

U.S. DEPARTMENT OF EDUCATION  
PERSONNEL MANUAL INSTRUCTION

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APPROVED:

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SUBJECT: U.S. DEPARTMENT OF EDUCATION MERIT PROMOTION PLAN

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I. Authority

This Instruction, which contains the Department of Education's (ED's) Merit Promotion Plan (MPP), conforms to and, as appropriate, should be used in conjunction with the requirements of Title 5, Code of Federal Regulations (CFR), Part 335, and Federal Personnel Manual (FPM), Chapter 335 and FPM Supplement 335-1.

Applicable provisions of ED's negotiated collective bargaining agreement will be used when filling bargaining unit positions.

II. Policy

It is the policy of the Department to fill vacant positions on the basis of merit and fitness without regard to political, religious or labor organization affiliation, marital status, race, color, sex, national origin, handicapping conditions, or age, and to develop and utilize employee skills. The objectives of this Plan are to obtain and retain the best qualified personnel available and to provide equity in opportunity for advancement to all qualified personnel.

III. Applicability

A. Positions/Employees Covered

1. This Instruction applies to the filling of all positions in the competitive service at GS/GM-15 and below in headquarters and regional and field offices.
2. Employees on or eligible for Schedule A appointments under 5 CFR Section 213.3102(t) or 213.3102(u) may apply for positions advertised under this Plan. Servicing Personnel Offices (SPOs) will prepare a separate Certificate of Eligibles to refer these candidates; however, these candidates will not be ranked. The position for which a Schedule A employee is selected remains in the excepted service as long as it is occupied by a Schedule A employee. Upon noncompetitive conversion of the employee to the competitive service, the position will also be converted to the competitive service.

- B. Positions Excluded - This Instruction does not apply to the following types of positions:

1. Senior Executive Service positions;
2. Positions classified above GS-15 of the General Schedule;
3. Excepted service positions. Guidance for filling these positions is contained in FPM Chapter 213 and in internal policies which may be issued by certain principal offices, e.g. excepted appointing authorities for the Office of Educational Research and Improvement, Office of Special Education and Rehabilitative Services, Office of Postsecondary Education, etc.

IV. Definitions - See Appendix A

V. Responsibilities

- A. The Assistant Secretary for Human Resources and Administration is responsible for:
  1. Providing leadership and support for the MPP as it relates to all segments and activities of ED.
  2. Assuring that managers and supervisors are aware of and comply with the objectives and requirements of this Plan.
- B. The Director, Personnel Management Service is responsible for approving policy and procedural requirements for a merit promotion system within the Department.
- C. The Director, Personnel Policy, Planning and Evaluation Staff is responsible for:
  1. Developing the Department's MPP and reviewing and approving any additional plans developed within the Department.
  2. Communicating changes in the federal merit promotion program or the Department MPP to Servicing Personnel Officers.
  3. Consulting or negotiating, when appropriate, with recognized bargaining unit officials on changes in the federal merit promotion program or the Departmental MPP.
  4. Periodically evaluating the operation of the Plan.
- D. Servicing Personnel Officers are responsible for:

1. Ensuring full and equitable application of the Plan to all covered employees and positions.
  2. Providing information to employees on the provisions of the MPP.
  3. Developing and employing procedures necessary for the implementation of the Plan.
  4. Providing the necessary technical competence required to operate the promotion plan, publicizing its operation, and training individuals selected to serve as members of promotion panels who are used in the ranking process.
  5. Maintaining the required documentation on all promotion actions covered by the Plan as required by the Office of Personnel Management (OPM) and ED.
  6. Communicating changes in the federal merit promotion program or the Department MPP to managers, supervisors, and employees.
  7. Ensuring the preparation and availability of ED vacancy announcements to all employees at the work site.
  8. In conjunction with managers and supervisors, developing quality ranking factors, crediting plans, and any necessary selective factors for recruitment.
- E. Managers and supervisors are responsible for:
1. Making selections from among the referred applicants and, in making the selections, assuring that the equal employment opportunity (EEO) considerations of their respective offices are addressed.
  2. Developing quality ranking factors, crediting plans, and any necessary selective factors for recruitment in conjunction with personnel specialists and serving on promotion panels for positions in other organizations when requested.
  3. Keeping informed of and adhering to the provisions of the Plan and participating in the evaluation of the Plan as required.
  4. Counseling employees on ways to increase or improve their potential for promotion and assisting them in

self-development activities.

