



UNITED STATES MARINE CORPS
Marine Corps Base
Camp Lejeune, North Carolina 28542

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BO 12335.1C
CPO/GBF/hlm
22 SEP 1981

BASE ORDER 12335.1C

From: Commanding General
To: Distribution List

Subj: Merit Staffing Program

Ref: (a) FPM Chapter 335 (NOTAL)
(b) CPI 335 (NOTAL)
(c) FPM Supplement 335-1 (NOTAL)
(d) CPI S-335-1 (NOTAL)
(e) MCO P12000.7B (NOTAL)
(f) SECNAVINST 5310.11D (NOTAL)
(g) BO 5310.10
(h) BO 12771.1

Encl: (1) Promotion Plan for Excepted Service Positions in Camp Lejeune Dependents' Schools
(2) Career Ladder Positions

1. Purpose. To publish the Merit Staffing Program in accordance with references (a) through (e), and to assign responsibilities and establish procedures for administering the Program. Instructions governing the promotion of Excepted Service personnel in the Camp Lejeune Dependents' Schools are contained in enclosure (1).

2. Cancellation. BO 12335.1B.

3. Policy. It is the policy of commands under this Order that the identification, qualification, evaluation and selection of candidates shall be based solely on the job related criteria, and without regard to political, religious, labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, nondisqualifying physical handicap, or age.

4. Objectives. Objectives of the Merit Staffing Program are:

a. To provide a method by which internal staffing needs may be met in a timely fashion.

b. To enhance organizational effectiveness by assuring that internal competitive actions are made by selection from among available candidates who are most capable of performing the duties of positions to be filled.

c. To ensure that employees receive fair and appropriate consideration for advancement and developmental opportunities.

d. To provide incentive for employees to improve their performance and develop their knowledges, skills and abilities.

e. To provide a proper balance between maximum utilization of employees and infusion of new talent, to include consideration of affirmative action and the Federal Equal Opportunity Recruitment Program goals and objectives.

f. To assure that promotions are made only when there is an actual need for performance of higher level duties and only when there is a candidate with the ability to perform at the higher level. References (f) and (g) provide policy guidance and instructions on position management.

g. To foster employee understanding of and confidence in the Merit Staffing Program and employee utilization policies.

h. To provide management the flexibility to staff positions from any source provided merit requirements are met.

5. Responsibilities. A Merit Staffing Program which serves the above stated objectives is in the interest of both management and employees. To this end the following responsibilities are assigned:

a. Civilian Personnel Officer

(1) Ensure that applicants are evaluated properly and coordinate administration of other aspects of the Program in compliance with directives of higher authority.

(2) Provide appropriate training and publicity.

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- (3) Solicit nominations for and appoint rating panels.
- (4) Counsel employees on the Program and specific actions thereunder as requested.
- (5) Coordinate a review of the Program annually and report the results thereof.
- (6) Develop and maintain required records and render reports.
- (7) Maintain a list of employees entitled to prior consideration for placement.

b. Management Officials and Supervisors

- (1) Become familiar with the contents of this Order and comply therewith.
- (2) Provide input as requested in the projection of staffing needs.
- (3) Consider the objective of a fully integrated work force in deciding the method of filling vacant positions.
- (4) Assist in the evaluation process by serving on rating panels when appointed to the capacity of subject matter experts.
- (5) Promptly complete appraisals of performance forms for employees competing under Merit Staffing announcements.
- (6) Ensure that proper and equal consideration is given to each applicant referred for consideration under the Merit Staffing Program.
- (7) Promptly distribute vacancy announcements and ensure copies are posted on official bulletin boards.

c. Employees

- (1) Become familiar with the Merit Staffing Program and procedures.
- (2) Take self-improvement action as appropriate to their individual needs and interest which would increase their competitiveness as applicants under Merit Staffing announcements.
- (3) File application for vacancies as announced for which qualified and interested.
- (4) Serve on rating panels as appointed as subject-matter experts.

