories of applicants require priority consideration when vacancies occur, but mandatory selection is not required:

(1) Current employees receiving grade or pay retention at the same duty station as the vacancy.

(2) Employees/candidates granted priority consideration for not receiving proper consideration for promotion (e.g., a merit staffing regulatory, procedural, or program error). The servicing HRO determines an entitlement after reviewing the disputed case. Entitlement is

limited to the first vacancy in the activity for which consideration was lost that:

(a) Is within 1 year from the date the servicing HRO officially notified the candidate that they were not afforded proper consideration.

(b) Is a similar position in the same pay system as the position for which the employee/candidate failed to receive proper consideration.

(c) The employee/candidate is qualified for and would be among the best qualified candidates.

(d) Is at the same grade level with no higher potential than the position for which consideration was lost.

(e) The employee/candidate meets selective placement factors, where applicable.

(3) Since priority consideration is only granted once each time proper consideration is denied, it is important that the employee/candidate is given bona fide consideration. Should more than one employee/candidate be entitled to priority consideration on this basis for the same position, they will be considered together. Management is required to document that the employee/candidate was given notice of the reconsideration terms.

4.3. PERSONNEL ACTIONS REQUIRING COMPETITION UNDER MERIT PROMOTION.

For merit promotion actions, applicants compete and are evaluated based on job-related factors, OPM or OPM-approved minimum qualification standards, and other requirements for promotional opportunities. For AcqDemo positions, the procedures in the AcqDemo Operating Guide should be used. With the exception of actions described in Paragraph 4.4., the competitive procedures of this Manual apply to all promotions and to the following actions:

a. Temporary GS promotions of more than 120 calendar days are processed in accordance with Part 335 of Title 5, CFR, and Article 25 of the CBA.

b. Details for more than 30-days to a higher graded 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 count toward the 120-days total), in accordance with 5 CFR § 335.103(c)(1) (ii-iii). Temporary promotions will not be used for the sole purpose of qualifying or enriching an employee's qualifications to permanently fill the position to which they are detailed.

c. Selection for training, which is part of an authorized training agreement, part of a promotion program, or required before an employee may be considered for a promotion as specified in 5 CFR 335.102 & § 410.302.

d. Reinstatement to a permanent or temporary position at a higher grade or with more promotion potential than the highest grade previously held on a permanent basis in the competitive service.

e. Transfer to a higher-graded position or one with more promotion potential than previously held permanently in the competitive service.

f. Reassignment, transfer, or demotion/change to a lower grade position with higher promotion potential than an employee previously held on a permanent basis in the competitive service (except as permitted by RIF regulations).

4.4. PERSONNEL ACTIONS NOT REQUIRING COMPETITION.

a. A promotion resulting from a position upgrade made because of issuance of a new classification standard or correction of a prior classification error, and without significant change in duties and responsibilities or due to the accretion of duties, in accordance with Part 335 of Title 5, CFR, and the CBA.

b. Temporary promotions not to exceed 120 days (prior service during the preceding 12 months under non-competitive promotions count towards the 120-day total). For temporary promotions from an AcqDemo position to an AcqDemo position, temporary promotions not to exceed 1 year.

c. Details for no more than 120 days to a higher-graded position or to a position with higher promotion potential. For details from an AcqDemo position to an AcqDemo position, details not to exceed 1 year. Prior service during the preceding 12 months under noncompetitive details to higher-graded positions and noncompetitive time-limited promotions count toward the 120-day total.

d. Career promotion of an employee without further competition when, at an earlier stage, the employee was selected from an OPM COE or under competitive promotion procedures for an assignment intended to prepare the employee for the position being filled. A fully successful or higher current performance rating is required for an employee to receive career ladder promotion consideration eligibility, in accordance with Part 335 of Title 5, CFR.

(1) Career ladder promotions are not automatic. Managers must certify that all requirements have been met for the promotion and submit a Request for Personnel Action (RPA) to the servicing HRO.

(2) All noncompetitive career ladder promotions will be made effective at the beginning of the pay period the employee becomes eligible for the promotion, if promotion action is received by the servicing HRO prior to the effective date. If not, the promotion will be effective the first pay-period following the receipt of the RPA in the servicing HRO. Promotions cannot be processed with a retroactive effective date except in cases where an erroneous action was contrary to stature, regulation, a nondiscretionary agency policy, or as a remedy for a filed action.

e. Promotion to the highest grade previously held on a permanent basis under career or career-conditional appointment, provided:

(1) The employee was not demoted from that grade because of deficiencies in performance or “for cause” reasons

(2) No additional grade potential is realized.

f. Promotion effective after competitive selection for temporary promotion when the possibility of permanent promotion was included in the original JOA.

g. Promotion resulting from priority consideration granted to a candidate who was not given proper consideration in a previous competitive promotion action.

h. Placement in a position having known promotion potential when the employee previously held a position with the same promotion potential on a permanent basis under career or career-conditional appointment even if the employee never reached the full performance level. Placement includes promotion, reassignment, demotion, transfer, reinstatement, and detail. The employee must not have lost the previous position because of performance or conduct reasons.

i. Noncompetitive appointment of Executive Order 13832 eligibles (Military spouses).

j. Transfer of a current Federal employee or reinstatement of a former Federal employee to a position that is no higher than a position previously held on a permanent basis under a career or career-conditional appointment, provided the employee was not demoted or separated from that previous position for cause or for performance deficiencies.

k. Other types of actions not specified above and exceptions to the requirements of this plan which are permitted by regulation and identified in the CBA (e.g., reassignment due to approved reasonable accommodation in accordance with Agency Reasonable Accommodation Policy) and are consistent with the spirit and intent of the merit system principles delineated in Title 5, CFR, may be approved by the TF Executive Director.

