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Environmental Management Consolidated Business Center (EMCBC)

Subject: Merit Promotion

Implementing Procedure

APPROVED: (Signature on File)
EMCBC Director

ISSUED BY: OFFICE OF HUMAN RESOURCES

1.0 PURPOSE

The Office of Environmental Management Consolidated Business Center (EMCBC) Merit Promotion establishes the regulatory-based approach and methodology utilized to ensure the systematic and equitable selection of candidates for promotion and position placement opportunities with the EMCBC and serviced organizations.

2.0 SCOPE

The scope of the Merit Promotion will ensure that merit promotion and other placement actions will be taken without regard to race, color, religion, age, gender, national origin, political affiliation, non-disqualifying disability, sexual orientation, marital or family status, personal favoritism, labor organization affiliation or non-affiliation, nepotism, or other non-merit factors and must be based solely on job-related criteria.

3.0 APPLICABILITY

This procedure is applicable to all EMCBC employees, serviced sites, and potential candidates for employment, who are assigned or apply to be considered for positions classified at the General Schedule ("GS") 1 through GS-15 grade level. It also is applicable to any Federal Wage System (i.e., "wage grade" or "blue collar") jobs in the competitive service that are filled by competitive means. In addition, the situations outlined in paragraph 8.1 below also require the application of competitive merit procedures requiring the application of these procedures.

4.0 REQUIREMENTS AND REFERENCES

To demonstrate compliance with merit principles, all actions, whether identification, qualification, evaluation, or selection of candidates, will be made on a fair and equitable basis, without discrimination for any non-merit reason and shall be based solely upon job related evaluation procedures. The basis for these merit promotion principles is derived from the following:

- 4.1 5 USC, Section 2301 (Merit Systems Principles)
- 4.2 5 USC, Section 2302 (Prohibited Personnel Practices)
- 4.3 5 USC, Section 5362 (Grade Retention Following Change in Positions or Reclassification)
- 4.4 29 USC, Section 701 (The Rehabilitation Act of 1973)
- 4.5 38 USC, Sections 4301-4335 (Uniformed Services Employment and Reemployment Rights Act of 1994)
- 4.6 5 CFR 6, “Exceptions from the Competitive Service (Rule VI)”
- 4.7 5 CFR 300, Subpart A, “Employment Practices”
- 4.8 5 CFR 315, “Career and Career Conditional Employment”
- 4.9 5 CFR 319, “Employment in Senior-Level and Scientific and Professional Positions”
- 4.10 5 CFR 335, “Promotion and Internal Placement”
- 4.11 5 CFR 351, “Reduction in Force”
- 4.12 5 CFR 410, “Training”
- 4.13 5 CFR 731, “Suitability for Employment”
- 4.14 29 CFR 1607, “Uniform Guidelines on Employee Selection Procedures (1978)”
- 4.15 U.S. Office of Personnel Management (OPM), “Operating Manual: Qualification Standards for General Schedule Positions”
- 4.16 U.S. OPM, “Handbook X-118C, Job Qualification System for Trades and Labor Occupations”
- 4.17 DOE Order 320.1, “Acquiring and Positioning Human Resources”
- 4.18 DOE Order 342.1, “Grievance Policy and Procedures”
- 4.19 DOE Order 3731.1, “Suitability, Position Sensitivity Designations, and Related Personnel Matters”

4.20 Public Law 91-648, “Intergovernmental Personnel Act (IPA)”

4.21 Public law 105-339, “Veterans Employment Opportunities Act of 1998” (VEOA)

5.0 DEFINITIONS AND ACRONYMS

- 5.1 Appointment. Any personnel action that brings an individual on the rolls of a Federal agency.
- 5.2 Area of Consideration. The intended applicant pool as defined by organizational and/or geographic boundaries (i.e., EMCBC, local commuting area, EM, DOE, nation-wide, etc.) within which a search is made for eligible candidates. Areas of consideration should be established in order to promote fair and open competition and to maintain a diverse work force.
- 5.3 Best Qualified Candidates. Candidates who applied for the position and whose qualifications greatly exceed the minimum requirements for the position, as determined by the rating and ranking process. These individuals possess the job-related knowledge, skills, and abilities identified in a crediting plan to a greater degree than other qualified applicants being considered. Their high scores place them at the top of the candidate list and their names are referred to the selecting official.
- 5.4 Career Tenure. The tenure of a permanent employee who has completed three years of substantially continuous, creditable Federal service.
- 5.5 Career-Conditional Tenure. The tenure of a permanent employee who has not completed three years of substantially continuous, creditable Federal service.
- 5.6 Career Ladder. A series of developmental positions of increasing difficulty in the same line of work, through which an employee may progress to the full performance level based upon his/her personal development and performance in that occupational series. Eligibility for a career ladder promotion requires that the employee is performing satisfactorily per recommendation of the supervisor, that all training and qualification requirements have been met, and that sufficient funds are available.
- 5.7 Career Transition Assistance Plan (CTAP). The selection priority provisions which apply to officially designate “surplus” or “displaced” employees while they are still on the Department of Energy’s employment rolls.
- 5.8 Change to Lower Grade. Also called a “demotion” or “downgrade,” it is the movement of an employee to another position within the same agency that is classified at a grade or to a position with a representative rate that is lower than the grade/rate currently held. A change to lower grade may be voluntary (i.e.,

requested by the employee), involuntary (i.e., initiated by agency management), or caused by the employee's failure to complete the supervisory or managerial probationary period. Pay will be set differently, as circumstances dictate. This type of personnel action is normally noncompetitive; however, if the lower-graded position has promotion potential beyond the grade or growth potential of the employee's current job (or the highest grade that the employee held on a permanent basis in the competitive service), then competitive procedures would apply.

- 5.9 Commuting Area. The geographic locality that constitutes one area for employment purposes. It includes any population center (or two or more neighboring ones) and the surrounding localities within which people live and can reasonably be expected to travel back and forth daily to their usual place of employment.
- 5.10 Competitive Service. This category of Federal employment includes all civilian positions assigned to the Executive Branch of the Federal government that are not specifically excepted from the civil service laws by or pursuant to statute by the President or by the Office of Personnel Management. This category does not include positions assigned to the Senior Executive Service or the Excepted Service.
- 5.11 Competitive Status. Basic eligibility for noncompetitive assignment to a competitive service position. A person on a career or career-conditional appointment in the competitive service acquires personal competitive status upon satisfactory completion of a probationary period. Competitive status may also be granted by statute, Executive Order, or the civil service rules without competitive examination. Competitive status provides the individual with rights and benefits not awarded to individuals without such status, particularly as it relates to reinstatement to Federal service employment.
- 5.12 Conversion. The change of an employee from one type of appointment to another (under either the same or a different authority) in the same agency with no break in service or with a break of three days or less.
- 5.13 Crediting Plan. A plan used to rate and rank qualified applicants for a position. The crediting plan consists of the quality ranking factors (developed through the process of job analysis) with typically three quality level descriptions for each ranking factor. As a result of the application of a crediting plan, applicants are sorted by score into the category that best matches their KSAs: best qualified, well-qualified or qualified.
- 5.14 Days. Refers to calendar days, unless otherwise specified.