5. Completing supervisory appraisals of demonstrated performance required for specific vacancies.
6. Submitting applications and supervisory appraisals furnished by absent employees by the closing date of the announcement and in accordance with F.3. below.

F. Employees are responsible for:

1. Familiarizing themselves with the provisions of the Plan.
2. Applying for vacancies in which they are interested and submitting required application materials specified in the vacancy announcement by the closing date of the announcement.
3. Making arrangements during an absence to have their applications submitted for vacancies by specific title, series, grade and organizational location within the Principal Office or Region for which they desire consideration. Vacancies covered by this provision are those which are announced and which close during the employee's absence.

VI. General Requirements

- A. Qualifications, evaluation and selection of candidates shall be based on job-related criteria.
- B. Employees within the area of consideration who are away from their worksites and who have made arrangements to submit their application must receive consideration for vacancies which might result in a promotion.
- C. To receive consideration for announced vacancies, candidates must meet all applicable qualification requirements, time-in-grade restrictions and time-after-competitive appointment requirements no later than the closing date of the vacancy announcement.
- D. Management has the right to select or not to select from among a group of best qualified candidates. (For the placement of retained grade employees, see Personnel Manual Instruction (PMI) 536-2; for the placement of Indians and non-Indians in the Office of Indian Education, see PMI 335-3.) Management also has the right to fill a vacancy from other appropriate sources, e.g., Reemployment Priority List, Selective Placement Program, Outstanding Scholar Program,

Veterans Readjustment Appointment, OPM Certificates and Direct Hire authorities, etc.

- E. Merit promotion records must be maintained in the SPO to allow for reconstruction of the promotion action (MPP case file) when necessary. The merit promotion case file may be destroyed after an OPM audit or two years after the personnel action is completed, whichever is sooner.

VII. Personnel Actions Covered

- A. The competitive procedures of this Plan must be followed in taking the following actions:

- 1. Promotions

- a. Any personnel action that actually results in a promotion, except those promotion actions listed in B. below.
- b. A temporary promotion over 120 days (60 days for bargaining unit positions). (Prior service during the preceding 12 months under all details to higher graded positions or temporary promotions whether competitive or non-competitive is included in determining the 60 or 120 day restriction.)
- c. A term promotion authorized for a period of from two to four years.
- d. Promotion by transfer from another federal agency, except when that promotion is to a grade not higher than that previously held on a permanent basis in the federal service.
- e. Repromotion of employee on retained grade given priority consideration (See PMI 536-2).

- 2. Other Covered Actions

- a. Selection for detail of more than 120 days (more than 60 days for bargaining unit positions) to a higher grade position or to one with known promotion potential.
- b. Selection for training which is part of an authorized training agreement, part of a promotion program (e.g. upward mobility program, internships, mobility programs and other short or long-term programs leading to

promotion), or required before an employee may be considered for a promotion - unless the training is associated with a promotion not covered by the competitive promotion procedures.

- c. Transfer from another federal agency to a position with more promotion potential than the potential of the applicant's current position or than a grade previously held on a permanent basis.
- d. Reassignment or demotion to a position with greater promotion potential than the employee's current position or a grade previously held on a permanent basis (except as permitted by reduction-in-force regulations).
- e. Reinstatement to a higher grade than previously held on a permanent basis or with greater promotion potential.

B. Competitive procedures do not apply to the following actions:

- 1. Career Promotions when the employee was originally selected from an OPM register or through competitive merit promotion procedures, when the employee is recommended by their supervisor, and when the fact that the promotion potential of the position was made known to all candidates. Career promotions include:
  - a. Promotion of an employee to an intermediate or full performance level in a career ladder position where there is enough work at the full performance level for all employees in the group and the employee is promoted as he/she demonstrates ability and readiness to perform at the next higher level. Although advancement to the full performance level is the intent and expectation of the career ladder system, promotions within career ladders are neither automatic nor mandatory. There is no guarantee that an employee in a career ladder will be promoted, nor a commitment that a promotion will be made at a set time.
  - b. Promotion to an intermediate, target or full performance level position from an apprentice, trainee, or understudy position.

- c. Promotion of an employee who satisfactorily completes training under a formal training agreement.

