ADS 469 - CIVIL SERVICE PERSONNEL RECRUITMENT

Table of Contents

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This Chapter supersedes Handbook 25, Chapter 1, in its entirety.

469.1   Authority

1.   **5 U.S.C. Chapter 33**
2.   5 CFR, Parts **213**, **330**, **338**
3.   Equal Employment Opportunity Act in the Federal Government, 29 CFR 1613, et seq.
4.   **Section 633a of the Age Discrimination in Employment Act of I967 as amended, 29 U.S.C. 621 et seq.**
5.   Section I622, Defense Authorization Act of 1986 -
6.   **Section 501 of the Rehabilitation Act of 1973,as amended 29 U.S.C. 701, et seq.**

469.2   Objective

This Chapter provides the policies, essential procedures, and regulations which govern the recruitment of applicants for competitive service positions in USAID.

469.3   Responsibility

1) The Office of Human Resources, Personnel Operations Division (M/HR/POD) is responsible for:

a. Developing internal and external recruitment plans in accordance with Agency requirements.

b. Publishing external announcements on the US Office of Personnel Management's Federal Job Opportunities Listing.

c. Processing all applications, including referrals from USAID offices and other sources.

d. Reviewing applications to determine knowledge, skills and abilities of applicants, which are referred to Agency Bureaus and offices.

e. Keeping systematic records of facets of the recruitment/selection process.

f. Requesting, as appropriate, certification of eligible from the US Office of Personnel Management (OPM).

2) The Personnel Operations Recruitment Branch (M/HR/POD/CRF) is responsible for handling items a. through e., as stated in 469.3 paragraph 1), M/HR/POD, for the following programs: the Student Career Experience Program, the Volunteer Intern Program, the Student Temporary Employment Program, the Summer Employment Program and the Presidential Management Intern (PMI) Program.

3) The Office of Policy, Planning and Information Management (M/HR/PPIM) is responsible for:

      a. Projecting external recruitment necessary for staffing competitive service positions.

      b. Collecting and analyzing data and pertinent statistics for Agency recruitment purposes.

4) Bureaus and Offices are responsible for:

      a. Informing M/HR/POD of the Agency's recruitment needs.

      b. Forwarding all applications received to M/HR/POD for processing.

469.4   Definitions (see **ADS GLOSSARY**)

PRESIDENTIAL MANAGEMENT INTERN PROGRAM
STUDENT CAREER EXPERIENCE PROGRAM
STUDENT TEMPORARY EMPLOYMENT PROGRAM
SUMMER EMPLOYMENT PROGRAM
VOLUNTEER INTERN PROGRAM

469.5   POLICY

The following are the official Agency policies and corresponding essential procedures:

469.5.1   RECRUITMENT/SELECTION

USAID shall endeavor to fill Civil Service Positions with the best qualified applicants available, either from within the Agency or through planned external recruitment activities.

E469.5.1   Recruitment/Selection

Applicants for competitive positions shall be processed and selected in accordance with the procedures outlined in the Civil Service Merit

Promotion Program **(See [ADS 418 (Handbook 25, Chapter 9), Civil Service Merit Promotion Program](#))**.

469.5.2   EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE

Applicants are considered without regard to race or national origin, color, creed, religion, marital status, sex, age, political affiliation, mental or physical handicap, and in compliance with equal employment opportunity laws, regulations, and procedures.

E469.5.2   Equal Employment Opportunity Compliance - N/A

469.5.3   SELECTIVE SERVICE REGISTRATION

Agencies must require applicants born after December 31, 1959 who are or were required to register under Section 3 of the Military Selective Service Act to provide proof before appointment to a Federal position.

E469.5.3   Selective Service Registration

A Re-Appointment Certification Statement for Selective Service Registration must be completed by covered applicants who have not been employed previously in a Federal position.

Certifications are permanent employment records and are maintained in the Official Personnel Folder.

469.5.4   CITIZENSHIP

Candidates for competitive service positions must be United States citizens at the time of their appointment to USAID.

E469.5.4   Citizenship - N/A

469.5.5   AGE REQUIREMENTS

Competitive Service appointees must have reached the minimum age of 18 years old, except as provided below.

a) The minimum age is 16 years for non-high school graduates who have completed formal training programs designed to prepare them for gainful employment and who have been out of school at least three months beyond summer vacation, and for whom school authorities have agreed in writing to permit their employment.

b) The minimum age is 16 years for employment of secondary school students during vacation.

c) The minimum age for part-time employment for secondary school students during the school year is 16 years old provided school authorities agree to the student's work schedule and certify that the student is capable of maintaining good academic standing and continues schooling on a satisfactory basis.

d) High school graduates under the age of 18 years may be employed.

e) There is no maximum age requirement for positions in the competitive service.

**E469.5.5	Age Requirements - N/A**

**469.6	Supplementary Reference - N/A**

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