- 5.15 Detail. Temporary assignment of an employee to a different position or set of duties for a specified period, with the employee returning to permanent duties at the end of the period.
- 5.16 Excepted Service. Unclassified service, unclassified Civil Service or positions outside the Competitive Service and the Senior Executive Service. Excepted Service positions have been excepted from the requirements of the Competitive Service by law, Executive Order, or OPM regulation.
- 5.17 Federal Equal Opportunity Recruitment Program (FEORP). Requires agencies to establish targeted recruitment programs for categories of positions where a determination of underrepresentation, manifest imbalance, or conspicuous absence of women and/or minorities has been made.
- 5.18 Full Performance Level. The independent (journeyman) level of operation for a particular type of work.
- 5.19 Highly Qualified Candidates. Those candidates competing for a vacant position whose qualifications exceed the minimum OPM Operating Manual for Qualification Standards for General Schedule Positions, including appropriate selective placement factors.
- 5.20 Human Capital Management. A system led by senior management that promotes alignment of human capital management strategies with agency mission, goals, and objectives through analysis, planning, investment, measurement, and management of human capital programs. Successful incorporation of human capital procedures optimizes the entire recruit-to-retain process. When such strategies are in place, an organization can attract and retain a qualified workforce, access and share vital workforce information safely and securely, adapt workforce processes as the mission changes, provide self-service capabilities to employees and managers, and enable effective decision-making relative to workforce management.
- 5.21 Interagency Career Transition Assistance Plan (ICTAP). The selection priority provisions and procedures that apply to displaced employees of other Federal agencies.
- 5.22 Interview Panel. A panel tasked with interviewing and recommending candidates for selection to fill a specific position.
- 5.23 Job Analysis. The systematic analysis of a position to identify the basic duties and responsibilities; knowledge, skills and abilities (KSAs) required to perform the duties and responsibilities; positive relationship (linkage) between the duties and KSAs; and factors that are important in evaluating candidates for the position.

- 5.24 Job Classification System. Positions in various departments and agencies that are subject to the Classification Act of 1949, as amended. The classification process within each pay plan is used to evaluate the duties and responsibilities of a position and to assign a title, occupation series and grade. Examples of a classification system include General Schedule (GS), Federal Wage System (FWS), pay banding, etc.
- 5.25 Knowledge, Skills, and Abilities (KSAs). This term is synonymous with ranking factors. They are the attributes defined in the position description and/or qualification standard that are job-related, specific, measurable, and permit meaningful distinctions among minimally qualified candidates. These attributes are required to perform a job and are generally demonstrated through qualifying experience, education, or training. *Knowledge* is a body of information applied directly to the performance of a function. *Skill* is an observable competence to perform a task with ease and proficiency. *Ability* is a competence to perform an observable behavior or a behavior that results in an observable product.
- 5.26 Known Promotion Potential. The documented progression of a lower-graded position to a higher-graded position with similar duties and responsibilities but with varying degrees of scope and complexity. There is no guarantee that an individual will reach the target grade level of a restructured position since promotion is based on factors that cannot be predetermined: the individual employee's demonstrated performance on the job, verification that the highest level of work is being accomplished satisfactorily, and funds availability.
- 5.27 Merit Staffing Program. The system under which Federal agencies consider current employees, former employees and veterans applying under a Merit Promotion announcement for vacant positions on the basis of personal merit.
- 5.28 Minimum Area of Consideration. Upfront determinations for a group of positions to establish the smallest organizational and/or geographic boundaries within which a search is made for eligible candidates to be considered. Minimum areas are established to ensure equity and fairness in considering agency candidates for promotion and placement opportunities.
- 5.29 Minimum Qualification Requirements. The OPM Operating Manual for Qualification Standards for General Schedule Positions defines the qualification standards as the minimum evidence OPM will accept to indicate that candidates possess the requisite KSAs for the position involved.
- 5.30 Noncompetitive Action. A promotion, demotion, reassignment, transfer, reinstatement or appointment that is effected without competition.
- 5.31 Position Change. An employee's move to another position within the same agency, without a break in service, which establishes the employee's eligibility for grade

retention (under 5 U.S.C. §5362) or when an employee who is already entitled to grade retention moves to another position at or below the retained grade.

- 5.32 Priority Referral Consideration. During the recruitment process, the manager may be advised that there are individuals who are entitled to special or “priority” consideration for the vacancy. Employees become entitled to priority referral consideration based upon a prior employment action or because they are entitled to the referral due to circumstances beyond their control. Although not all inclusive, the following provides examples of situations that could entitle such consideration: (1) An official finding that an employee, or candidate, was discriminated against, and accordingly did not receive full and fair consideration for a position; (2) Placement into a lower-graded position through no fault of the employee's (i.e., not at their own request or not because of poor performance); (3) Placement through reduction-in-force (RIF) to a lower-graded or lower wage position; (4) Receiving improper consideration for a position (e.g., due to errors in the rating process, administrative error, etc.). In addition, a manager may have a position in his/her organization which is “obligated.” This means that there is an employee who has a statutory restoration right to the position based upon active duty military service, a compensable injury, or completion of an overseas tour of duty. In some cases, the individual is entitled to be placed in the vacant position; in other cases the priority referral entitlement falls short of a mandated placement because the manager has other options available to fill the vacancy. The nature of the priority referral consideration and the individual’s subsequent placement rights will differ, depending on the situation.
- 5.33 Probationary Period. The first year of service of an employee who is given a competitive service career or career-conditional appointment under 5 CFR Part 315. During this period, the agency determines the fitness of the employee for continuance in Federal service. The employee has no appeal rights while serving under an initial probationary period.
- 5.34 Promotion. The change of an employee to a position within the same agency at a higher grade level within the same job classification system and pay schedule or to a position with a higher rate of basic pay in a different job classification system and pay schedule.
- 5.35 Reassignment. The change of an employee from one position to another in the same pay plan, without promotion or demotion, and within the same agency.
- 5.36 Reviewing Official. A supervisor in the chain-of-command of a selecting official.
- 5.37 Qualified Candidates. Persons who are being considered for a promotion or other staffing action who meet all established OPM or agency-developed qualification requirements for the position being filled, including applicable selective placement factors, education requirements and time-in-grade criteria (if applicable), as well

as time-after-competitive appointment restrictions.

- 5.38 Qualifications Rating Sheet. A form used to document the results of the rating and ranking process for each candidate.
- 5.39 Quality Ranking Factors. Job-related KSAs, documented through job analysis, that are used in rating and ranking all eligible candidates to distinguish between their qualifications in order to surface the best qualified candidates.
- 5.40 Ranking Factors. This term is synonymous with “KSA.” These factors are those knowledge, skills, and abilities as defined in the position description and/or OPM qualification standard that contribute to successful performance in the position being filled.
- 5.41 Ranking Panel. A panel of Subject Matter Experts (SMEs), under the direction of a Human Resources Specialist, tasked with the responsibility for ranking qualified, eligible candidates against quality ranking factors (KSAs). As one of the options available to rate and rank candidates, the ranking panel scores the qualifications of the competing candidates in order to determine the best qualified candidates to be referred to the selecting official.
- 5.42 Rating. A process of determining if a candidate meets basic qualifications when evaluated against OPM regulations and standards (i.e., specialized experience, positive education requirements, unusual physical requirements, etc.). A Human Resources (HR) Specialist, with or without the assistance of a SME, performs the initial rating determination for each applicant who applies for consideration for the position.
- 5.43 Rating and Ranking. A systematic process in which the qualifications of qualified candidates are scored to determine which ones are highly, well or best qualified. The determination is based on the degree to which each candidate meets the quality ranking factors of the position. The rating and ranking process may be completed by an HR Specialist, a SME, and/or a ranking panel.
- 5.44 Reassignment. The change of an employee from one position to another in the same agency and within the same pay plan without promotion or demotion.
- 5.45 Reemployment Priority List. A list of career and career-conditional employees an agency has separated because of: (1) reduction in force or (2) compensable injury or disability where recovery takes more than one year from the time the employee began receiving compensation. These employees register with the servicing HR Office to receive automatic consideration for agency positions within the commuting area before candidates outside of the department can be selected.