2. Other Promotions

- a. Promotion of an employee whose current position is reclassified at a higher grade but without further promotion potential because of additional duties and responsibilities. Such a non-competitive promotion may be made if: the "old" position has been absorbed into the new position; the employee continues to perform the same basic functions and the duties represent an outgrowth, over a significant period of time, of the "old" position; or where a program change requires the immediate performance of new duties that only one employee is capable of performing. Written documentation is required for each promotion taken under this paragraph.
- b. Promotion of an employee resulting from the upgrading of his/her position without significant change in the duties and responsibilities due to the issuance of a new classification standard or the correction of initial classification error.
- c. A temporary or term promotion made permanent (without further competition) provided it was originally made under competitive procedures and the fact that it might lead to a permanent promotion was made known to all potential candidates via a statement on the vacancy announcement.
- d. A temporary promotion or detail of 120 days or less. [Competition is required when an employee will have spent an aggregate of more than 120 days (more than 60 days for bargaining unit positions) in a higher grade position or positions with known promotion potential during the service year preceding the proposed effective date of the contemplated assignment. Details to higher grade positions as well as temporary promotions are included in computing the 60 or 120 days.]

3. Other Personnel Actions

- a. Position change of an employee from a position having known promotion potential to a position



having no higher known promotion potential than the current position or a grade previously held (includes reassignment, demotion, and conversion to reinstatement actions).

- b. Non-competitive conversion actions of employees in Cooperative Work Study, Federal Junior Fellowship, Veterans Readjustment Appointment, 30 percent Disabled Veterans, Presidential Management Intern, and other authorized programs, and their subsequent promotions into career ladder positions.
- c. Reinstatement, transfer, or promotion of an employee who was downgraded, not as a result of deficiencies in performance or for "cause" reasons, to the highest grade previously held on a permanent basis on a career or career conditional appointment.
- d. Selection of a candidate from the Department's Reemployment Priority List.
- e. Transfer from other federal agencies to positions without greater known promotion potential than that in their current position or a grade previously held on a permanent basis.
- f. Selection of a former VISTA or Peace Corps volunteer, a present or former Peace Corps employee or a present or former career Foreign Service employee who meets the requirements for non-competitive appointment.
- g. Selection of a candidate eligible for a non-competitive appointment based on White House Service under 5 CFR, Section 315.602, or legislative or judicial service under 5 U.S.C. 3304(c), or other noncompetitive appointments authorized under FPM Chapter 315, Subchapter 6.
- h. Position change permitted by reduction-in-force regulations, which may technically be considered a promotion or which would result in a reassignment to a position with greater promotion potential.
- i. Selection of a candidate from an OPM certificate, OPM direct hire authorities, or OPM delegated examining authorities.

- j. Reinstatement to a position up to the highest grade previously held in a non-temporary position in the competitive service which has no higher promotion potential.
- k. Reassignment or transfer from a non-supervisory position to a supervisory position having no higher promotion potential than their current position or a grade previously held on a permanent basis.
- l. Action directed by OPM, Merit Systems Protection Board, Equal Employment Opportunity Commission or another regulatory agency or recommended by an agency fact finder.
- m. Consideration of a candidate not given proper consideration in a competitive promotion action.
- n. Transfer, reassignment or demotion to a position in a different series at the same or lower grade level without greater promotion potential than their current position or a grade previously held on a permanent basis. Employee must meet all applicable qualification requirements for the new series.

VIII. Recruitment Guidelines

- A. The minimum area of consideration for positions at GS/GM 15 and below in ED headquarters is the Principal Office (PO) headed by a Senior Officer. In regional and field offices it is the regional program component within a regional or field office.
- B. The minimum area may be limited to less than a PO or regional program component when budget or ceiling limitations or other special circumstances preclude selection from outside of the organization. Requests for limiting the area must be in writing from the Administrative or Executive Officer or the regional office program head, to the SPO. The written request must specify the reasons for the limitation. If the request is approved, the vacancy will be announced only to the office involved and a statement of limitations will appear on the announcement.
- C. The minimum area may also be expanded beyond the PO or regional program component when requested by the component.