6. General. The Merit Staffing Program will be carried out in conjunction with other personnel management programs, objectives, processes and constraints; e.g., career management, position management, recruitment, career development, personnel ceilings and average grade constraints, affirmative action and the DoD Program for Stability of Civilian Employment. Vacancies may be filled by means other than internal competitive procedures, either concurrently or to the exclusion of internal competition. Other means include, but are not limited to:

- a. Selection from an Office of Personnel Management (OPM) register.
- b. Reinstatement of a former career or career conditional Civil Service employee to the same or lower grade level than the last held permanent grade level.
- c. Reassignment or demotion of an employee to a position with no higher potential than the currently held position.
- d. Selection from the Promotion Priority List (RPL) at the same or lower grade level than the position from which separated.
- e. Transfer of an employee of another Federal agency to the same or lower grade level with no higher potential than the currently held position.
- f. Selection from the DoD Priority Placement List.

7. Coverage. Internal competitive procedures shall apply to all promotions except those excluded in paragraph 8 below. Internal competitive procedures also apply to the following actions:

- a. Reassignment or demotion to a position with more potential than the employee's current position.
- b. Reassignment or demotion to a position with no more potential than the employee's current position when initiated by the employee through application under a vacancy announcement.

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c. Detail to a higher grade position or one with known promotion potential in excess of 120 days. Competition will be restricted to employees of the Command where the position is located.

d. Transfer of an employee of another agency to a higher grade position or one with known higher promotion potential.

e. Reinstatement to a position at a higher grade than last held under a non-temporary appointment in the competitive service.

f. Selection from the RPL at a higher grade than that from which the employee was demoted.

g. Selection for training required for promotion.

h. Temporary promotion of more than 120 days. Competition will be restricted to employees of the Command where the position is located.

8. Exclusions. Internal competitive procedures do not apply to the following actions:

a. A promotion resulting from the upgrading of a position without significant change in the duties and responsibilities due to the issuance of a new classification standard or the correction of an initial classification error.

b. The promotion of an employee whose position is classified at a higher grade level due to the accretion of duties which are directly related to the employee's major (and grade controlling) duties when there is no change in organizational entity (immediate supervisor) and where there is no addition of supervisory duties to a non-supervisory position.

c. A position change permitted by Reduction-in-Force (RIF) regulations.

d. A career promotion of an employee when competition was held at an earlier date either through appointment from an OPM register or through internal competitive procedures, including the initial appointment of students in cooperative education programs and in the Federal Junior Fellowship Program. Enclosure (2) provides a list of career ladder positions.

e. Temporary promotions of not more than 120 days.

f. Details of not more than 120 days to higher graded positions or positions with known promotion potential.

g. The repromotion, to a level no higher than that from which demoted, of an employee in retained grade/pay status who was demoted, through no fault of the employee and not at the employee's request (repromotion eligibles). The Civilian Personnel Officer will maintain records of repromotion eligibles and refer them for each vacancy for which they are entitled to priority consideration.

h. Selections of permanent government employees from OPM registers for higher grade positions or positions with known promotion potential.

i. A management-initiated position change (either reassignment or promotion) of an employee to a position and/or grade level no higher in grade level than that which the employee formerly held on a permanent basis.

j. The promotion of an employee to a position with a representative rate which is the same or lower than that of the position currently held which, because of pay setting policies, results in a technical promotion only.

k. The reinstatement of a former Federal employee to a position with known promotion potential but which is no higher than, and has the same promotion potential as the last held permanent position.

l. The position change (either reassignment, demotion or promotion) of any permanent employee from a position having known promotion potential to a position having no higher potential.

m. The selection of an employee who did not receive proper consideration in a prior internal competitive action due to a procedural, regulatory, or program violation.

9. Merit Staffing Announcements. Positions filled through internal competitive procedures are publicized through Merit Staffing Announcements. These announcements may cover several positions or ratings, or may be restricted to a single vacancy. However, before taking any action to fill vacant positions employees entitled to prior consideration for placement must be given proper consideration in accordance with reference (b). As a minimum, Merit Staffing Announcements will contain the following:

a. Title, Series, Grade and Salary. If the announcement is for a trainee position or one reduced in grade for recruitment purposes, the target position and grade will also be shown. Announcements issued under provisions of the Upward Mobility Program will so indicate

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b. Area of Consideration. This is the area in which the search for candidates is directed, where the announcement is distributed and from which applications will be accepted from appointable candidates who file. The area of consideration for temporary promotions and competitive details will be limited to the Command where positions are located. In all other cases, the minimum area of consideration will be all Department of Defense activities in the Camp Lejeune - New River Air Station complex.

c. Closing Date for Receipt of Applications. This is the date by which applications must be received in the Civilian Personnel Office, or by which the envelope must be postmarked if the applications are sent through the U. S. Postal Service.

d. Location of the position(s).

e. Qualification requirements for the position(s), or reference to the qualification standards.

f. Basis of rating and ranking.

g. Non-discrimination statement.

h. How and where to file.

i. Provisions for consideration of all appointable DON employees within area of consideration.