- 5.46 Reinstatement. Noncompetitive reemployment in the competitive service of a career or career-conditional employee when the individual had personal competitive status or was serving under probation when he/she separated from Federal service. Time limits for reinstatement will apply, depending on the individual's tenure and/or veteran's preference.
- 5.47 Selecting Official. A supervisor or manager with delegated authority to make a selection determination to fill a position through the employment, reinstatement, promotion, demotion, or transfer of a properly referred candidate.
- 5.48 Selective Placement Factor(s). Mandatory knowledge, skills, and/or abilities that are outlined in the position description and essential to perform the duties and responsibilities of a particular position. These KSAs are in addition to the basic qualifications outlined in OPM's Operating Manual for Qualification Standards for General Schedule Positions. Candidates who do not meet these factors are not qualified for a specific position, even though they may meet the minimum OPM qualifications for the position. As such, they are ineligible for further consideration. Selective placement factors must be job-related, their validity documented through job analysis, and they must be advertised in the vacancy announcement as mandatory qualification factor(s) that must be met in order to be ranked qualified for the position being filled.
- 5.49 Selection Procedures. Practices used as a basis to make employment decisions.
- 5.50 Senior Executive Service. Positions that are classified above GS-15 of the General Schedule or in the level IV or V of the Executive Schedule or equivalent positions. These positions are not required to be filled by an appointment by the President nor do they require the advice and consent of the Senate. Instead they are the primary positions that direct, monitor and manage the work of an organizational unit or exercise other executive functions.
- 5.51 Subject Matter Expert. An individual who is thoroughly knowledgeable of the duties and responsibilities of a position as related to the KSAs or qualification requirements.
- 5.52 Substantially Continuous Service. Federal service which continued without a break or interruption; a period of service from which time off the agency's rolls was not deducted or subtracted from an employee's total period of service.
- 5.53 Temporary Appointment. An appointment made for a limited period of time and with a specific not-to-exceed date determined by the authority under which the appointment is made.
- 5.54 Temporary Promotion. Promotion of an employee for a limited duration to an established position at a higher grade level than the position the employee

permanently occupies. The promotion is made under specific and written conditions with a not-to-exceed date to meet a need of a short-term nature; however it can be extended up to five years. Upon expiration of the need, the employee normally reverts to the former position.

- 5.55 Time-After-Competitive Appointment Restriction. Employees appointed to a competitive service position under the OPM recruitment system cannot be reassigned, promoted, changed to lower grade or transferred until 90 days have elapsed since the latest non-temporary competitive appointment.
- 5.56 Transfer Eligible. Career or career-conditional employees who move from one agency to another, with or without a promotion, and without a break in service of one full workday.
- 5.57 Underrepresentation. A situation where the numbers of women or members of a minority group in a specific occupational grouping or grade level in the agency's workforce are below the numbers in the appropriate Civilian Labor Force, as determined by the Department of Labor.
- 5.58 Uniform Guidelines on Employee Selection Procedures. Codified in 29 CFR Section 1607, a set of principles designed to assist employers, labor organizations, employment agencies, and licensing and certification boards to comply with requirements of Federal law prohibiting employment practices which discriminate on grounds of race, color, religion, sex, and national origin.
- 5.59 Well-Qualified Candidates. Those candidates competing for a vacant position whose qualifications substantially exceed the minimum OPM Operating Manual for Qualification Standards for General Schedule Positions, including appropriate selective placement factors. This term is mostly used when filling vacancies through the CTAP or ICTAP with surplus and displaced employees.

6.0 RESPONSIBILITIES

6.1 Director EMCBC

The EMCBC Director exercises overall authority for Human Capital Management for EMCBC and serviced organizations in accordance with merit system principles, current Federal laws/statutes, DOE guidance, and the provisions of this Plan.

6.2 Assistant Director, EMCBC, Office of Human Resources (OHR)

- 6.2.1 Establishes and implements a Merit Promotion Plan to ensure that employees are fairly considered and selected for employment and assignment to EMCBC and serviced-site positions.

- 6.2.2 Manages the EMCBC Human Capital Management System so as to achieve and maintain compliance with merit system principles, current Federal laws/statutes, DOE guidance, and the provisions of this Plan.
- 6.2.3 Provides day-to-day direction, guidance, and technical assistance to managers involved in merit promotion activities.
- 6.2.4 Provides information to employees about merit promotion procedures, opportunities for promotion, career development, etc.
- 6.2.5 Maintains liaison with DOE Headquarters and appropriate OPM offices (as necessary) to provide an effective Human Capital Management System.
- 6.2.6 Coordinates and consults with the Assistant Director, Office of Civil Rights and Diversity (OCRD) to ensure effective execution and implementation of programs, policies and procedures.

6.3 Assistant Director, EMCBC, Office of Civil Rights and Diversity:

Provide a firm commitment to equal employment for all employees and applicants by ensuring effective coordination between the EMCBC's EEO programs and related human resource programs. Monitors progress, identifies and eliminates barriers, if any, which may impede free and open competition in the workplace and prevent employees and applicants from realizing sexual orientation. Additional attributes or conduct which may impact the applicants/employees' ability to compete in the workplace, such as marital status, political affiliation, and/or military status will also be monitored.

6.4 Selecting Officials, Managers and Supervisors:

- 6.4.1 Comply with all merit promotion principles and procedures in accordance with merit system principles, current Federal laws/statutes, DOE guidance, and the provisions of this Plan.
- 6.4.2 Promote equal employment opportunities in accordance with DOE and EMCBC Affirmative Employment Action, Strategic, Diversity, and Workforce Management Plans, ensuring that personnel actions and decisions are consistent with organizational goals, objectives and policies.
- 6.4.3 In conjunction with OHR staff, establish job-related evaluation criteria for use in measuring the qualifications of candidates considered under merit promotion procedures.