4.5. EMPLOYEE DETAILS.

Details will be implemented in accordance with Title 5, CFR, and the CBA Article 48. Reference the AcqDemo Operating Guide and DCMA AcqDemo Business Rules for details within AcqDemo.

a. Assignments. The Agency has the right to direct employees to perform detail assignments, as well as the obligation to make judicious use of this authority. Consideration may be given to the current performance of employees, location of the position, the interest and availability of eligible employees, and/or their Service Computation Date. The Agency shall inform the employee of the reason for the detail and provide a written description of the duties,

work direction, supervision, and expected duration. A detail will be limited to the shortest practical time limits and will be terminated as soon as the need for the detail no longer exists.

b. Training. In the context of an approved employee development program, details may be an effective means of providing flexible training assignments and access to career-enhancing experiences not otherwise available.

c. Voluntary Acceptance. Management does not have the authority to direct work to positions, or make assignments outside DCMA; therefore, employees must voluntarily agree to accept details outside DCMA. Voluntary agreements must also be obtained before any extension or renewal of such a detail.

d. Required Determinations for Details. (Unless otherwise noted, all days are calendar days.)

(1) DCMA managers and supervisors may implement details for employees under their supervision. Whenever possible, the Agency will consider making details on a rotational basis among employees given the nature and location of the duties to be performed and the duration of the anticipated assignment.

(2) Acquisition Positions. Employees detailed to a CAP must meet all educational, training, and experience requirements in accordance with the DAWIA and provisions within DoD Instruction 5000.66.

(3) Details of 30 Days or Less. Upon request, a detail of less than 30 days may be documented. Details of more than 30 days must be processed in increments of no more than 120 days and will be documented by submitting an RPA (the effective date is the date on which the detail began). For AcqDemo reference the AcqDemo Operation Guide and business rules.

(4) The initial 120 days of a temporary promotion may be made noncompetitively. All time spent on noncompetitive temporary promotions and details to higher grade positions during the preceding 12 months count toward the 120-day total. If the temporary promotion is extended beyond 120 days, competition is required, in accordance with Article 25, CBA.

(5) An employee who continues to carry out the duties of the position to which permanently assigned and performs some of the duties of another position for a limited time (30 days or less) generally is not considered to be on detail.

(6) Details to higher-level positions must be made competitively as temporary promotions when the duration and the nature of the assignment are such that the employee can be expected to perform the majority of the grade-controlling duties for more than 120 days. Refer to the CBA for additional guidance when detailing a bargaining unit employee for more than 30 days.

(7) Testing Designated Position (TDP). Employees detailed for more than 120 days to a TDP from a non-TDP must first pass a drug test.

(8) Acquisition Positions. An employee must hold the required certification level of the position to be detailed and verified as valid by the gaining supervisor within 30 days of the effective date of the action.

(9) Details to Unclassified Duties. Details to unclassified duties of more than 30 days will be subject to the same documentation requirements as details to set of classified duties except that a list of duties to be performed must be substituted for the requirement for an official PD/PRD.

(10) Temporary Employees. Details of temporary employees are subject to the same time limits as details of permanent employees.

(11) Notification to Employees. An employee will be notified in writing at least 15 days prior to a detail that is expected to last more than 30 days except under extenuating circumstances. When detailing a Bargaining Unit Employee for more than 30 days, refer to the CBA, Article 48 for additional guidance.

(12) Documenting Details.

(a) Detail to Unclassified Duties. The servicing HRO will file a copy of the RPA, a list of duties, and the expected duration of the detail in the employee's electronic Official Personnel File (eOPF).

(b) Detail to Classified Duties (Existing PD/PRD). The servicing HRO will file a copy of the RPA and PD/PRD, in the eOPF which shows the expected duration of the detail. The servicing HRO will manually annotate the position title, job number, pay plan, series, and grade on the "To" side of the printed RPA. If the detail is to another organization, the new organization location will be manually documented on the printed RPA. The RPA will be signed, dated, and placed in the employee's eOPF.

(c) Detail Termination. Unless terminated earlier, details are automatically terminated as of the specified not to exceed date on the RPA. An RPA must be submitted in advance for an early detail termination.

4.6. JOA.

a. JOA will be announced on USAJOBS.

b. JOA for bargaining unit positions will include the information in accordance with CBA Art 25 Section 8.B.

c. Although JOA for a specific vacancy are generally used for only one position, any number of like positions (i.e., same title, series, grade, and duty station) may be filled from the same JOA. All selections under a JOA must be made within 6 months from the issuance date of the COE.

d. JOA for positions with a “continuing need” may be open on a continuing basis to afford interested applicants within the AOC the opportunity to apply through the JOA period.

4.7. AOC.

a. The AOC on the JOA describes the individuals from whom the Agency will accept applications to compete for positions. The AOC may also be referred to as “Who May Apply.”

b. Management has the right to consider candidates from a wide range of recruitment/appointment authorities. Managers have a variety of methods to fill positions: internal placement actions, competitive (merit promotion), noncompetitive internal placement actions, appointments from Agency-developed lists for certificate of eligibles, transfers, annuitants, reinstatements, and excepted service appointments. Managers are encouraged to use necessary and varied recruitment sources in occupations where there is under-representation of minorities, women, and disabled persons pursuant to the Federal Equal Opportunity Recruitment Program and the EEO Management Directive 715 (MD-715).

c. When announcing positions under competitive promotion procedures, the AOC must be broad enough to obtain a sufficient number of highly qualified candidates, in accordance with Part 335 of Title 5, CFR, and CBA. DCMA allows job announcements to be opened in a maximum of 5 duty locations where the agency has a facility, within the component’s geographic footprint, (i.e., West Region can open in 5 geographic locations within West Region). In-plant facilities, or those requiring a higher-level security than the position requires, and outside Continental United States sites are not considered acceptable DCMA sites. Exceptions to the 5 duty locations must be approved by the Deputy Director, via the TF Executive Director.

(1) For bargaining unit positions, AOC vacancies will include at least the following:

(a) For permanent acquisition positions, DCMA-wide and Acquisition and Sustainment personnel in DoD Components outside the military departments.

(b) Agency-wide for all other permanent bargaining unit positions.