10. Absent Employees. Employees who are on approved absence from duty during the time announcements are open and who have not had an opportunity to apply may do so upon return to duty. Such absences, however, will not delay efforts to fill positions.

11. Qualification Requirements. Applicants must meet the following to be eligible under merit staffing announcements:

a. Qualification standards prescribed by the Office of Personnel Management and any selective factors established as being essential for satisfactory performance in the position

b. Time-in-grade requirements, if applicable, as of the closing date of the announcement

c. Time after competitive appointment restrictions, if applicable, as of the closing date of the announcement. (An employee may not be promoted or reassigned to a different line of work during the first three months following the employee's latest non-temporary competitive appointment.)

12. Rejection of Applications. Applications will be rejected if:

a. They are from non-status candidates.

b. Outside the area of consideration and concurrent consideration was not extended

c. There is not enough information upon which to make a qualifications determination

d. The applicant falsified the application.

e. Untimely filed.

13. Evaluation. When there are more than five qualified/eligible competing candidates, they will be formally evaluated by a rating panel who will assess the degree to which candidates possess the knowledges, skills, abilities and personal characteristics (KSAP's) determined to be important to the position(s) being filled. Such KSAP's are identified in the staffing announcement. Rating panels are composed of subject matter experts and a staffing specialist of the Civilian Personnel Office who serves as Technical Advisor. When there are five or less qualified/eligible competing candidates, formal evaluation of candidates is optional. Crediting plans and evaluation methods will be established in accordance with reference (b).

14. Registers. The names of qualified/eligible candidates who have been formally evaluated will be entered on the appropriate register in one of two categories - Highly Qualified or Qualified. Numerical grades will be assigned within each category. Registers are established for 12 months unless terminated earlier.

15. Referrals

a. When the number of eligibles permits, 10 names are certified to the selecting official for consideration for single vacancies. When there are two or more vacancies, additional names are certified on a one for one basis. Names are entered on the certificate in alphabetical order within category, Highly Qualified or Qualified, and no numerical grades are shown. When no formal evaluation of candidates has been made, names are certified as "eligibles" in alphabetical order.

b. Selecting officials will be given all qualification information available on certified candidates, to include awards received, and will be provided the Official Personnel Folder in the case of candidates employed by Commands to which this Order is applicable.

16. Selections

a. Advisory selection panels are required when filling upward mobility and formal training positions, supervisory and managerial positions, and other key positions GS-9 and above. Use of panels is optional when filling other positions. When panels are used, all candidates must be interviewed unless they are not available. Local candidates must be notified of their scheduled interview no later than the workday preceding the date of interview. Panels are appointed by the selecting official and consist of three members, including a chairperson. If the supervisor of the position being filled is the selecting official, the supervisor may not serve on the panel.

b. Selection panels must be instructed by the selecting official, in writing, what the panel is assigned to do, i.e.:

(1) Rank applicants in descending order.

(2) Recommend the applicant(s) for selection.

(3) Rate applicants on an ascending scale of one through five on selection criteria provided to the panel.

Interview questions and any selection criteria must be job related and must be reduced to writing prior to conducting interviews.

c. Selecting officials are entitled to select any competing candidate certified, or to non-select all candidates. Each candidate certified must be given full consideration and the selection made based on who will best fill management's needs in terms of productivity, and the total objective of the organization, including affirmative action and equal opportunity. When selecting from a group of certified competing candidates who have not been formally evaluated, the selecting official will document, based on the KSAP's, what in the person's background makes the person the best candidate to meet the requirements of the position.

17. Notification and Release of Employees

a. Notifications of selections are made by the Civilian Personnel Office. Employees selected under competitive procedures will be released for assignment to the new position effective the first pay period following two weeks notification of the selection. In unusual circumstances, the release date may be extended an additional pay period provided the releasing and selecting officials agree.

b. Employees will be provided specific information concerning any promotion case in which they are competitors including who was selected; in what areas, if any, they can improve; supervisory appraisals and any other information allowed in accordance with the Freedom of Information and Privacy acts.