- 6.4.4 When requested by OHR, provide Subject-Matter Experts (SME's) to assist in the ranking and/or interviewing processes.
 - 6.4.5 Ensure appropriate formal and/or on-the-job training is provided to all supervisors in the proper application of merit promotion procedures.
 - 6.4.6 Consider all candidates referred by OHR and make tentative selection from the referral certificate without discrimination for any non-merit reason(s) and without favoritism based on personal relationship or patronage.
 - 6.4.7 Anticipate personnel needs as far in advance as practical and initiate a SF-52, Request for Personnel Action, along with other required documentation (e.g., position description and crediting plan) in sufficient time to allow for effective and timely processing of all actions covered by this procedure.
- 6.5 Human Resources (HR) Specialists:
- 6.5.1 Comply with all merit promotion principles and procedures outlined in merit system principles, current Federal laws/statutes, DOE guidance, and the provisions of this Plan.
 - 6.5.2 Conduct job analysis based upon a systematic study of the job. Assist managers/supervisors to develop crediting plans, identify recruitment competencies, and devise job-related questions based on the essential tasks extracted during the job analysis process.
 - 6.5.3 Document the job analysis process for the record. Approve selective factors based on valid factors consistent with applicable regulations.
 - 6.5.4 Work with supervisors/management officials to establish areas of consideration that ensure recruitment is conducted from appropriate sources in an attempt to achieve a work force representative of all segments of society.
 - 6.5.5 Effectively utilize automated systems to appropriately recruit, rate and rank candidates for merit promotion vacancies.
 - 6.5.6 Provide advice and guidance to managers/supervisors on recruitment options, merit system principles, and prohibited personnel practices.
 - 6.5.7 Assist applicants who express an interest in applying for job announcements by answering their questions, ensuring that they understand the documentation required to successfully apply for Federal employment, as well as the Federal employment process as a whole.

- 6.5.8 Assist absent employees or their representatives, as requested, with applying for internal vacancies.
- 6.5.9 Validate applicants' resumes for basic qualifications, specialized experience, selective placement factors, time-in-grade restrictions, eligibility for promotion or noncompetitive consideration, required documentation, and other eligibility requirements.
- 6.5.10 Extend the official offer of employment to selectees.

7.0 GENERAL INFORMATION

7.1 Coverage - Actions subject to competitive procedures include:

- 7.1.1 Transfer to a position at a higher grade or with more promotion potential than a position previously held on a permanent basis in the competitive service.
- 7.1.2 Reinstatement to a permanent or temporary position at a higher grade or with more promotion potential than a position previously held on a permanent basis in the competitive service.
- 7.1.3 Reassignment or demotion to a position with more promotion potential than a position previously held on a permanent basis in the competitive service (except as permitted by reduction-in-force regulations). Situations that provide a competitive advantage should also be advertised, such as the reassignment of an individual from a one-grade interval to a two-grade interval job, or from a non-supervisory to a lead or supervisory position (unless the individual formerly held such a position in the past).
- 7.1.4 Time-limited promotions for more than 120 days to higher-graded positions. Prior service during the preceding 12 months under noncompetitive temporary promotions and noncompetitive details to higher graded positions counts towards the 120-day total. A temporary promotion may be made permanent without further competition provided the temporary promotion was originally made under competitive procedures and the fact that it might lead to a permanent promotion was made known to all potential candidates.
- 7.1.5 Details for more than 120 days to a higher graded position or to a position with higher promotion potential. Prior service during the preceding twelve (12) months under noncompetitive details to higher graded positions and noncompetitive time-limited promotions count toward the 120-day total.

The maximum amount of time that an individual can be detailed to a higher grade is 240 days.

- 7.1.6 Conversion of a term appointee to a permanent appointment in the same line of work as the term appointment provided the employee competed for the term appointment under OPM competitive examining procedures.
- 7.1.7 Veterans Employment Opportunity Act of 1998 (VEOA). When an agency accepts applications from outside its own workforce (i.e., outside DOE), this law allows preference eligibles and veterans to compete for those vacancies under merit promotion procedures. To be eligible for VEOA consideration, the vet must have separated from the armed forces under honorable conditions and have 3 or more years of continuous active duty service. They must compete under the same merit promotion criteria as the lowest-ranked agency employee referred.
- 7.1.8 Selection for training which is part of an authorized training agreement or promotion program, or required before an employee may be considered for a promotion as specified in 5 CFR Part 410.

7.2 Exceptions

- 7.2.1 A promotion without current competition of an employee who was appointed in the competitive service from a civil service register, by direct-hire appointment, by noncompetitive appointment/noncompetitive conversion, or under competitive promotion procedures for an assignment intended to prepare the employee for the position being filled. The intent must be made a matter of record and the career ladder must be documented.

NOTE: Career promotions do not occur automatically. Employees will receive a promotion if their performance is at an acceptable level (e.g., current rating of record is “Meets Expectations” (or equivalent) or higher), they meet OPM qualification and time-in-grade requirements (when appropriate), and the promotion has been recommended/approved by their supervisor. Promotions may also be delayed or withheld for other reasons, such as budgetary constraints.

- 7.2.2 A promotion resulting from an employee’s position being classified at a higher grade because of additional duties and responsibilities. This is appropriate for use when there are no other employees serving in similar or identical positions to which the duties could have been assigned.

- 7.2.3 A promotion resulting from upgrading a position without significant change in duties and responsibilities due to application of a new classification standard or the correction of an initial classification error.
- 7.2.4 A temporary promotion, or detail to a higher graded position or a position with known promotion potential of 120 days or less.
- 7.2.5 Promotion to a grade previously held on a permanent basis in the competitive service (or in another merit system with which OPM has an interchange agreement approved under 5 CFR Part 6.7) from which an employee was separated or demoted for other than performance or conduct reasons.
- 7.2.6 Promotion, reassignment, demotion, transfer, reinstatement, or detail to a position having promotion potential no greater than the potential of a position the employee currently holds or previously held on a permanent basis in the competitive service and did not lose due to performance or conduct reasons.
- 7.2.7 Consideration of a candidate not given proper consideration in a competitive promotion action.
- 7.2.8 Appointments of career SES appointees with competitive service reinstatement eligibility to any position for which they qualify in the competitive service at any grade or salary level, including Senior Level positions established under 5 CFR Part 319.
- 7.2.9 A position change permitted by reduction-in-force (RIF) procedures (5 CFR Part 351).
- 7.2.10 Detail of 120 days or less to a higher-graded position or to a position with increased promotion potential.

8.0 PROCESS

- 8.1 The selecting official submits an SF-52 (Request for Personnel Action) and a Position Description to OHR to initiate competitive merit promotion/placement actions.
- 8.2 The EMCBC OHR fills positions in the competitive service from the best available candidates in accordance with Departmental policy and applicable civil service laws and regulations. Under the provisions of this EMCBC Merit Promotion and Placement Process, the selecting official has the right to select from other appropriate sources, including:

- 8.2.1 Reemployment priority list
- 8.2.2 Persons eligible for reinstatement
- 8.2.3 Persons eligible for transfer
- 8.2.4 Direct-hire applicants
- 8.2.5 Handicapped or Veterans Recruitment applicants, and
- 8.2.6 Individual(s) within reach on an appropriate OPM certificate
- 8.3 To determine the best recruitment source or area of consideration, selecting officials should give due consideration to the source(s) that will best meet the agency's mission objectives, have the greatest potential to contribute fresh ideas and viewpoints, and help meet the agency's affirmative action goals.
- 8.4 Selecting officials are encouraged to solicit input from the OCRD for recommended areas of consideration to obtain a diverse applicant pool when conducting recruitment external to DOE sources.
- 8.5 Vacancy Announcements

Positions will be advertised in accordance with current DOE Orders, policies, plans and programs following OPM instructions and requirements and any applicable negotiated bargaining agreements. Positions may be filled on a permanent, temporary, or term basis following OPM and agency directives. Temporary promotions may be converted to permanent without further competition as long as the conversion provision is so stated in the announcement.

