

IPS 5-10 Automated System for Human Resource Management

Effective Date: September 30, 2010

MS 620 Peace Corps Merit Selection and Promotion

Responsible Office: M/HRM

[Issuance Memo](#)

Table of Contents

1.0 [Authority](#)

2.0 [Purpose](#)

3.0 [Definitions](#)

4.0 [Applicability](#)

5.0 [Responsibilities](#)

5.1 [Associate Director for Management](#)

5.2 [Director of Human Resource Management](#)

5.3 [Supervisors](#)

5.4 [Chief Information Officer](#)

6.0 [Procedures](#)

6.1 [Position Classification](#)

6.2 [Announcing Vacancies](#)

6.3 [Application Intake](#)

6.4 [Review of Applications](#)

6.5 [Veterans Preference](#)

6.6 [Interviews](#)

6.7 [Selection Memorandum](#)

7.0 [Recordkeeping](#)

8.0 [Relationship to MS 620](#)

9.0 [Effective Date](#)

1.0 Authority

22 U.S.C. 2506 (Peace Corps Employees); 5 U.S.C. §2301 (Merit System Principles) and §2302 (Prohibited Personnel Practices).

2.0 Purpose

The purpose of this Interim Policy Statement (IPS) is to set out policies and procedures for the implementation of a pilot project to phase-in the Automated System for Human Resource Management (Automated System). The purpose of the Automated System is to provide a faster and more efficient system for processing employment applications for Peace Corps positions by storing information concerning applicants, employees, and positions; generating a number of different standard documents, based on stored information; reviewing applications to determine which applicants are best qualified and should be referred to selecting officials for further consideration; and storing information concerning the application and selection process.

This IPS will continue to be in effect until a decision is made to revise the IPS, terminate the project, or incorporate the provisions of the IPS into a manual section.

3.0 Definitions

Automated System – the online applicant in-take system used by Office of Human Resource Management (HRM) that processes employment applications, assesses applicants, generates various human resources documents, and stores human resources information.

Eligibility Requirements – the requirements that must be met for an application to be considered, such as U.S. citizenship.

Minimum Qualifications Requirements – the experience and education specified by a hiring office that an applicant must possess to be considered for a vacant position.

Selecting Official – the Peace Corps employee who has been delegated the authority to select a candidate for a particular vacant position.

Selection Roster – the alphabetical listing of the best qualified candidates, as determined by the Automated System, validated by HRM, and submitted to the Selecting Official by HRM.

VP-1 Candidate – a 10-point veterans preference eligible applicant, based on having a disability greater than 10%, who has provided HRM a completed SF-15, along with the documentation required by the SF-15 demonstrating that the applicant is entitled to VP-1 status.

VP-2 Candidate – a 10-point veterans preference eligible applicant, based on reasons other than having a disability greater than 10%, who has provided HRM with a completed SF-15, along with the documentation required by the SF-15 demonstrating that the applicant is entitled to VP-2 status.

VP-3 Candidate – a 5-point veterans preference eligible applicant who has provided HRM with Department of Defense documentation demonstrating that his or her service is covered by the terms of 5 U.S.C. § 2108(1).

4.0 Applicability

This IPS applies to the selection of United States citizens for all Peace Corps positions in offices of the Agency that have been designated to use the Automated System through the phase-in process, but does not apply to:

- (a) Appointments in the Senior Foreign Service except as provided in Section 7.1.3 of MS 620;
- (b) Positions designated as confidential and/or policy-making under the authority of the Peace Corps Director;
- (c) Appointments with an expected duration of less than 1 year;
- (d) Expert consultant positions authorized by Section 13 of the Peace Corps Act;
- (e) Participants in student programs;
- (f) Attorney positions; and
- (g) Country Director positions.

5.0 Responsibilities

5.1 Associate Director for Management

The Associate Director for Management is responsible for:

- (a) Managing and implementing the Automated System policies and procedures, as described under this IPS;
- (b) Managing the overall conduct for the pilot project; and
- (c) Participating in the evaluation of the effectiveness of the system.

5.2 Director of Human Resource Management

The Director of Human Resource Management is responsible for:

- (a) Providing orientation and training to managers, supervisors, and employees;
- (b) Assisting supervisors in drafting and revising position descriptions;
- (c) Managing the day-to-day deployment of the automated system; and
- (d) Ensuring adherence to all merit system principles and practices.