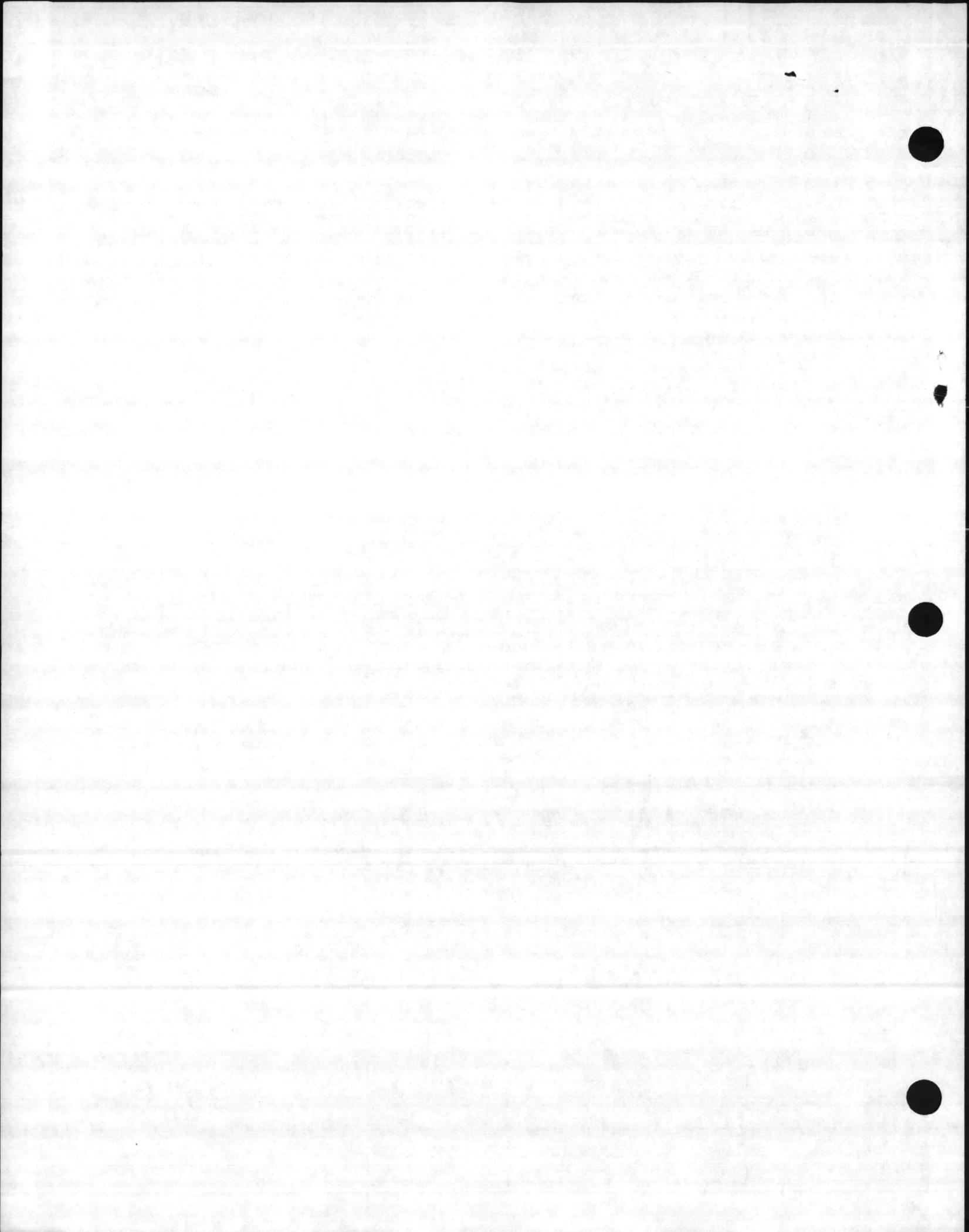
18. Grievances. Grievances of Unit employees arising out of rating/ranking for positions in the Unit will be processed in accordance with the Negotiated Agreement with the American Federation of Government Employees, Local 2065. Grievances of non-Unit employees arising out of rating/ranking will be processed in accordance with the Administrative Grievance Procedure contained in reference (h).

19. Action. Organizational Commanders, Heads of Staff Sections, Department Heads and Chiefs of Services will ensure that all supervisors are thoroughly familiar with this Order and will ensure that this Order is made available to employees upon request.