- 8.5.1 Advertisement. Vacancies will be announced through OPM's USAJobs automated recruitment system.
- 8.5.2 Area of Consideration. In determining area of consideration (or scope of competition) for filling positions, the HR Specialist and the supervisor determine the area of consideration and timeframes to provide a reasonable number of high quality candidates. The minimum area of consideration for EMCBC and serviced organizations will be determined based on consideration of existing DOE guidelines on merit promotion and hiring control policies set forth by the DOE, Office of Environmental Management. Exceptions to DOE guidelines on minimum area of consideration will be documented in the merit promotion file.
- 8.5.3 Time Limits for Posting. Vacancies announced DOE-wide are normally posted for a minimum of 15 calendar days. Vacancies announced for a

smaller area of consideration are normally posted for a minimum of 5 work days. Vacancies that are advertised outside of the agency must comply with OPM Interagency Career Transition Assistance Program requirements. When specific positions traditionally show a high rate of turnover or a low rate of internal applicants, vacancy announcements may remain open continuously for a period not to exceed one (1) year. The vacancy announcement must clearly state the continuously open nature of the announcement and the application procedures to be followed. When announcements are open for an extended amount of time, periodic certification may be made prior to the NTE date of the job posting, provided the announcement clearly specifies the conditions of early consideration.

- 8.5.4 Acceptance of Applications. Applicants who are not serviced by the EMCBC must submit application materials (i.e., on-line resumes and supplemental documentation) such that they are received in the EMCBC, OHR by the closing date of the vacancy announcement. Application materials that are not timely submitted will not be considered in the candidate evaluation process. EMCBC and serviced employees are required to ensure that any supplemental documentation that is required to verify their eligibility or qualifications for a specific position is included in their Official Personnel Folder (OPF), including updated college transcripts and/or certifications. Exceptions to this policy are made on a case-by-case basis. A10-point preference eligible may file an application at any time for any positions for which a non-temporary appointment has been made from a competitive list of eligibles within the past 3 years. In addition, a person who is unable to file for an open competitive examination because of military service may file after the closing date. In either of the above situations, the veteran should contact the agency that announced the position for further information and instructions on filing.
- 8.5.5 Absent Employees. EMCBC and serviced employees who are absent for legitimate reasons (e.g., on detail or leave, attending training courses, in the military service, or serving in public international organizations or on Intergovernmental Personnel Act (IPA) assignments) and who wish to be considered for position vacancies will receive appropriate consideration for promotion. Absent employees should provide their representative with a list of the types of positions for which they wish to be considered during their absence. Upon notification of available vacancies by their representative, however, absent employees must ensure that applications for such positions are submitted timely using the on-line application system identified in the vacancy announcement.

8.6 Evaluating Candidates

- 8.6.1 Eligibility/Minimum Qualifications. To be eligible for promotion or placement under this plan, applicants must meet all legal, regulatory and minimum qualification requirements (e.g., time-in-grade, positive education, and/or required experience) as of the closing date/cut-off date(s) unless specified otherwise in the announcement. Minimum qualification standards are those prescribed and/or approved by OPM.
- 8.6.2 Selective Placement Factors. In addition to the minimum qualification factors, selective placement (i.e., screen-out) factors may be used as essential qualifying criteria if they are necessary for successful performance on the job, require extensive training or experience to develop, and cannot be learned on the job in a “reasonable” amount of time. Selective placement factors must be appropriately validated, documented in the job analysis, and advertised in the vacancy announcement as required factors that must be met in order to be considered further for the position being filled.
- 8.6.3 Quality Ranking Factors. Quality ranking factors are Knowledge, Skills, and Abilities (KSAs) that are expected to enhance job performance. Job analysis methodology and quality ranking factors will be used to identify and rank order candidates who will most likely be the best candidates for the job. Fully developed crediting plans clearly define levels of possession of identified KSAs. Crediting plans will provide for the assignment of points at three distinct value levels, for example:
- Superior (5 points)
- Good (3 points) and
- Acceptable (1 point)
- [Note: “Acceptable” criteria are at a level above the minimum qualification requirements of the position set forth by OPM.]
- 8.6.4 Subject Matter Expert (SME) and SME Ranking Panels. The HR Specialist, in conjunction with the supervisor, determines when a SME or a SME panel is necessary to conduct rating and ranking of candidates. An individual in the supervisory chain of command or in a lower-graded position than the position being filled may not serve on a ranking panel or be a SME.
- 8.6.5 Rating Process. The HR Specialist, SME or a Ranking Panel makes qualitative distinctions among candidates to ensure the basic merit

principles are met. Scores will be apportioned and determined in the following manner:

- 8.6.5.1 The candidate's experience will be evaluated against the recruitment KSAs to determine how well he/she is prepared to perform the higher-level work (i.e., quality rather than quantity).
- 8.6.5.2 The candidate's education, training, self-development, awards, and outside activities will be considered only when they are relevant to the specific KSAs required for the position.
- 8.6.5.3 A crediting plan is used to rate and rank qualified applicants for a position. It consists of the quality ranking factors (developed through the process of job analysis) with typically three quality level descriptions for each factor. As a result of the application of a crediting plan, applicants are sorted by score into the category that best matches their KSAs: best qualified (BQ), well-qualified (WQ) or qualified (Q).
- 8.6.5.4 Competing candidates will be ranked as BQ, WQ or Q.
 - 8.6.5.4.1 A *best-qualified* candidate is one rated by the applicable crediting plan and determined to be ranked at or above the appropriate cut-off score when compared with other qualified candidates competing for the same position. Best-qualified candidates must score a minimum of 85 points when a scored crediting plan is used. They are identified from lower-ranking candidates by a natural gap in scores (i.e., 2 or more points) or when another meaningful distinction process clearly identifies the highest group of candidates determined to have the qualifications that are most applicable to the job being filled.
 - 8.6.5.4.2 A *well-qualified* candidate is one who possesses *all* of the quality ranking factors (i.e., KSAs) at the "Good" (or middle) level, as rated by the applicable crediting plan.
 - 8.6.5.4.3 A *qualified* candidate is one who possesses *some* of the quality ranking factors (i.e., KSAs) at the "Acceptable" (or lowest) level, as rated by the applicable crediting plan.

