

VOLUNTARY EMPLOYEE REFERRAL PROGRAM

- Sections**
- I. Purpose**
 - II. Introduction**
 - III. Reference**
 - IV. Requirements**

Attachment VERP Registration Form, CDC 0.1217

I. PURPOSE

This chapter establishes policy, procedures, and assigns responsibility for the formation and implementation of the CDC¹ Voluntary Employee Referral Program (VERP).

II. INTRODUCTION

VERP is established to help managers and employees respond to the challenges of today's evolving work environment. VERP is an automated system designed to provide noncompetitive referral of candidates who wish to be considered for specific vacancies.

VERP is designed to aid employees in reaching their personal career goals. The program empowers employees to make choices and decisions that can have a real impact on their career. VERP helps employees attain specific positions within organizations and locations that best meet their personal career goals.

VERP automatically provides selecting officials with noncompetitive referral lists of pre-qualified CDC employees who have requested consideration for voluntary reassignment. After priority consideration programs² are cleared, VERP candidates may be selected. VERP consideration is provided before competitive staffing processes are used to locate additional candidates.

¹References to CDC also apply to ATSDR.

²Priority consideration programs include: CDC's Priority Placement Program (PPP), the Interagency Career Transition Assistance Program (ICTAP), the Career Transition Assistance Program (CTAP), and the DHHS Reemployment Priority List (RPL).

III. REFERENCES

- A. 5 CFR 335.102: Agency authority to promote, demote, or reassign.
- B. CDC/ATSDR Merit Promotion Plan: Actions Excepted from competitive promotion procedures.
- C. CDC/ATSDR Pilot Staffing Program: Concept of lateral reassignment process.

IV. REQUIREMENTS

- A. Eligibility: Any career/career-conditional CDC employee or Commissioned Corps Officer may participate in VERP.
- B. Registration Process: Employees may register to participate in the program by submitting the attached registration form and an application to the Human Resources Management Office (HRMO), Recruitment Branch, VERP Coordinator, Mailstop K-05. The application should demonstrate possession of the knowledge, skills, and abilities necessary to perform the duties of the desired position(s).
- C. Open Registration: Employees may register for VERP, update their registration, or cancel program participation at any time. Employees should update their application and registration material regularly to reflect their most recent accomplishments.
- D. Occupational Coverage: VERP permits employees to be placed in a great number of positions throughout CDC/ATSDR. However, the positions listed in Part II of the attached registration form may occur with less frequency due to the agency's streamlining efforts in support of the National Performance Review goals.
- E. Grade Levels Included:
 - 1. Employees may be placed through VERP at any grade level as long as:
 - a. Placement may be considered a reassignment³ or change to lower grade,

³The determination regarding whether or not movement between a wage grade position and a general schedule position is a reassignment is based on the "representative rate" of the respective positions. Representative rate is determined by the 4th step in the general schedule and the 2nd step in the wage system. Representative rate does not include locality pay. If the representative rate of the new position is less than or equal to the original position, the action is a reassignment; however, if the rate is any greater, the action is considered a promotion and would not be permitted under VERP.

- b. Grade of the position is no greater than their current assignment (or prior permanent assignment), and
 - c. No additional promotion potential is realized (i.e., no known promotion potential beyond the current or previous permanent assignment). Promotion or reassignment to a position with greater promotion potential must be sought through CDC's Merit Promotion Program.
2. Commissioned Corps Officers may be placed through VERP in positions at grade levels equal to, lower than, or higher than their present military rank - civil service equivalency. Careful consideration should be used in applying for positions with a lower grade equivalency because the billet is at a lower grade.