(2) For non-bargaining unit positions, AOC vacancies will include at least the following:

(a) DCMA-wide, for all permanent positions GS-7 through GS-15 (or equivalent).

(b) DoD-wide for all permanent positions GS-6 (or equivalent) and below positions.

(c) The AOC may be expanded at the discretion of the selecting official.

d. The AOC for a temporary promotion for more than 120 calendar days will be Agency-wide. Any expenses involved in relocating to the position location may be the responsibility of the applicant. Mandatory AOCs (e.g., Military Spouse Preference) will still be included.

- e. If a temporary promotion is announced with the verbiage “may be made permanent without further competition,” the AOC must be the same as a permanent promotion.
- f. Local commuting area means the geographic area that usually constitutes one area for employment purposes. The local commuting area is negotiable in accordance with the CBA.
- g. The full performance level of a position will be used when applying the grade level criteria described in Section 3304 of Title 5, U.S.C. 98.
- h. Requests to narrow the AOC, including justification and Component Head endorsement, must be forwarded to the TF Executive Director.

4.8. JOA OPENING AND CLOSING DATES.

- a. The selecting official will review the JOA, determine how long the JOA will remain open (consistent with minimum time periods covered in this Manual), and return the proposed JOA to the servicing HRO specialist. The servicing HRO specialist will review and finalize the JOA and set the specific opening and closing dates. For GS-15 and equivalent positions, JOAs will be open a minimum of 10 days. All other JOAs will typically be open 10 days. The minimum calendar days for posting a JOA for GS positions (GS-14 and below) is 5 calendar days. The minimum calendar days for AcqDemo positions (GS-14 equivalent and below), is no less than 3 days. Reference Article 25, Section 8 of the CBA.
- b. For Merit Promotion announcements for positions in the bargaining unit only, the job announcement will remain open for a minimum of 5 days in accordance with the CBA.
- c. Deviation requests from the specified announcement period below the minimums specified in this Manual will be forwarded to the TF Executive Director and the justification must be favorably endorsed in writing by the hiring Component Head.
- d. The complete application package (resume, responses to the occupational questionnaire, and any applicable required documents) must be submitted by 11:59 P.M. (Eastern Standard Time) of the closing date of the JOA via USAJOBS.

4.9. DETERMINING BASIC ELIGIBILITY.

Applicants must meet all basic eligibility requirements, minimum qualifications, time-in-grade (if applicable) and other regulatory requirements by the closing date of the JOA.

4.10. EVALUATION OF CANDIDATES.

- a. During the Strategic Recruitment Discussion, the selecting official may identify a specific cut off score or number of candidates they wish to use to determine which candidates will be referred. The servicing HRO will advise the selecting official that although these recommendations will be considered, a review of the candidate pool after the JOA closes must be done to determine the best cut off. The servicing HRO is responsible for determining the best

qualified candidates to refer for consideration, and will consider; the requirements of the position, evaluation criteria developed to distinguish the quality of candidates, the organization's mission objectives, size, and nature of the candidate pool, activity, Merit Promotion Plans or Negotiated Agreements. Additionally, the servicing HRO will consider historical data affirming high declination rates or high rates of nonqualified eligibles, ability of selecting official to review candidates promptly and efficiently, diversity of candidate pool, and affirmative action objectives.

b. A selective placement factor is a skill or other requirement of the position reflected in the PD/PRD (i.e., critical knowledge, skill or ability, language requirements, license, certification) that any incumbent must possess to successfully perform the major job functions. Applicants may not be referred without the skill or other requirement identified in the JOA.

4.11. PREPARING THE COE.

a. The servicing HRO will contact the selecting official to establish the cut off score prior to issuing the certificate of eligibles. Once the servicing HRO receives the cut off score of candidates sought from the selecting official, they will provide the COE, and corresponding resumes via USA Staffing within 16 calendar days. After initial cut off score, all candidates who meet eligibility and minimum qualification requirements will be included on the COE.

b. A separate COE will be generated for each advertised grade level and/or geographical location when a vacant position is advertised for filling at more than one grade level.

c. The certificate will generate an email notification to the selecting official, or other identified designee that the certificate is available in USA Staffing. The servicing HRO will provide the cover letter (if submitted), occupational questionnaire responses, writing samples (if applicable), and the resumes to the selecting official. Additional supporting documents may be provided depending on the documents required in the JOA.

4.12. SELECTING OFFICIAL.

a. A manager or supervisor may fill a vacancy from a variety of sources, may select or not select from the candidates referred for promotion or position change under the terms of this Manual, re-announce the position, leave the position vacant, rewrite the PD/PRD, or abolish the position; however, all selections made under this Manual must be based on job-related criteria and free from any kind of discrimination as specified by Part 335 of Title 5, CFR, and Title VII of the Civil Rights Act of 1964.

b. When a promotion certificate contains at least three highly qualified competitive candidates, the selecting official may not reject the certificate as inadequate solely on the basis that it contains an insufficient number of candidates. A required review for rejecting a certificate must be based on merit principles and provided to the servicing HRO for record-keeping purposes if the certificate is rejected.

c. Any employee who has authority to take, direct others to take, recommend, or approve

any personnel action will not appoint, employ, promote, advance, or advocate for appointment, employment, promotion, or advancement any relative as defined by Part 310 of Title 5, CFR.

d. Supervisors will ensure input is obtained from the appropriate functional community before selections are made. Contracting, engineering, and quality assurance leaders require the endorsement of the functional leader at the next highest level of the organization. For example, the selection of the Contracts Director in International or Special Programs requires the endorsement of the Contracts Executive Director. This pattern will be followed for each of the three functional communities and at each level of the organization.