20. Applicability. Having received the concurrence of the Commanding Officers of Marine Corps Air Station (H), New River; Naval Regional Medical Center and Naval Regional Dental Center, this Order is applicable to those Commands.

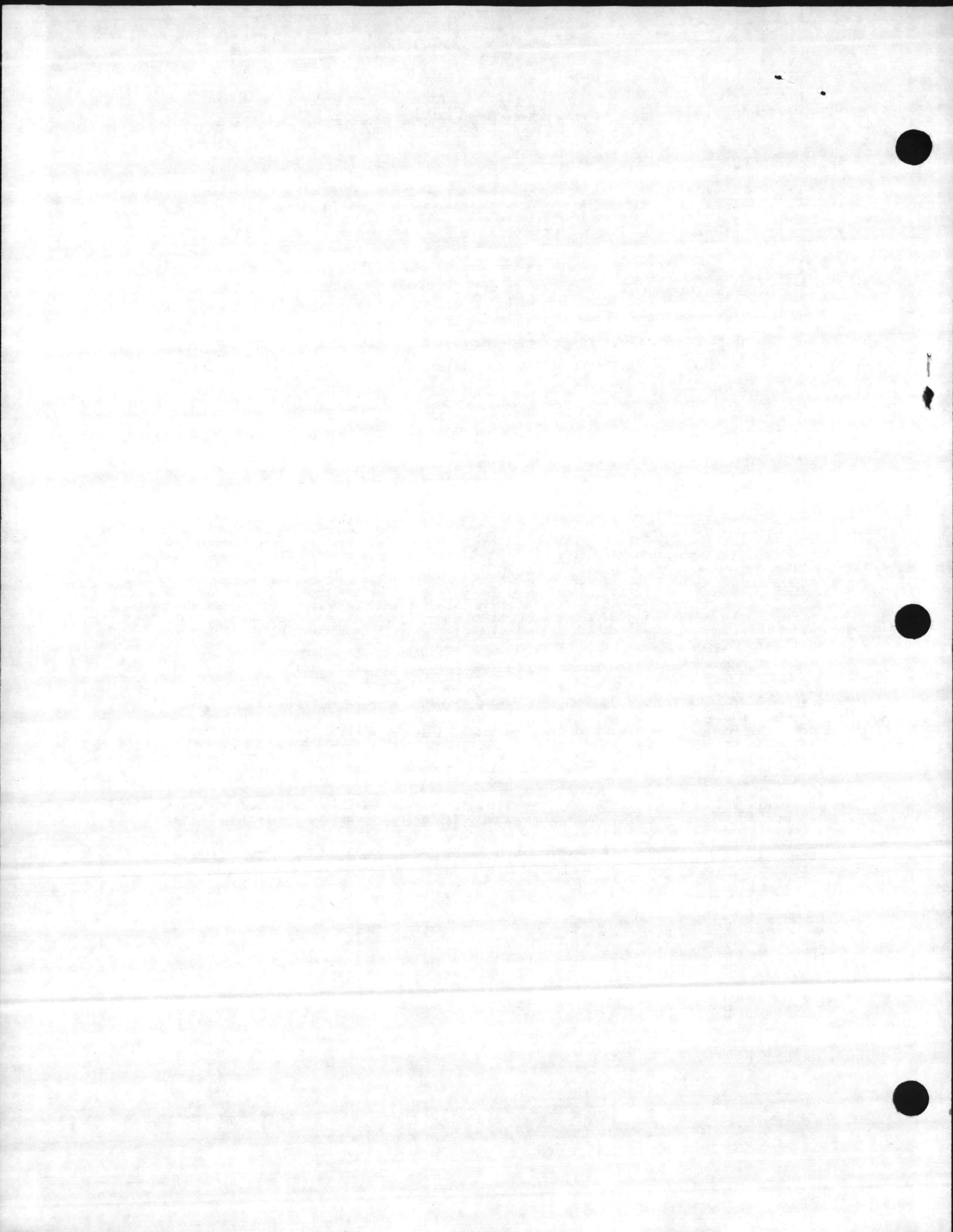
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PROMOTION PLAN FOR EXCEPTED SERVICE POSITIONS
IN CAMP LEJEUNE DEPENDENTS' SCHOOLS

