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**Functional Series [400](#)
Personnel**

INTERIM UPDATE 05-19

SUBJECT: ADS 418, Promotion and Internal Placement Program for Civil Service Employees

NEW MATERIAL: This Notice announces the revision of ADS 418, Promotion and Internal Placement Program for Civil Service (CS) employees. The revised chapter provides the policies and procedures for managing USAID's Promotion and Internal Placement Program for Civil Service employees. The Program's objectives are to ensure compliance with applicable regulations and to provide the Agency with the best qualified candidates to fill competitive service positions.

EFFECTIVE DATE: 12/08/2005

ATTACHMENTS: 1. [ADS 418](#)
2. [Use of AVUE – Frequently Asked Questions](#)

POLICY

USAID/General Notice
M/HR/PPIM
12/08/2005

Subject: ADS 418, Promotion and Internal Placement Program for Civil Service Employees

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Significant changes to the chapter are summarized below:

- The chapter introduces and implements a human resources system that automates the recruitment, assessment, referral, and selection processes associated with the Agency's Merit Promotion Program;
- The referral list of best qualified candidates is unlimited;

- The selecting official is given five additional days, increasing the number of days from 15 to 20, to make a selection decision;
- All direct-hire USAID employees (if any) on the promotion referral list must be interviewed if a selection is to be made from the referral list; interviews are optional for other candidates;
- Candidates examined under USAID's Delegated Examining Authority and found to be eligible and qualified are referred along with promotion candidates and other candidates for selection consideration when announcements are open to all U.S. citizens; and
- The selecting official may use the same referral list to make an additional selection if the individual initially selected declines or separates from the position within 120 days from the initial selection.

Along with the chapter, M/HR is publishing Frequently Asked Questions (FAQs) about the automated system used by USAID and the application process under it. The FAQs are posted on M/HR's Website for ready reference for users of the system.

The chapter will be posted to the ADS website within seven business days and all links will be active.

Point of Contact: Any questions concerning this Notice may be directed to Shelia Tolliver, M/HR/POD, (202) 712-5615.

Notice 1221

File Name	Notice Date	Effective Date	Editorial Revision Date	ADS CD No.	Remarks
IU4_0519_121205_nocd	12/08/2005	12/08/2005			This IU will be cancelled once CD 42 is issued.

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