The military rank - civil service equivalency is as follows:

<u>Military Rank</u>	<u>Civil Service Grade</u>
O-2	GS-07
O-3	GS-09/11
O-4	GS-12
O-5	GS-13
O-6	GS-14/15
O-7	SES
O-8	SES

- F. Filling Vacancies Via VERP: VERP referral lists are provided to selecting officials after priority consideration programs have been cleared and prior to the initiation of competitive staffing procedures. VERP candidates may be selected at any time after their names have been referred to the selecting official.
- G. Referral Outside The Local Commuting Area: Employees may volunteer for referral throughout CDC. However, employees should be aware that relocation expenses may be a legitimate consideration that might limit their opportunities for selection.
- H. Qualifications Requirements: Employees must meet all qualifications requirements for the position(s) for which they wish to be considered.

CDC/ATSDR Voluntary Employee Referral Program

Registration Form

Part I - Present Position

1. Employee's Name: _____
2. Current Position (title/series/grade): _____

3. Highest Grade Previously Held (other than a temporary promotion): _____
4. Current Duty Location (CIO+geographic): _____

5. Phone Number where you can be reached during normal business hours (include area code):

Part II - Desired Position

1. Please Note: Employees and Officers may receive placement consideration for a wide range of occupations within CDC/ATSDR. However, the following occupations may have **limited** availability due to the downsizing goals of the National Performance Review and CDC/ATSDR, PHS and HHS's streamlining plans:

201 Personnel Management Specialist	503 Fiscal Assistant/Voucher Examiner
203 Personnel Assistant	510 Accountant/Accounting Officer
212 Personnel Staffing Specialist	560 Budget Analyst
221 Personnel Classification Specialist	1035 Public Affairs Specialist/Officer
230 Employee Relations Specialist	1101 Grants Management Specialist
233 Labor Relations Specialist	1102 Contract/Procurement Specialist or Analyst
235 Employee Development Specialist	1105 Purchasing Agent
260 Equal Employment Manager/Specialist	1106 Procurement Clerk/Technician
501 Misc. Titles (Fiscal Actg, Analyst, etc.)	

2. Please indicate in the space below the specific position(s) you desire.

Position title:	Series:	Grade:	HRMO Qualification Determination/Approval (Specialist Initials & Yes/No)
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- A. _____
- B. _____
- C. _____

CDC/ATSDR Voluntary Employee Referral Program

Part III - Desired Organization(s)

In which organization would you prefer to work within CDC/ATSDR? (Check A or B Below.)

A. _____ I am available for assignment in any CIO throughout CDC/ATSDR.

B. _____ I only wish to be considered for assignment in the following CIO(s):

1. _____

2. _____

3. _____

Part IV - Desired Duty Location(s)

At what location would you prefer to work? (Check A or B Below.)

A. _____ I am available for assignment at any CDC/ATSDR duty location.

B. _____ I only wish to be considered for assignment in the following duty location(s):

1. _____

2. _____

3. _____

Part V - Necessary Application Documents

Please attach an application that clearly outlines your qualifications for the position(s) you desire. You may submit any of the following: (1) "Application for Position Vacancy Under CDC Merit Promotion Announcement," CDC 0.996; (2) "Application for Federal Employment," SF 171; or (3) "Optional Application for Federal Employment," OF 612. Commissioned Corps Officers may submit a Curriculum Vitae (CV). You should highlight particular knowledge, special skills and abilities, and other enhancements to your credentials that will support your desired placement. (Please note: HRMO staffing specialists are available to discuss career opportunities and qualification requirements. In addition, staffing specialists can provide guidance regarding the preparation of application materials.)

Part VI - Certification

1. Employee Authorization: By my signature below, I authorize my name and supporting documentation to be entered into the Voluntary Employee Referral Program. I understand that use of the Voluntary Employee Referral Program is optional with selecting officials and that referral and/or placement is not assured.

Employee Signature

Date

2. HRMO Qualifications Review: By my signature below, I certify that the above identified employee meets any and all positive education requirement(s) for the requested placements. The employee meets basic qualification requirements and may be considered for the noncompetitive placement(s) requested.

HRMO Specialist Signature

Date

HUMAN RESOURCES MANAGEMENT MANUAL
CDC CHAPTER 335-1
TRANSMITTAL NOTICE 97.1, 1/22/97