4.13. PANELS.

a. Panels are required for positions at the GS-12 and equivalent levels or higher. Panels are not required, but are highly encouraged, for grades GS-11 and below, including Contingency Response Force positions hired at the GS-11 level, or when the COE contains less than 4 candidates. Panels are convened to evaluate the resumes, interview the candidates using consistent questions, and recommend candidates for further consideration by the selecting official.

b. Panels must be diverse and consist of three to five permanent employees (military or civilian) of the same or higher grade or grade equivalent than the position to be filled. (Military grade equivalents located on the Resource Page.) A diverse panel is one that has gender and ethnic/racial diversity. One panel member will be designated by the selecting official as the chairperson to lead the panel and serve as the liaison between the panel and the selecting official. At least one panel member must be from outside the hiring organization (supervisor's work unit). Each member of the panel must record how they determined their recommendations, and the panel chairperson will consolidate the panel member's records.

c. Selecting officials will not influence the panel process. They are to remain impartial throughout the process. They will not review resumes to determine a down-select list for the panel to review, participate as a panel member, or provide names of applicants he/she would like to interview.

d. Panel Roles and Procedures.

(1) The EEO office is responsible for reviewing the composition of interview panels prior to the panel or selecting official conducting interviews with candidates. The panel must be diverse. To request EEO panel reviews, please submit an email with the full RPA and JOA number and panel members to the EEO inbox located on the Resource Page.

(2) Assess the candidates on the COE. If needed, panels may use the criteria in Paragraph 4.13.d (3), as well as those specified by the selecting official to narrow down the COE to a manageable number by performing resume reviews. This process will assist in developing the recommended panel list.

(3) Assess and document the relative strengths of candidates' qualifications for the

specific position being filled. The Panel members will evaluate candidate's criterion and document their evaluations. If a resume evaluation criteria template is used, it must be used consistently by all panel members throughout the panel process. The following are possible criteria for evaluating candidates:

(a) Functional Experience (mandatory). Functional experience is the time spent working in the occupation/discipline(s) of the position being filled and experience in related occupations. Additional consideration may be provided for experience in a variety of organizations/locations (e.g., more than one Contract Management Office (CMO)), at a buying command, and for experience at both staff and operating levels.

(b) Supervisory Experience. Supervisory experience not used in filling non-supervisory positions is time spent working in a position that has responsibility for directing, managing, and evaluating subordinates including periods while detailed or temporarily promoted. When the position is for a second or higher-level supervisory position, additional consideration may be warranted for prior experience in supervising a staff including subordinate supervisors.

(c) Education. Education is coursework beyond the secondary level that is related to the position being filled, including undergraduate and graduate level coursework.

(d) Training and/or Professional Certification. Consideration may be warranted for work-related training and other formal courses not leading to a degree, (e.g., Executive development or leadership programs, Defense Acquisition University courses).

(e) Awards Recognition. Consideration may be warranted for awards, such as, performance awards, special act or service awards, formal honorary recognition (e.g., DCMA Exceptional Service Award), and other types of recognition for contributions.

(f) Pertinent Outside Activities. Consideration may be warranted for participation/leadership in professional or occupational associations, societies, etc., that are related to the functions of the position being filled.

(4) A minimum of three, maximum of five, candidates (known as the "recommended panel list") will be forwarded to the selecting official for final consideration. Should there be a tie for the fifth ranked candidate, an additional candidate may be included on the panel list.

4.14. CONSIDERATION AND INTERVIEWS BY SELECTING OFFICIALS.

a. If one bargaining unit candidate on the recommended panel list is interviewed, all bargaining unit candidates on the recommended panel list will be interviewed. Interviews will be conducted in essentially the same manner regarding questions asked and the information being sought so that all candidates are given an equitable opportunity to present themselves and their qualifications in accordance with the CBA Article 25.

b. For positions below the GS-15 or Business Management and Technical Management

Professional (NH)-04 equivalent level, the selecting official has the option to ask the panel to make recommendations regarding noncompetitive candidates, if any, along with the COE candidates. Panels must evaluate noncompetitive candidates, if any, along with candidates on the COE for designated GS-15/NH-04 positions.

c. Prior to conducting interviews, responses should be anticipated so that consistent follow-on questions can be drafted and used. Any interview conducted will adhere to this Manual and the requirements of the CBA.

d. The Selecting official is responsible for ensuring the appropriateness of interview questions but may consult with TF/SME. Interview questions must be job-related and identical ones posed to all candidates. Selecting officials may not administer a test as part of their assessment process.

4.15. CANDIDATE SELECTION.

a. Selecting officials may select any of the candidates on the COE for grades GS-11 and below or any candidate eligible for noncompetitive consideration. When panels are utilized, the selecting official should choose from the list of candidates recommended by the panel. If the selecting official chooses not to select from the recommended panel list, they must provide justification to the TF HR Specialist who will forward to the servicing HRO specialist. Candidates will be selected based on their competencies. Other factors, such as training, education, and awards, may be considered. All criteria should be relevant to the position being filled. If the position is a field contracting, engineering, or quality assurance team leader/group director, the selection requires the review of the functional leader at the next highest level of the organization.

b. Selections will be made within 15 calendar days of receipt of the certificate and submitted promptly to the appropriate servicing HRO specialist. The selecting official will provide two alternate selections, whenever possible. Before making the selection, the selecting officials must complete reference checks prior to submitting the selection. The supervisor should contact the candidate's current first line supervisors (if applicable).

c. The selecting official will record the basis for the final selection in writing, addressing the selectee's qualifications against the specialized experience of the JOA.

d. The servicing HRO will receive the annotated referral certificate from the supervisor, verify the selectee's eligibility for appointment, clear remaining PPP matches (if applicable), and issue tentative job offer. The tentative job offer will be issued no later than 1 day upon receipt of selection or after final PPP match has been cleared.

4.16. EOD.

a. EOD dates should be scheduled within the following timelines:

(1) No Relocation. When relocation is not required, EODs involving new employees

or employees accepting promotions should be scheduled the next full pay period following the acceptance of the firm offer. EODs for lateral movements should be scheduled within two full pay periods following the firm offer.

(2) Relocation within the Continental United States. EOD should be scheduled within 2 pay periods, or 30 calendar days, whichever is more advantageous for the selectee.

(3) Relocation outside the Continental United States. EOD should be scheduled within 3 pay periods or no later than 60 days.

b. Delayed EODs should be approved when needed or warranted and will not be unreasonably withheld.