- 8.6.5.5 Evaluation of performance. Performance appraisals will not be considered as an element in the crediting plan. However, performance appraisals may be considered by selecting officials in the selection process.
 - 8.6.5.6 An HR Specialist is responsible for ensuring that evaluation criteria is job-related, distinguishes differences in qualifications, and is applied in a fair and consistent manner.
 - 8.6.5.7 Evaluation of awards. Awards that are specifically related to quality ranking factors may be credited when such are identified in the crediting plan. Recency and relevancy are important considerations and must be weighed in the crediting of awards.
 - 8.6.5.8 The candidate ranking process will be documented so that it can be readily reconstructed in its entirety.
 - 8.6.5.9 Reconsideration Requests. Applicants who are dissatisfied with a qualifications determination may submit a reconsideration request to the EMCBC OHR. The request must be submitted in writing (e.g., e-mail or in hard copy) to the HR Specialist identified in the vacancy announcement for which the individual applied. The reconsideration request should specify the individual's name, announcement number, and the reason for the reconsideration request. Once reviewed, the applicant will be notified in writing of the reconsideration decision.
- 8.7 Candidate Referral. Only the best-qualified candidates will be referred to the selecting official for consideration under merit promotion procedures.
- 8.7.1 Competitive Selection (Promotion) Certificate. A certificate is issued to the selecting official containing the names of the best-qualified candidates. Candidates are generally referred in alphabetical order and grouped by grade level. However, certificates may also be issued in score order. This may be particularly important in distinguishing among qualified candidates when there is potential to fill multiple vacancies, a limited number of qualified candidates exist, and/or there is a significant variance in ratings.
 - 8.7.2 Noncompetitive Certificate. A noncompetitive selection certificate issued under merit promotion procedures is one issued to the selecting official containing the names of noncompetitive candidates (i.e., candidates eligible for non-competitive consideration based on reinstatement, reassignment, change to lower grade, or transfer to a grade no higher than previously held

on a permanent basis in the competitive service or by interchange agreement). All noncompetitive candidates who are deemed qualified may be referred without application of the crediting plan.

- 8.7.3 Time Limits on Certificates. Referral certificates will be issued with a suspense date of 30 days for return to OHR. OHR may normally grant an extension of 30 calendar days with adequate justification from the

supervisor. If a second extension is necessary, sufficient rationale must be provided to OHR to explain the unusual requirement. In all cases, referral certificates will expire 90 days after the original date of issuance.

- 8.7.4 The selecting official determines the need for a candidate screening panel and decides when to conduct one-on-one interviews with the candidates. If the decision is to use an interview panel, the selecting official identifies and notifies the members of the interview panel and schedules the interview(s) with the candidates. To be a ranking member of a screening or interview panel, participants must be permanently assigned to a position that is graded at or above the grade level of the position being filled.

- 8.7.5 The selecting official extends an invitation to the OCRD to have a representative observe or participate in the candidate screening panel and/or interview process. The selecting official and/or interview panel conducts interview(s) with the candidates.

- 8.7.6 Issuance of Additional Certificates from the same vacancy announcement. When a selection certificate is issued from a vacancy announcement, additional certificates from the same vacancy announcement may be issued within 90 days of the issuance of the first selection certificate, provided the position being filled meets the same criteria as shown in the announcement.

- 8.7.7 Missed Consideration. Candidates who missed consideration due to an HR error will receive a priority referral for the next vacancy that is identical in competitive area, tenure, pay plan, series, and grade. If no selection has been made from the original certificate, then it may be amended and reissued as long as the selection is made within 90 days of the date of issuance of the original certificate.

8.8 Selection Procedures

- 8.8.1 In accordance with applicable civil service laws, regulations and DOE policy, management makes the final decision on selections and has the right to select or not select from among the best qualified candidates for competitive service positions. Positions may be filled by promotion, reassignment, transfer, reinstatement, change to lower grade,

noncompetitive conversion or appointment, or other appropriate source of candidates. However, there are circumstances where selection decisions are impacted by agency and other staffing and placement programs. For example, filling vacancies may be subject to the placement of individuals through the Career Transition Assistance Plan (CTAP). Also, filling vacancies from outside DOE are subject to clearing the DOE Reemployment Priority List (RPL) and Interagency Career Transition Assistance Program (ICTAP).

- 8.8.2 Conducting interviews is not mandatory, but is recommended. Selecting officials may elect to personally interview some, all, or none of the candidates, or appoint an interview panel to conduct pre-screening interviews; however, it is advisable to maintain a written personal record of the job-related criteria used to determine which candidates to interview. Interview questions must be job-related and validated by an HR Specialist, and the same questions must be used to interview all candidates.
- 8.8.3 Selecting officials may consider a candidate's performance appraisals and incentive awards in making a selection decision.
- 8.8.4 After a selection is made, the selecting official will document the referral certificate, indicating selection with "S" and non-selection with "NS" next to the appropriate candidate. If a candidate on the certificate declines, indicated "D" and get the declination in writing from the candidate (e.g., email is sufficient). Where applicable, the selecting official forwards the recommended selection to reviewing official for his/her concurrence. When required, the selecting official forwards the selection certificate through the Office of Civil Rights and Diversity (OCD) to the Site Director for approval. It is then forwarded to OHR for disposition. If the certificate is returned without action, the selecting official will document the reason for not making a selection.
- 8.8.5 Selecting officials should maintain written personal records of the interview and selection process for a minimum of two (2) years after selection and may be required to produce them if a complaint or grievance is filed. The panel chair will maintain panel records for two years following the last interview.

8.9 Selection Notifications, Entrance-On-Duty and Effective Dates

- 8.9.1 The OHR reviews tentative selections to determine compliance with all legal, regulatory, and EMCBC OHR procedural requirements. NOTE: If a determination is made that the merit system process requirements have not

been met, the selection action is terminated under the authority of the Director, OHR.

- 8.9.2 The OHR extends the official offer of employment to the selectee. The selectee notifies OHR of acceptance or declination of an offer normally within 2 workdays.
- 8.9.3 The OHR notifies the selecting official of the selectee's decision. If the selectee wishes to negotiate benefits (such as annual leave service credit, a higher step of the grade, recruitment/relocation incentives, PCS move allowance, repayment of student loans, etc.), the selecting official will provide the HR Specialist with his/her recommendation on the requested benefit(s) and provide any required justification necessary to substantiate a revised employment offer. The award of additional benefits will follow the review and approval level appropriate for that benefit. In no circumstance will such benefits be considered an "entitlement." Funding must be available and all approvals must be obtained prior to issuance of the final commitment letter and/or effective date of the placement action.
- 8.9.4 If the selection is from a source outside DOE, the OHR begins the background investigation process, to include First Advantage check, drug testing (when applicable) and submission of requested security paperwork.
- 8.9.5 The OHR provides official notification to all candidates regarding disposition of their application in a timely manner.
- 8.9.6 The OHR staff will notify selected candidates, make tentative job offers and establish Entrance on Duty (EOD) and effective dates. Normally, promotions or position changes of EMCBC and serviced employees selected under merit promotion and internal placement procedures for positions outside their current supervisory unit will be effective on the beginning date of the next pay period following receipt of the selection in OHR. By mutual agreement, the gaining and losing organizations may negotiate shorter or longer release dates as requirements dictate. Release dates for selectees outside the EMCBC-serviced workforce will be negotiated between OHR and the appropriate servicing HR office or with the individual selected (if newly hired or following a break in service).
- 8.9.7 All actions (which affect pay) effected through this process must be effective at the beginning of a pay period.
- 8.9.8 All actions must be effected by the beginning of the second pay period unless the losing and gaining organizations have agreed on a later date, unless a PCS move is involved. The gaining organization notifies OHR of

the proposed effective date of the action. Exceptions requested by the gaining organization must be approved by the Director, OHR.

- 8.9.9 All new hire appointments will be effective on Monday unless Monday is a holiday, in which case they will be effective on Tuesday. Transfers of employees from other government agencies must be made effective on Sunday (the beginning of a pay period), so as to avoid a break in service.

NOTE: Effective dates may be delayed if conditions of employment have not been met (e.g., drug testing, security clearance, etc.).