1. Coverage. This promotion plan covers all excepted service supervisory positions in the Camp Lejeune Dependents' Schools.
2. Promotion Announcements. Promotion announcements will be the means used to establish lists from which to issue eligibility letters for positions covered by this plan. The announcement will contain as a minimum, the following information:
 - a. Area of consideration.
 - b. Brief description of the duties of the position.
 - c. Qualification requirements.
 - d. Non-discrimination statement.
 - e. Closing date for receipt of applications.
 - f. What to file (i.e., application, forms, certificates).
 - g. Location of the position.
 - h. Where and how to apply.
 - i. Salary.
3. Area of Consideration. The minimum area of consideration will be the Camp Lejeune Dependents' Schools. The area of consideration may be expanded to assure an adequate number of qualified candidates.
4. Qualification Standards. The minimum qualification standards used for promotion will be a certification issued by any state Department of Education which meets standards set forth by the state and the Southern Association of Colleges and Schools. The promotion announcement will furnish more detailed information on the qualification requirements for a given position.
5. Basis of Rating. Applicants will be rated on the basis of experience and education. Qualified applicants will be placed in one of two ratings, A or B. Applicants who have completed a Master's Degree or Doctorate in the areas of certification and have at least three years teaching experience are assigned an A rating. Applicants who have completed a Master's Degree in the areas of certification and have less than three years teaching experience are assigned a B rating.
6. Promotion Lists. Promotion lists will be used only to fill the specific vacancy identified in the announcement.
7. Certification and Selection. Certification will be from among the best of the rated applicants. A range of from two to 10 candidates will be certified for a vacancy. When there are less than two qualified candidates in the A rating group, a sufficient number of the best candidates in the B qualified group will also be furnished to the selecting panel. The selecting panel is composed of a member of the school board, the Associate Superintendent, and one other professional school administrator who has a good knowledge of the requirements of the position and is serving at or above the level of the position being filled.
8. Consideration to Absent Employees. Consideration will be given to qualified employees absent in the military service, and employees on official travel during the period of evaluation or consideration for selection.
9. Temporary Promotions. A temporary promotion may be made for 260 days or less without competition.



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CAREER LADDER POSITIONSPART A - GENERAL SCHEDULE POSITIONS

<u>GS</u>	<u>TITLE</u>	<u>TARGET LEVEL</u>	<u>ENTRY LEVEL</u>
018	Safety Management	9	5/7
081	Fire Protection & Prevention	4	3
185	Social Worker	9	5/7
200	Personnel Management/Equal Opportunity	9/11	5/7
203	Personnel Clerical	5	3/4
204	Military Personnel Clerical	4/5	2/3
303	Miscellaneous Clerical/Assistance	4/5	2/3
305	Mail & File	4	2/3
312	Clerk Stenography & Reporting	4	2/3
318	Secretarial	5	3/4
319	Closed Microphone Reporting	8	6
322	Clerk-Typing	3	2
332	Computer Operation	7	4/5
334	Computer Specialist	9/11	5/7
335	Computer Clerical/Assistance	5/7	4/5
343	Management Analysis	9/11	5/7
344	Management Assistance	5	3/4
356	Data Transcribing	3	2
390	Communications Equipment Operation	5	3/4
460	Forestry Management	9	5/7
462	Forestry Technical	4	2/3
501	General Accounting Clerical	5	3/4
510	Accounting	11	5/7
525	Accounting Technical	5	3/4
530	Cash Processing	5	3/4
540	Voucher Examining	5	3/4
544	Payroll	5	3/4
560	Budget Administration	9	5/7
610	Nursing	8/9	7
621	Nursing Assistance	4/5	3/4
682	Dental Hygiene	5	3/4
800	Engineering/Architectural	11	5/7
802	Engineering Technical	9	4/5
986	Legal Clerical	5	3/4
1102	Contract & Procurement	9	5/7
1105	Purchasing	5	3/4
1106	Procurement Clerical	5	3/4
1144	Commissary Store Management	9	5/7
1173	Housing Management	9/11	5/7
1311	Physical Science Technical	6	4/5
1320	Chemistry	9	5/7
1410	Library	9	5/7
1411	Library Technical	6/7	4/5
1712	Training Instruction	9	5/7
2005	Supply Clerical/Technical	5/6	3/4
2050	Supply Cataloging	7	5
2091	Sales Store Clerical	3	2
2131	Freight Rate Clerical	6/7	4/5
2132	Travel Clerical	6	4/5
2134	Shipment Clerical	4	2/3
2152	Air Traffic Control	11	5/7