4.17. RELEASE OF EMPLOYEES.

a. Gaining agencies or organizations must contact the servicing HRO to coordinate release dates for DCMA employees. The servicing HRO will, in turn, coordinate the proposed date with the supervisor. At no time will a supervisor coordinate a release date without the servicing HRO's involvement. Supervisors will not impede the release of an employee on the ability to obtain a replacement, attempt to coerce an employee to delay their departure, or discourage an employee from seeking promotion opportunities.

b. Supervisors will release employees selected for promotion promptly, normally at the beginning of the second pay period following the firm offer. The release date is the last day of the first full pay period after receipt of the firm offer. The effective date of the promotion is the first Sunday of the second full pay period following the firm offer.

(1) The release date may be extended with the consent of the employee being promoted and both the gaining and losing supervisors agree.

(2) If a Permanent Change of Station move is required, a minimum of 30 calendar days are allowed for Continental United States employees and a minimum of 60 calendar days for "overseas/Outside Continental United States" employees. These time periods apply unless another date is agreed to by the employee, losing and gaining supervisors, and the Component Executive, Director/Commander.

(3) Employees being reassigned or changed to a lower grade will be released the last day of the second full pay period after receipt of the firm offer. The effective date of the new position is the first Sunday of the second full pay period following the firm offer.

4.18. RECORDS MAINTENANCE AND DISCLOSURE.

a. The servicing HRO will maintain records sufficient to reconstruct the merit promotion action, including documentation of how candidates were rated and assessed. Records will be maintained for 2 years or after the records have been formally evaluated by OPM (whichever comes first) if the time limit for grievance has lapsed before the anniversary date.

b. Selecting officials will protect and maintain all panel documentation, including written notes, interview questions and responses, final panel recommendation, and other information pertinent to the selection. All of the aforementioned panel documentation will be part of the official record of the panel proceedings and must be retained by the selecting official for 2 years after selection. Additionally, all panel documentation must be uploaded to USA Staffing including a “Selection Panel Documentation Requirements Checklist,” “Memorandum Regarding Justification for Selection,” and “Instructions for adding documents to Hiring Manager.” These documents are located on the Resource Page.

c. Promotion actions will be documented and records maintained in accordance with requirements established by OPM. The Union will have the right to review pertinent promotion records, in accordance with Article 25, Section 14, of the CBA, subject to the limitations of the Privacy Act.

d. In cases involving discrimination complaints, the records must be retained for 4 years after final administrative action on the case. The EEO Office will designate a specific POC for the retention of records pertaining to discrimination cases. In matters where the Office of the General Counsel has placed a litigation hold on records, the records must be retained until the hold is released by General Counsel.

e. Information from merit promotion records (as well as complaints) may be provided to an EEO Counselor, EEO Investigator, EEO Commission complaint representative, Administrative Judge, General Counsel, or other EEO official in connection with processing or resolution of a pre-complaint or complaint filed by an individual alleging discrimination in connection with the action. Further release of the information or release of reports, transcripts, or decisions containing this information, may be made, pursuant to the regulations and policies for those EEO processes.

f. Names, qualifications, social security numbers, and other personal information of candidates not selected will not be disclosed pursuant to Section 552a of Title 5, U.S.C., also known and referred to in this Manual as the “Privacy Act of 1974.” Current and past grades, series, and titles on unsuccessful candidates may be furnished.

SECTION 5: CIVILIAN SPONSORSHIP PROGRAM

5.1. PURPOSE.

Provides procedures for the Civilian Sponsorship Program for incoming personnel employed by DCMA.

5.2. INITIAL SELECTION.

- a. Once a selection has been made, the supervisor will identify a sponsor and Onboarder, email the information to the selectee and provide the information to the servicing HRO.
- b. The servicing HRO will include the sponsor and Onboarder information within the selectee's final job offer, if it is received in a timely manner.

5.3. SPONSORSHIP PROCEDURES.

- a. Sponsors will be given adequate time and sufficient administrative support to perform necessary sponsorship activities.
- b. Sponsors are encouraged to refer to the eSponsorship Tools found on the Military OneSource website (see the Resource Page). This website has various templates, such as initial emails and a Newcomer's Needs Assessment questionnaire, which can be used as samples for corresponding with incoming personnel.
- c. To ensure a smooth transition, the designated sponsor will welcome the selectee via email within 3 calendar days from being notified by the supervisor that the final job offer was accepted. Sponsors should refer to the "Needs Assessment Checklist" found on the Resource Page to ensure pertinent questions are included that will help the sponsor assess the transition personnel. The sponsor's contact information, along with the link to the DCMA Resource Page, should be included within the email.
- d. After receiving the incoming employee's initial responses, the sponsor will gather, and provide resource information tailored to the transitioning personnel's needs within a reasonable time. This may include information such as contact information on the Chamber of Commerce about surrounding towns and cities, school systems, childcare facilities, banking information, and vehicle registration, etc. If a military installation is nearby, the military community service office may be able to furnish a welcome package for the incoming employees.
- e. Determine if the incoming employee will require assistance in finding transportation from their point of arrival to their lodging.
- f. The sponsor will continue to provide information, assistance, and support throughout the transition process, which may range anywhere from 30 days to 6 months, dependent upon the needs of the selectee and their family.

g. On the date the employee reports for duty, the sponsor, or a representative, will greet incoming employee and escort them through the onboarding process.

SECTION 6: ONBOARDING

6.1. PURPOSE.

Establishes and implements procedures within DCMA to ensure a consistent, informative, onboarding process for all employees.

6.2. DELEGATION OF AUTHORITY TO ADMINISTER THE OATH OF OFFICE.

Agency HR Specialists (other than Military), Component Heads, CMO Commanders/Center Directors, and trained Onboarders are granted authority to administer the Oath of Office for the Agency.