8.10 Documentation

- 8.10.1 Merit promotion case files for each vacancy will be maintained for two years unless the litigation or complaint process requires longer retention or at the end of the fiscal year when they are audited under an official Human Capital Management audit conducted by HQ DOE or OPM. Case files may be maintained in hardcopy, electronically, or a combination of both.
- 8.10.2 Each merit promotion case fill will contain the following documents:
- 8.10.2.1 Copy of the position description with signed PD cover sheet.
 - 8.10.2.2 Job analysis and crediting plan
 - 8.10.2.3 Copy of the vacancy announcement, with OPM control number, if applicable
 - 8.10.2.4 Copy of the annotated referral certificate(s)
 - 8.10.2.5 Supplemental documentation submitted by applicants in hardcopy, if provided
 - 8.10.2.6 Copy of completed SF-52, Request for Personnel Action, selectee's resume and/or other pertinent documentation, such as transcripts, DD-214, etc.
 - 8.10.2.7 Subject-Matter Expert or SME panel rating sheet, if applicable
 - 8.10.2.8 Interview questions and/or notes, if applicable
 - 8.10.2.9 Case file close-out checklist

9.0 RECORDS MAINTENANCE

9.1 Records generated as a result of implementing this document are maintained in the EMCBC Office of Human Resources in accordance with OPM retention guidance.

10.0 FORMS USED - All forms are the latest revision unless otherwise specified

10.1 SF-52 (Request for Personnel Action) – external form controlled by OPM – can be found on the EMCBC intranet under EMCBC Services, Forms

10.2 DD Form 214 (Report of Separation) – external form controlled by DOD - Sample

11.0 ATTACHMENTS

11.1 Attachment A – Standard Form 52 (SF-52) (Request for Personnel Action) – Sample

11.2 Attachment B – Department of Defense (DD) Form 214 (Report of Separation) – Sample

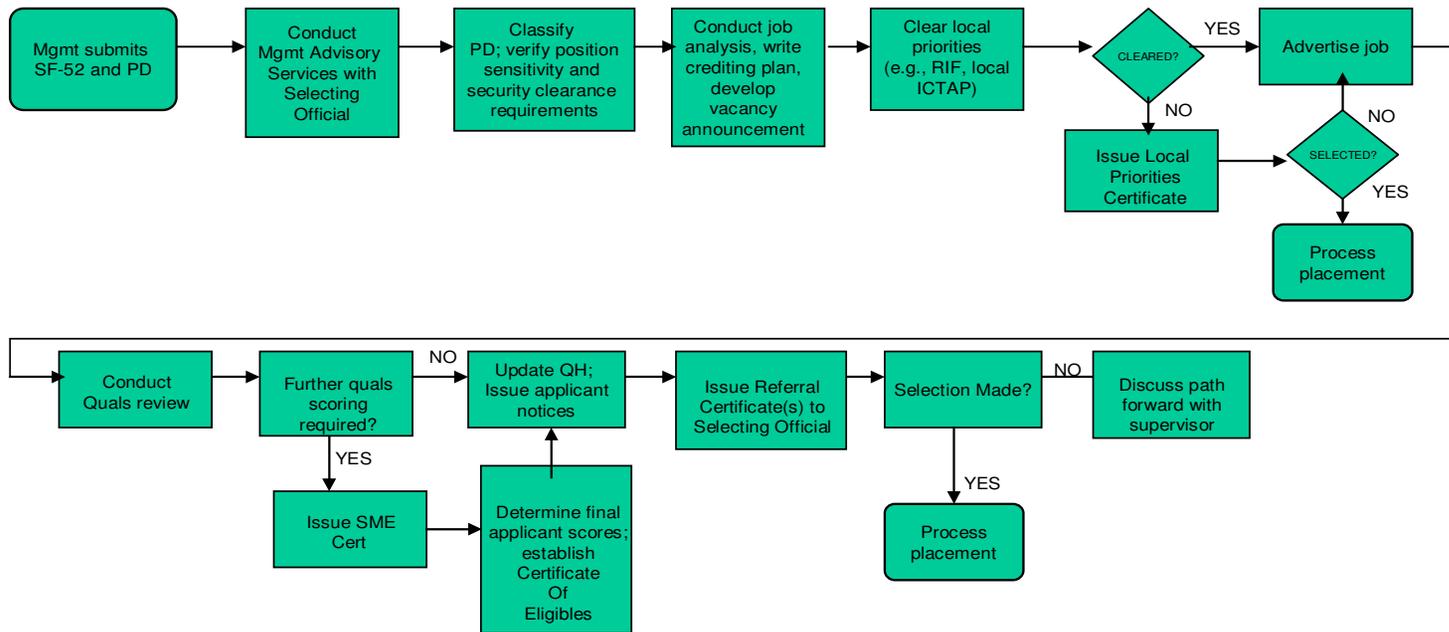
11.3 Attachment C - EMCBC Record of Revision, IP-251-01-F1, Rev. 1

12.0 FLOWCHARTS

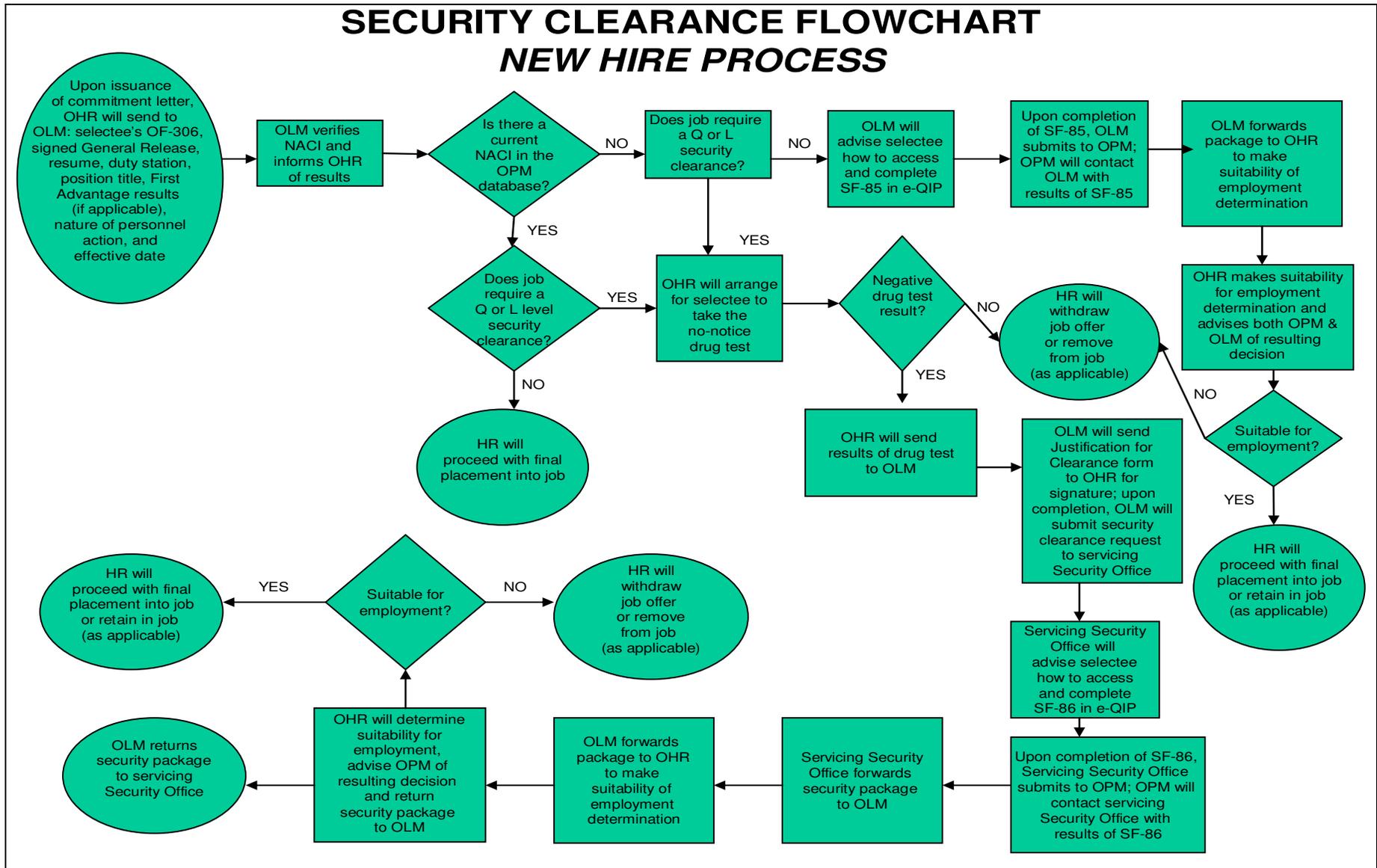
12.1 Classification and Staffing Process Flowchart