- D. Voluntary applications will be accepted from ED employees for announcements outside of the geographic area of consideration. Applications from candidates of any geographic area must be accepted when a vacancy is announced to non-status candidates. However, specific vacancies must contain information regarding the payment of relocation costs.
- E. There are various means of recruiting highly qualified candidates, including, but not limited to, the vacancy announcement, OPM registers, college recruitment, paid advertising, special emphasis programs, etc.
- F. Vacancy announcements and other forms of recruitment notices received from other agencies will be made available in the Headquarters Employment Office or Regional Personnel Office.
- G. Vacancy Announcements
  - 1. Vacancies announced to the minimum area of consideration and the Department only, will be open for a period of at least five workdays. Vacancies announced for wider distribution will be open for a period of at least 10 workdays but may be advertised for a longer period at the request of the selecting official.
  - 2. Announcements will include the following information:
    - a. Title, series, grade, salary range, tenure and location of position, number of vacancies, work schedule, and area of consideration.
    - b. Statement of duties.
    - c. Identification of job specifications and qualifications including any special educational requirements, physical requirements including drug testing as applicable, security clearance, etc.
    - d. Statement of any selective factors and/or quality ranking factors (with weights).
    - e. Where additional information may be obtained.
    - f. Where the application(s) should be sent and that it must be received or postmarked by the closing date of announcement.

- g. Opening and closing dates or whether the position is open until closed or open continuously.
- h. Whether the position has promotion potential.
- i. Whether the position is managerial or supervisory and, as such, requires a probationary period.
- j. That applications received in franked U.S. Government envelopes will be returned without consideration.
- k. That a male applicant born after December 31, 1959, must present certification at the time of appointment that he is registered under the military selective service system.
- l. That an applicant is subject to a check to verify that he/she has not defaulted on any loan funded or guaranteed by the U.S. Department of Education.
- m. That consideration will be given to all applicants without regard to any non-merit factor.
- n. Whether the position is covered under the Performance Management and Recognition System.
- o. That all applicable requirements must be met by the closing date of the announcement.
- p. That additional selections may be made should additional vacancies occur.
- q. A statement that persons with handicapping conditions, including disabled veterans, may be eligible for noncompetitive appointments in the excepted service.
- r. Whether the position is in the bargaining unit.
- s. That status applicants should provide completed copies of the supervisory appraisal of demonstrated performance or potential.

IX. Rating and Ranking Guidelines

- A. ED policy requires that selections for vacancies covered under this Plan be made from among the best qualified candidates. Therefore, those evaluating a candidate's application package must use job-related criteria which go beyond the basic standards to permit the meaningful ranking of eligible candidates.
- B. Qualified candidates are rated and ranked on such factors as: experience, education and training, self-development, outside activities, performance appraisal, awards or other forms of recognition, and results of written tests, when applicable. Candidates will be ranked by either a promotion panel or the personnel office staff. If in the judgement of the personnel staff or as required by the collective bargaining agreement, the expertise of a subject matter expert is needed, a panel will be assembled to rank the applications. The promotion panel will be comprised as follows:
  - 1. Normally, at least three voting members. The personnel representative will not serve as a voting member of the panel unless necessary, but will serve as the non-voting technical advisor.
  - 2. If possible, no more than one panel member will be from the immediate organizational unit in which the vacancy is located. The selecting official and other employees involved in the selection process cannot serve on the promotion panel.
  - 3. All promotion panel members will be at least the same grade or higher as the position to be filled.
  - 4. To the extent possible, the personnel representative will remain with the panel throughout the ranking process.
- C. All parties involved in the rating and ranking process must ensure the confidentiality of the process.
- D. Candidates who submit applications for noncompetitive consideration will not be ranked and if the candidate(s) are found eligible and qualified, the candidate(s) will be referred on a separate certificate from competitive candidates for management's consideration.

X. Referral and Selection

A. Referral

1. The best qualified of the candidates rated and ranked under the competitive procedures of this Plan will be referred on a competitive certificate to the selecting official for consideration.
2. The certificate will include in alphabetical order: the names of the candidates who scored at, or above, the point at which there was a meaningful distinction in assigned scores; or the top 10 candidates when there is no meaningful distinction. When 10 candidates have been referred and there is more than one vacancy to be filled, an additional candidate may be certified for each vacancy, provided there is no meaningful distinction between the scoring of the candidates.
3. The certificate of eligibles is valid for 60 calendar days from the date of issuance but may be extended for a maximum of 30 additional days with the approval of the Personnel Office. Requests for extensions must be in writing and will become a part of the merit promotion case file. Provisions of the collective bargaining agreement apply to bargaining unit positions.
4. If the position was advertised at more than one grade level, a separate promotion certificate will be issued for each grade level. Candidates for multiple grade positions must be ranked and referred for each grade in which they are best qualified and have indicated availability.