5.3 Supervisors

Supervisors are responsible for:

- (a) Drafting or revising position descriptions in the Automated System as necessary, with the assistance of HRM;
- (b) Approving vacancy announcements generated by the Automated System;
- (c) Conducting interviews of the best qualified candidates;
- (d) Selecting the best qualified person for the position; and
- (e) Drafting selection memoranda.

5.4 Chief Information Officer

The CIO is responsible for providing technical support when necessary to the Automated System.

6.0 Procedures

6.1 Position Classification

Existing classified position descriptions will be transferred from the current manual system to the new Automated System. In those cases where a supervisor and HRM find that a position description needs to be changed or a new one created, the supervisor will, with the assistance of HRM, prepare a new position description through the Automated System. After the position description has been finalized, the Automated System will classify the position based on the position description, and HRM will review the classification determination for accuracy. Once the position has been classified, the following supporting documents related to the position will also be generated: Position Description, OF-8, job analysis, evaluation statement, crediting plans, vacancy announcements, interview questions, and performance standards. HRM will validate the accuracy of the classification determination and the supporting documents.

6.2 Announcing Vacancies

The Automated System will generate vacancy announcements based on the position description in the Automated System. HRM and the Selecting Official will give final approval on vacancy announcements generated by the Automated System. Using the Automated System, HRM will publish the vacancy announcements in all sources available through the Automated System.

6.3 Application Intake

Applicants should apply to vacancy announcements using the on-line application process. Applicants who are unable to do so may request a printable job application kit from the contact person identified in the vacancy announcement.

Applicants will be notified periodically throughout the application process of the status of their application by email or written correspondence if the applicant has no internet access.

6.4 Review of Applications

The Automated System will make eligibility and minimum qualification determinations by analyzing the applicant data entered into the system by the applicant. The Automated System will rate and rank applicants, identify the best qualified candidates, and produce a Selection Roster listing those candidates in alphabetical order. The Automated System determines the best qualified candidates by assigning points to the responses provided by the candidates to the rating and ranking factors. The candidates with the most points are the best qualified. HRM will determine the size of the Selection Roster that a Selecting Official will receive according to any natural break in application scores that HRM discerns in its sole discretion. HRM may validate the Selection Roster by reviewing applications in the applicant pool. Should a discrepancy be identified by HRM, the matter will be reconciled prior to the issuance of the Selection Roster to the Selecting Official.

6.5 Veterans Preference

The Automated System's numerical rating and ranking of applicants based on their qualifications will include additional points based on veterans preference status. VP-1 and VP-2 Candidates will receive an additional 10 points, while VP-3 Candidates will receive an additional 5 points. No other preference will be given to VP-1, VP-2, and VP-3 Candidates in compiling the Selection Roster.

If a position is advertised at multiple grades, veterans preference will be applied separately at each grade so that a VP-1, VP-2 or VP-3 Candidate who applies for only one grade will not appear on a Selection Roster for one of the other grades regardless of that applicant's veterans preference status. The Selecting Official will not be advised of the number of veterans on a Selection Roster before receiving that Selection Roster.

A Selecting Official who selects someone other than a VP-1, VP-2, or VP-3 Candidate from a Selection Roster must state in the selection memorandum why each VP-1, VP-2, or VP-3

Candidate on that Selection Roster is substantially less qualified than the person selected. *See* section 6.7, Selection Memorandum.

In the case of open continuous announcements, the date on which an office requests a Selection Roster will be considered the closing date for applications for the purpose of applying veterans preference rights.

6.6 Interviews

Any candidate listed on the Selection Roster is eligible for selection. The Selecting Official or his or her designee is required to review all applications on the roster and to determine which candidates, if any, to interview. The decision of whom to interview is at the discretion of the Selecting Official but should be guided by the relative qualifications of the candidates when compared to the requirements of the position in question. When an in-person interview is not possible, a telephone interview is acceptable.

6.7 Selection Memorandum

The Selecting Official must prepare a selection memorandum which meets all of the requirements of subsection 7.4.2 of MS 620 and, if relevant, section 6.5 of this IPS. A selection memorandum with no pass over justification must be approved by HRM. If a VP-1, VP-2, or VP-3 Candidate is passed over, the selection memorandum must be approved by OGC as well as HRM.

7.0 Recordkeeping

The Merit Promotion files will be stored in the Automated System. HRM will also maintain Merit Promotion files related to each vacancy announcement and hard copies will be maintained in HRM. All applications will be stored in the automated system.

8.0 Relationship to MS 620

To the extent that there is a conflict with this IPS and MS 620 Peace Corps Merit Selection and Promotion, this IPS controls.

9.0 Effective Date

The effective date is the date of issuance.