12.2 Security Clearance Flowchart (New Hire Process)

EMCBC Office of Human Resources Classification and Staffing Process



SECURITY CLEARANCE FLOWCHART NEW HIRE PROCESS



Standard Form 52
Rev. 7/91
U.S. Office of Personnel Management
FPM Supp. 298-33, Subch. 3

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36, and 39.)

1. Actions Requested		2. Request Number	
3. For Additional Information Call (Name and Telephone Number)		4. Proposed Effective Date	
5. Action Requested By (Typed Name, Title, Signature, and Request Date)		6. Action Authorized by (Typed Name, Title, Signature, and Concurrence Date)	

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle)	2. Social Security Number	3. Date of Birth	4. Effective Date
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FIRST ACTION		SECOND ACTION	
5-A. Code	5-B. Nature of Action	6-A. Code	6-B. Nature of Action
5-C. Code	5-D. Legal Authority	6-C. Code	6-D. Legal Authority
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number										15. TO: Position Title and Number									
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8. Pay Plan	9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary	13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade or Level	19. Step or Rate	20. Total Salary/Award	21. Pay Basis
12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay	20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay				

14. Name and Location of Position's Organization										22. Name and Location of Position's Organization									
--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

EMPLOYEE DATA

23. Veterans Preference				24. Tenure		25. Agency Use		26. Veterans Pref for RIF	
1 - None	3 - 10-Point/Disability	5 - 10-Point/Other	6 - 10-Point/Compensable(30%)	0 - None	2 - Conditional	1 - Permanent	3 - Indefinite	YES	NO
2 - 5-Point	4 - 10-Point/Compensable			28. Annuitant Indicator		29. Pay Rate Determinant			
27. FEGLI				31. Service Comp. Date (Leave)		32. Work Schedule		33. Part-Time Hours Per Biweekly Pay Period	
30. Retirement Plan									

POSITION DATA

34. Position Occupied		35. RLSA Category		36. Appropriation Code		37. Bargaining Unit Status	
1 - Competitive Service	3 - SIS General	E - Exempt					
2 - Excepted Service	4 - SIS Career	N - Nonexempt					
38. Duty Station Code		39. Duty Station (City - County - State or Overseas Location)					

40. Agency Data		41.	42.	43.	44.
45. Educational Level		46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship
					1 - USA 2 - Other
					50. Veterans Status
					51. Supervisory Status

PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
B.			E.		
C.			F.		

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.

Signature _____ Approval Date _____

Sample Copy of DD Form 214

Attachment B

CAUTION NOT TO BE USED FOR IDENTIFICATION PURPOSES THIS IS AN IMPORTANT RECORD SAFEGUARD IT ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID

CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY

1 NAME (Last, First, Middle) W W W		2 DEPARTMENT COMPONENT AND BRANCH		3 SOCIAL SECURITY NO				
4 a GRADE RATE OR RANK		4 b PAY GRADE		5 DATE OF BIRTH (YYMMDD)				
7 a PLACE OF ENTRY INTO ACTIVE DUTY			7 b HOME OF RECORD AT TIME OF ENTRY (City and state or complete address if known)					
8 a LAST DUTY ASSIGNMENT AND MAJOR COMMAND			8 b STATION WHERE SEPARATED					
9 COMMAND TO WHICH TRANSFERRED				10 SGLI COVERAGE Amount \$ <input type="checkbox"/> None				
11 PRIMARY SPECIALTY (List number, title and years and months in specialty. List additional specialty numbers and titles involving periods of one or more years) IR				12 RECORD OF SERVICE				
				a Date Entered AD This Period		Year(s)	Month(s)	Day(s)
13 DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service) K				b Separation Date This Period				
				c Net Active Service This Period				
				d Total Prior Active Service				
				e Total Prior Inactive Service				
				f Foreign Service				
				g Sea Service				
				h Effective Date of Pay Grade				
				14 MILITARY EDUCATION (Course title, number of weeks and month and year completed)		15 a MEMBER CONTRIBUTED TO POST-VETERAN ERA VETERANS EDUCATIONAL ASSISTANCE PROGRAM		15 b HIGH SCHOOL GRADUATE OR EQUIVALENT
16 DAYS ACCRUED LEAVE PAID				17 MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION				
18 REMARKS HE								
19 a MAILING ADDRESS AFTER SEPARATION (Include Zip Code)			19 b NEAREST RELATIVE (Name and address include Zip Code)					
20 MEMBER REQUESTS COPY 4 BE SENT TO DIA OF VET AFFAIRS			21 SIGNATURE OF MEMBER BEING SEPARATED					
			22 OFFICIAL AUTHORIZED TO SIGN (Type name, grade, title and signature) IE					
SPECIAL ADDITIONAL INFORMATION (For use by authorized agencies only)								
23 TYPE OF SEPARATION		24 CHARACTER OF SERVICE (Include upgrades)						
25 SEPARATION AUTHORITY		26 SEPARATION CODE		27 REENTRY CODE				
28 NARRATIVE REASON FOR SEPARATION								
29 DATES OF TIME LOST DURING THIS PERIOD				30 MEMBER REQUESTS COPY 4				

EMCBC RECORD OF REVISIONDOCUMENT

If there are changes to the controlled document, the revision number increases by one. Indicate changes by one of the following:

- 1 Placing a vertical black line in the margin adjacent to sentence or paragraph that was revised.
- 1 Placing the words GENERAL REVISION at the beginning of the text.

<u>Rev. No.</u>	<u>Description of Changes</u>	<u>Revision on Pages</u>	<u>Date</u>
1	Original	ALL	05/26/06
2	General Revision	ALL	08/06/09