B. Selection

1. The selecting official will thoroughly review the applications of all certified candidates.  
  
Additional information may be obtained from the candidate's past or present supervisor or from the SPO.
2. For bargaining unit positions, selecting officials must interview all certified ED employees. The purpose of the interview is to:
  - a. Acquire additional information to evaluate and compare the candidates.
  - b. Give the candidates the opportunity to discuss

the position and their qualifications.

- c. Provide an opportunity to explore more skills and abilities, awards, self-development, training and outside activities of each candidate to the position for which
3. For non-bargaining unit positions, the selecting official may or may not interview the referred candidates to obtain additional information.
4. Should candidates decline consideration for the position, the selecting official is required to document such declinations on the certificate prior to returning the certificate to the SPO.
5. The selecting official is not required to fill a vacancy by selecting a candidate referred on a merit promotion certificate. Additional recruitment efforts or other personnel actions may be initiated to fill a vacancy, e.g., from an OPM certificate, by reinstatement, transfer, or selection of an employee entitled to priority consideration.
6. An ED employee selected from a merit promotion certificate, competitive or non-competitive, should be released to the new assignment within a maximum of one full pay period of the date of request.
7. The selecting official is not authorized to make an offer of salary or position. The official offer must be made by the SPO who will also request and establish the official entrance on duty date.

XI. Information to Employees

- A. The SPO will notify all candidates who apply under a vacancy announcement of the outcome of their consideration.
- B. Following the selection, employees considered for the vacancy shall receive, upon request, the following information from the SPO:
  1. The group in which the employee was rated and ranked, e.g. best qualified, or qualified.
  2. The qualification requirements including selective factors and quality ranking factors, and how these factors were applied to his/her qualifications in

the rating and ranking process. However, crediting plans and rating schedules may not be released to the employee.

3. The name of the person selected for the position.
4. Upon request from an applicant, the SPO shall provide sanitized copies of the rating sheets, the summary rating sheet, and the Application for Federal Employment (SF-171) of the applicant selected. The provisions of the collective bargaining agreement apply to bargaining unit vacancies.

XII. Documentation and Records

Each action taken under this Plan will be maintained and documented in a Merit Promotion Case File with information sufficient to allow reconstruction of the case. At a minimum, each case file will include: the SF-171s; performance appraisals (if used); the merit promotion file checklist; certificate of eligibles; the vacancy announcement; the rating schedules and/or crediting plan; ranking forms; the form used to document all candidates' total points assigned; and selective and quality ranking factors.

XIII. Priority Consideration to Correct Procedural Violation

- A. If an employee of an organization covered by this Plan fails to receive proper consideration in a promotion action, the employee, if qualified, will be considered for the next appropriate vacancy in the same grade (with no higher promotion potential), title and series and commuting area. Employees may be considered concurrently with any other employees with similar entitlement. However, those entitled to priority consideration under PMI 536-2 take precedence.
- B. Although the selecting official is not required to select these employees, the official should consider each employee carefully. An employee is entitled to only one instance of this priority consideration for each instance of selection consideration lost. Priority consideration means the consideration given to an employee who, through administrative error, was not given proper consideration for an announced vacancy. Such an employee will be referred for the next appropriate vacancy before a certificate of eligibles is issued to the selecting official.

XIV. Complaints and Corrective Actions



The grievance procedures prescribed in PMI 771-1 and any related instructions, negotiated union grievance procedures where applicable, or the EEO complaints process will apply to complaints arising out of the operation of this Plan. When there is a failure to adhere strictly to the provisions of FPM Chapter 335 or related instructions or this Plan, the SPO will effect corrective action promptly as required by FPM Chapter 335.