6.3. ASSIGNMENT OF ONBOARDERS.

a. An adequate number of Onboarders must be identified and appointed by CMO Commanders/Directors to ensure onboarding services are available in their serviced areas. The Onboarders will provide onboarding support as needed to personnel within the commuting area of their geographic locations, regardless of their assigned organizations.

b. A list of all trained Onboarders is maintained by the TF Onboarding PM. Supervisors are responsible for notifying the PM as new Onboarders are identified and existing Onboarders are released from onboarding duties. This will be imperative to ensure the PM can convey updates/changes as needed and to identify an Onboarder in a certain geographical area upon request.

c. All employees performing onboarding duties must complete the training and be appointed in writing upon completion of the training. This must be accomplished prior to conducting any onboarding sessions. Training is located on the Onboarding Resource Page. If the online training is unavailable, contact the PM for alternate training.

6.4. ONBOARDING.

a. Onboarding sessions must be coordinated by the supervisor with an appropriate Onboarder within the geographical location the employee was hired. In those rare instances where there is no Onboarder within the commuting distance of the employee's duty location, it may be necessary to contact an alternate Federal Agency to request a courtesy onboarding session for the employee.

b. Onboarding is normally held on the first workday of every pay period. Onboarding requirements on alternate days must be coordinated by the supervisor well in advance to ensure an Onboarder will be available on the specified date.

c. New Federal civilian employees and employees transferring to DCMA from other Federal agencies report to a pre-determined site within the geographical location for which they were hired to attend onboarding the first day they report for duty. Exceptions for reporting to an

alternate site will be rare and must be coordinated with the TF Onboarding PM.

d. Current DCMA employees relocating to a new duty station may attend onboarding, if desired. DCMA employees who opt not to attend an onboarding session must ensure all payroll documents have been forwarded to their local payroll POC. A list of payroll POCs is located on the Onboarding Page (located on the Resource Page).

e. Representatives from the following organizations may be invited to present an orientation about their respective programs, if available in the geographical area: Security, General Counsel, Payroll, Emergency Management, Union, EEO, Employee Assistance Program (EAP), Information Technology, Training, Diversity, and Inclusion. These organizations will be sent a yearly calendar of onboarding dates to ensure a representative is available. EEO will provide a welcome packet for all incoming employees, identifying employee rights and services provided. Ensure that all new employees complete the New Employment Ethics Training within 90 days of their EODs. Ensure new employees who are required to file an OGE 450 do so within 30 days of their EODs and review the reports to ensure the employees have no financial conflicts of interest with their official duties. When representatives are not available in the geographical area, Onboarders must present handouts or videos of the same material discussed by the respective SMEs.

f. New employees must bring all pre-identified forms to their scheduled onboarding sessions. The Onboarder will have a blank copy of all required forms on hand in the event the servicing HRO system is not accessible, or the employee needs to make corrections. The latest issuance of all onboarding forms is available on the Resource Page. The employee will be provided with information about the local area, employee benefits, entitlements, the Agency's mission/strategic goals, and any specific employment information that is germane to the respective employment location (overseas tour requirements, renewal agreement tour, home leave, etc.).

g. The Oath of Office must be administered to all incoming employees. A United States flag must be visible when administering the Oath of Office. The Oath of Office may not be administered by someone other than a delegated authority.

6.5. ONBOARDING PROCEDURES.

a. An onboarding checklist will be completed by all Onboarders to ensure they have addressed all onboarding topics. A copy of the Onboarding Checklist is located on the Resource Page.

b. The Onboarder will ensure onboarding employees have all pre-identified forms requiring an original signature (i.e., SF 61) and any Designation of Beneficiary (DOB) Forms unsigned when reporting for duty. Incoming employees who do not bring forms will be provided with requisite forms by the Onboarder.

c. The Onboarder will provide all incoming employees with the most current information regarding entitlements, benefits, Agency specific procedures, and contact information for the servicing HRO Benefits Center. The servicing HRO will assist the selectee with all DCMA

benefits programs to include DOB Unpaid Compensation, Federal Employees Government Life Insurance, Federal Employees Retirement System, Federal Employees Health Benefits, and Thrift Savings Plan (TSP). The TSP DOB can be faxed or mailed by the employee to the address listed on the form. Civil Service Retirement System forms will be sent to the United States OPM Retirement Operations Center in Boyers, Pennsylvania by the employee. Other DOBs will be forwarded to the servicing HRO Benefits Center for inclusion into the employee's eOPF.

d. Onboarders will remind DCMA employees and Federal Civilian employees who are transferring to a new duty location participating in a Health Maintenance Organization (HMO) under Federal Employee Health Benefits (FEHB) to contact the HMO to verify continuation of their eligibility. Most HMOs have specified service areas and Federal employees who move to a different geographic area may no longer be eligible to continue FEHB coverage with their elected HMOs. Onboarders will advise the employee(s) to use the Government Retirement and Benefits website to verify coverage or change plans by email, fax, verbally, with written instructions to contact the HRO Benefits Team.

e. Onboarders will collect and verify the new employee and submit the Form I-9, "U.S. Citizenship Immigration Services (USCIS), Employment Eligibility Verification," and supporting documentation(s) along with the SF 61 via USA Staffing Onboarding Manager or email to the servicing HRO, within 3 calendar days of onboarding. The HRO will input the I-9 information into E-verify.

f. Onboarders will scan payroll documents (Direct Deposit, Change of Address, State Withholding, any city or local tax withholding forms, TSP-19, "Thrift Savings Plan," copy of Combined Federal Campaign pledge document, and last Leave and Earning Statement) and upload payroll documents into the Financial Systems Payroll Bank link "Submit FYXX Payroll Inquiry" located on the Resource Page. All other onboarding forms will be forwarded to the indicated POC per the method specified in the Onboarding Checklist located on the Resource Page.

g. Upon completion of the onboarding session, the Onboarder will request that attendees complete the New Employee Survey located on the Resource Page. Completed survey forms must be sent to the centralized email address also located on the Resource Page for this Manual. There is no demographic or Personally Identifiable Indicator information collected on this form.