PART B - WAGE GRADE POSITIONS

<u>TARGET LEVEL</u>	<u>ENTRY LEVEL</u>
Air Conditioning Equipment Mechanic, WG-8/10	Helper/Worker
Air Conditioning Equipment Operator, WG-10	Shop Trainee/Helper
Aircraft Refueler, WG-8	Helper
Asphalt Worker, WG-5	Laborer
Automotive Mechanic, WG-10	Helper/Worker
Blocker and Bracer, WG-8	Helper
Boiler Plant Equipment Mechanic, WG-10	Helper/Worker
Boiler Plant Operator, WG-7/9/10/11	Heating Equipment Mechanic Shop Trainee/Boiler Plant Operator/ Boiler Tender/Coal Handling Equipment Operator
Boiler Tender, WG-6	Helper/Laborer
Bridge Operator, WG-8	Helper
Cable Splicer (Communications), WG-10	Helper/Worker

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TARGET LEVELENTRY LEVEL

Carpenter, WG-7/9	Helper/Worker
Coal Handling Equipment Operator, WG-6	Helper/Laborer
Cook, WG-5/8	Food Service Worker/Cook
Crane Operator, WG-9	Helper
Electrical Equipment Repairer, WG-9/10	Helper/Worker
Electrician, WG-8/10	Helper/Worker
Electrician (High Voltage), WG-8/10	Helper/Worker
Electronics Integrated Systems Mechanic, WG-12	Electronics Mechanic
Electronics Mechanic, WG-11/12	Helper/Worker
Engineering Equipment Operator, WG-8/10	Helper
Equipment Cleaner, WG-4	Laborer/Custodial Worker
Equipment Mechanic, WG-10	Helper/Worker/Equipment Repairer
Food Service Worker, WG-4	Food Service Worker/Laborer/Custodial Worker
Fork Lift Operator, WG-5	Laborer/Warehouse Worker
Fuel Distribution System Worker, WG-8	Helper
Gardener, WG-4	Laborer
Glazier, WG-9	Helper
Heating Equipment Mechanic, WG-8	Helper
Heavy Mobile Equipment Mechanic, WG-8/10	Helper/Worker
Insulator, WG-10	Helper/Worker
Laundry Equipment Repairer, WG-8	Helper
Laundry Machine Operator, WG-3/5	Laundry Worker
Machinist, WG-10	Helper/Machine Operator
Maintenance Mechanic, WG-9	Helper/Worker
Mason, WG-10	Helper/Worker
Meatcutter, WG-8	Meatcutting Worker
Milling Worker, WG-9	Helper
Mobile Equipment Servicer, WG-5/6	Laborer/Helper
Mobile Equipment Metal Mechanic, WG-10	Helper/Worker
Motor Vehicle Operator, WG-5/6/7/8	Laborer/Helper/Motor Vehicle Operator
Packer, WG-4	Laborer
Painter, WG-9	Helper
Pest Controller, WG-6/8/9	Laborer/Shop Trainee/Helper
Pipefitter, WG-8/10	Helper/Worker
Plasterer, WG-9	Helper
Plumber, WG-7/9	Helper/Worker
Preservation Servicer, WG-7	Laborer/Shop Trainee
Preservation Packager, WG-6	Laborer/Shop Trainee
Presser, WG-2	Laundry Worker
Sewage Disposal Plant Operator, WG-9/10	Shop Trainee/Sewage Disposal Plant Operator
Sheet Metal Mechanic, WG-10	Helper/Worker
Small Arms Repairer, WG-8	Helper
Store Worker, WG-4/5	Laborer/Store Worker
Telephone Mechanic, WG-10/11	Helper/Worker
Tools and Parts Attendant, WG-4/5	Laborer
Toolroom Mechanic, WG-8	Helper/Tools and Parts Attendant
Tractor Operator, WG-5/6	Laborer
Warehouse Worker, WG-4/5/6	Laborer/Forklift Operator/Warehouse Worker
Water Plant Operator, WG-7	Helper
Water Treatment Plant Operator, WG-10	Shop Trainee/Helper/Water Plant Operator
Welder, WG-8/10	Helper/Worker/Welder
Wood Worker, WG-7/8	Helper/Worker