## Appendix A

### DEFINITIONS

(Listed in general order of reference)

- A. ED Employee - An employee on a permanent competitive service appointment in ED headquarters or in an ED regional or field office. ED employees with reinstatement eligibility may apply and be considered for ED vacancies. Temporary and excepted service employees are not eligible to compete unless they have reinstatement or other non-competitive eligibility.
- B. Area of Consideration - The area in which an agency makes a search for eligible candidates for consideration for a specific vacancy. (Voluntary applications will be accepted from ED employees for vacancy announcements outside the geographic area of consideration; however, specific vacancies will contain information regarding the payment of relocation costs).
- C. Limited Area of Consideration - An area limited in special circumstances to an organizational entity of less than a principal office or a regional program component. Must be requested in writing and requires prior approval by the Servicing Personnel Officer.
- D. Regional Program Component - The organization under a separate administrative authority, e.g. Office for Civil Rights, Office of Special Education and Rehabilitative Services, Office of Postsecondary Education, Office of Inspector General and the Secretary's Regional Representative. This is the minimum area of consideration in the region.
- E. Principal Office - The office headed by a Senior Officer.
- F. Senior Officer - The official who heads a principal office, e.g. Assistant Secretary or equivalent office head.
- G. Qualified - The rating given to candidates who meet established qualification and legal requirements, including selective factors if applicable.
- H. Best Qualified - Those candidates who are ranked at the top when ranked against other qualified candidates

and who are normally referred for selection consideration.

- I. Promotion - A change of an employee, while continuously employed, from (1) One General Schedule grade to a higher General Schedule grade; or (2) A lower rate paid under authority other than subchapter III of chapter 53 of title 5, United States Code, to a higher rate within a General Schedule grade.
- J. Career Ladder Position - A position where the full performance level is identified and there is sufficient work at the higher level to promote all employees in the same career ladder. Employees may be promoted as they demonstrate the ability and readiness to perform at the next higher level and when legal requirements are met, e.g. time-in-grade, a fully successful or higher rating of record, qualifications, etc.
- K. Full Performance Level - The highest level of non-supervisory, non-managerial work within a career ladder to which an employee may be promoted.
- L. Eligible Candidate - An applicant who meets all legal and regulatory requirements for a position.
- M. Certificate of Eligibles - A listing of the names of the best qualified candidates for a vacancy provided to the selecting official for consideration. Listings of non-competitive candidates are on separate certificates of eligibles from competitive candidates.
- N. Priority Consideration - The consideration given to an employee who, through an administrative error, was not given proper consideration for an announced vacancy. Such an employee will be referred for the next appropriate vacancy before a certificate of eligibles is issued to the selecting official. No justification is required for a nonselection. Those entitled to priority consideration under PMI 536-2 take precedence.
- O. Selecting Official - The official who has the authority to select a candidate for assignment to a position, subject to the final approval of an official with appointing authority.
- P. Non-Competitive Selection - A selection that is excepted from the competitive provisions of this Plan.
- Q. KSAs - Knowledge, skills and abilities related to the position to be filled.

- R. Job Analysis - The process of assessing the duties and responsibilities of a position to determine the KSAs necessary to perform the duties.
- S. Selective Factor - The knowledge, skills, or abilities essential for satisfactory performance on the job and which represent an addition to the basic qualifications for the position being filled. Candidates who do not possess the selective factor(s) will not be considered as qualified for the position to be filled.
- T. Quality Ranking Factor - A knowledge, skill or ability which could be expected to significantly enhance performance in a position, but could not reasonably be considered necessary for satisfactory performance. Quality ranking factors are those elements that are evaluated in the ranking process to determine the best qualified.
- U. Rating Process - The process of determining whether the candidates meet basic eligibility requirements (X-118 and selective factors).
- V. Crediting Plan - The document prepared by the supervisor/selecting official with the assistance of the personnel specialist which defines the KSAs needed to perform the duties of the position to be filled. This document also defines how points will be awarded in the ranking process.
- W. Ranking Process - The process of determining the best qualified of those who have been rated. This is determined by grouping together, those who exceed to the greatest degree, the factors needed for successful performance on the job.

### TABLE OF CHANGES

A paragraph has been deleted from the text of this instruction. On page 15 we have deleted the following:

**IX. E. Any applicant who fails to submit an ED Supervisory Appraisal of Demonstrated Performance or Potential will receive "zero points" for that ranking factor. Applicants who submit the above form with factors marked "Unable to Appraise" will receive an "average ranking" for that factor, i.e., 2 on a 4 point scale.**

PMI 335-1 identifies the deletion with three asterisks \*\*\*.