6.6. SUPERVISOR IN-PROCESSING.

The supervisor will:

a. Provide an initial welcome, duty station orientation, and any necessary introductory information.

b. Request equipment for new employees 14 days in advance via the Service Desk in order to have the equipment available on the employee's first day.

c. Limit the time that the transitioning personnel are required to travel away from the new

duty station until permanent housing is obtained.

d. Identify employees who are required to file an OGE 450 and ensure the employees are aware of the requirement to file a new entrant report within 30 days of their EODs. Employees PD/PRDs will indicate the OGE 450 filing requirement. Onboarders should consult with General Counsel if there are questions about whether an employee is required to file an OGE 450.

e. Ensure that required employee information is entered into the Agency's management system to generate an employee system account. The link to the required information can be found on the Resource Page.

f. No later than 72 hours after an employee's EOD, ensure the employee record has been uploaded into the Defense Civilian Personnel Data System, which is viewable in the Gateway. If the new employee record cannot be retrieved from Defense Civilian Personnel Data System, the directorate POC must contact the assigned servicing HRO representative and request the personnel action be processed.

g. Conduct initial safety training and ergonomic evaluation of employee workplace, as outlined in the Safety and Occupational Health (SOH) Orientation Checklist located on the Resource Page. Briefing templates and guides are available from DCMA SOH "Manager's" or the DCMA SOH homepage.

h. Brief employees on specific employment information about their employment location.

i. Refer to the "Supervisor Resources" link on the TF Directorate homepage.

GLOSSARY

G.1. ABBREVIATIONS AND ACRONYMS.

TERM	MEANING
AcqDemo AOC	Acquisition Demonstration Project area of consideration
CAP	Critical Acquisition Position
CBA	Collective Bargaining Agreement
CFR	Code of Federal Regulations
CMO	Contract Management Office
COE	Certificate of Eligibles
DAWIA	Defense Acquisition Workforce Improvement Act
DCPAS	Defense Civilian Personnel Advisory Service
DOB	Designation of Beneficiary
EEO	Equal Employment Opportunity
EOD	entrance on duty
eOPF	electronic Official Personnel File
FEHB	Federal Employee Health Benefits
GS	General Schedule
HMO	Health Maintenance Organization
HR	Human Resources
HRO	Human Resources Office
I-9	U.S. Citizenship Immigration Service Form
JOA	Job Opportunity Announcement
NH	Business Management and Technical Management Professional
OGE	Office of Government Ethics
OGE 450	Confidential Financial Disclosure Report Form
OPM	Office of Personnel Management
PD	Position Description
PM	Program Manager

POC	point of contact
PPP	Priority Placement Program
PRD	Position Requirements Document
RIF	Reduction in Force
RPA	Request for Personnel Action
RPL	Reemployment Priority List
SF	Standard Form
SF 61	Appointment Affidavits
SME	subject matter expert
SOH	Safety and Occupational Health
SPD	Standard Position Description
TDP	Testing Designated Position
TF	Total Force
TFS	Total Force Field Support Center
TSP	Thrift Savings Plan
TSP-19	Thrift Savings Plan Form
U.S.C.	United States Code

G.2. DEFINITIONS.

TERM	DEFINITION
AOC	The intended applicant pool in organizational and/or geographical terms and specifics on any restrictions regarding who may compete for a position.
Bargaining Unit	The bargaining unit is a group of employees with common interests who are represented by a labor union in their dealings with Agency management and are covered by the CBA.
Career Ladder	Formally recognized progression of two or more grade-level positions within a single series that represents the anticipated career path for large groups of permanent employees assigned to a specific occupational function.
Career Ladder Promotion	Promotion when competition was held at an earlier stage (e.g., OPM certificate, Merit Promotion certificate) for a position within a recognized career ladder.
Career Promotion	Promotion without current competition when prior competition was held for a position with known (and documented) promotion potential; however, the position is not associated with an established career ladder.
CBA	The CBA executed between the Agency and the Union governing the personnel practices, policies, procedures, and working conditions of employees in the unit.
Classification	Classification pertains to a position or job and the evaluation process that determines the appropriate pay system, occupational series, title, and grade/pay band.
COE	A list of the highest-ranked eligible in descending score or quality category order, including veterans' preference entitlements, submitted to a selecting official for appointment consideration in accordance with competitive selection laws and regulations.
Component Head	The leader of a DCMA organization that reports directly to the Director/Deputy Director, DCMA.
Cut Off Score	The numerical score determined by the selecting official for

use when issuing certificates to identify best qualified candidates.

Demotion	Change of an employee to a lower grade when both the old and new positions are under the same type of graded wage schedule or to a position with a lower rate of basic pay when both the old and new positions are under the same type of ungraded schedule or in different pay-method categories.
Desk Audit	A procedure where the duties and position of a Federal employee are evaluated to determine whether or not the employee's position should be upgraded in terms of grade, pay level, title, or classification series.
Detail	Temporary assignment of an employee to different duties, or to a different position, for a specified period of time, with the employee returning to their regular duties at the end of the detail.
Developmental Assignment	A developmental job assignment is a formal opportunity for an employee to develop professional knowledge, skills, and abilities that would not otherwise be available through their normal work activities.
Diverse Panel	One that has gender and ethnic/racial diversity.
External Candidates	Candidates with Federal competitive status who are not current employees of DCMA.
Full Performance Level	Highest level of work projected either within a career ladder or in association with a position's established promotion potential. It is intended that employees assigned to career ladders or positions with known promotion potential will advance to the full performance level; however, promotions are neither automatic nor mandatory. Promotion to the full performance level is predicated on demonstrated ability to perform work at the higher grade level and the availability of higher graded duties.
Functional Lead	Will serve as the defining functional occupational experts and will designate SME to participate in the project working group to ensure successful transition of employees in their respective occupational series.

Government Retirement and

Benefits	Automated tool which provides employees 24-hour online access to employee benefits information such as FEHB, Federal Employees Group Life Insurance, retirement, and TSP.
HRO	An office providing personnel servicing to a DoD activity. This includes civilian personnel offices, regional or consolidated service centers, on-site customer support units, etc.
JOA	A document that informs the public regarding a job vacancy. A JOA describes the requirements of the job and instructs applicants regarding how to apply for the vacancy. JOAs must be posted on USAJOBS as a means of satisfying the public notice requirements.
Job Analysis	A systematic method of gathering, documenting, and analyzing information about the content, context, and requirements of the job. It demonstrates that there is a clear relationship between the tasks performed on the job and the competencies/knowledge, skills, and abilities required to perform the tasks. Job analysis information is used to develop employee selection procedures, identify training needs, define performance standards, and other uses.
Locally Developed PDs	The PDs structured document assigning work to a given position that are outside of the standardized job functional series.
Non-Standard PDs	A PD that is in the functional series but did not fit with the usual standardized process.
Occupational Questionnaires	An assessment tool used to assess applicants' qualifications and experience. Occupational questionnaires generally ask candidates to self-report their level of training and experience in carrying out critical tasks and demonstrating critical competencies identified through job analysis.
OGE 450	The standardized form used by employees who are required to file a confidential financial disclosure report in the executive branch of the Federal Government.
Onboarders	An assigned employee performing onboarding duties for DCMA.

Open Period	The period during which applications may be submitted for consideration. The duration of the open period must be sufficient enough to provide adequate public notice of the vacancy, meet the requirements of the CBA, and must be clearly specified in the JOA.
PD	A position description or “PD” is a statement of the major duties, responsibilities, and supervisory relationships of a position. In its simplest form, a PD indicates the work to be performed by the position. The purpose of a PD is to document the major duties and responsibilities of a position, not to spell out in detail every possible activity during the workday. A PD is the description of the officially assigned duties and responsibilities that also include sufficient information on classification and qualification factors.
POC	The individual designated by the Office of Primary Responsibility to meet all of the responsibilities.
Position Change	Promotion, demotion, or reassignment made during an employee’s continuous service within the Agency/department.
PPP	A two-tiered program that provides career placement assistance to individuals who are eligible for priority consideration. Some individuals exercise their priority status by virtue of registration and referral through the Automated Stopper and Referral System which automatically matches them to DoD positions commensurate with the qualifications. Others exercise their priority status by applying for positions on their own initiative through an application-based process.
PRD	The PRD for each AcqDemo employee provides job-specific information, broadband level descriptors, and other information pertinent to the job, including staffing requirements and contribution expectations.
Priority Consideration	Special, one-time consideration extended to an employee who was denied proper consideration in a prior competitive action.
Promotion	Change of an employee to a position at a higher grade level or to a position with a higher rate of basic pay.
Promotion Potential	Possibility of further career promotion without the need for

further competition (e.g., a position filled at an entry or mid-level within an established career ladder).

Qualification Requirements

Experience, training, and/or education specified in the United States OPM Qualification Standards for a specific occupation and any selective placement factor(s) established for the particular position.

Reassignment

Change of an employee from one position to another without promotion or demotion.

Reinstatement

Reemployment of a former career or career-conditional employee. Eligibility is based on career tenure and/or veteran's status.

RPA

Electronic personnel form used for processing personnel actions.

RPL

The mechanism agencies use to give reemployment consideration to their former competitive service employees separated by RIF or fully recovered from a compensable injury after more than 1 year.

Selecting Officials

Are responsible for hiring an employee, or employees, to fill open positions in an organization. Selecting officials are at times referred to as hiring managers and often serve as the new hire's future immediate supervisor.

Senior Leadership Team Positions

These positions, also known as Critical Leadership Positions, are identified, established Senior Executive Service, GS-15, or O-6 and above military senior Executive positions challenged with the task of recruiting, training, developing, and retaining a diverse, talented, high performing workforce which is essential to the success of the Agency. These positions report directly to the Agency Director, with the exception of Executive Deputy Director Senior Executive Services, who reports to their respective Directors, and the Deputy Director who reports to the Agency Director.

SME

A person with bona fide expert knowledge of the responsibilities, duties, day-to-day functions, competencies/knowledge, skills, and abilities, and requirements of a position. First-level supervisors are normally good SMEs. Superior incumbents in the same or

very similar positions and other individuals can also be used as SMEs if they have current and thorough knowledge of the position.

SPD

A description of the officially assigned work that is general enough to cover many positions and has sufficient information on classification and qualification factors.

REFERENCES

- AcqDemo Operating Guide Version 3.2, July 31, 2020
- Collective Bargaining Agreement, Agreement Between Defense Contract Management Agency and AFGE Council 170, Collective Bargaining Agreement, August 1, 2019
- Code of Federal Regulations, Title 5
- Code of Federal Regulations, Title 5, Part 335, and Title 7 (also known as the Civil Rights Act of 1964)
- DCMA AcqDemo Business Rules, August 27, 2021
- DCMA Manual 4301-09, “Manpower and Mission Analysis,” July 14, 2019
- DoD Directive 5105.64, “Defense Contract Management Agency (DCMA),” January 10, 2013, as amended
- DoD Directive 5500-7-R “Joint Ethics Regulation,” March 23, 2006
- DoD Instruction 5000.66, “Defense Acquisition Workforce Education, Training, Experience, and Career Development Program,” July 27, 2017
- DoD Instruction 1400.25 Volume 1800, “DoD Civilian Personnel Management System: DoD Priority Placement Program (PPP), Incorporating Change 8, January 16, 2020
- DoD Priority Placement Program (PPP) Handbook, November 2019
- Equal Employment Opportunity Management Directive 715, September 11, 2018, Executive Order 13832, “Enhancing Noncompetitive Civil Service,” May 9, 2018, Federal Equal Opportunity Recruitment Program, December 4, 2013
- Office of Personnel Management, Introduction to the Federal Wage System Job Grading System, Revised September 1981
- Office of Personnel Management, Introduction to the Position Classification Standards, Revised August 2009
- United States Code, Title 5
- United States Code, Title 5, Section 552a (also known as “Privacy Act of 1974”)