



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
POSTAL SERVICE CENTER BOX 8003  
CHERRY POINT, NORTH CAROLINA 28533-0003

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CHRO-E  
10 DEC 2020

AIR STATION ORDER 12335.1

From: Commanding Officer, Marine Corps Air Station Cherry Point  
To: Distribution List

Subj: MERIT STAFFING PROGRAM

Ref: (a) DoD Priority Placement Program (PPP) Handbook, November, 2019  
(b) MCIEAST-MCB CAMLEJO 12771.1  
(c) DoD Instruction 1400.25, "DoD Civilian Personnel Management System"  
(d) DoD Instruction 1402.01, "Employment of Retired Members of the Armed Forces," September 9, 2007  
(e) 5 CFR §335, "Promotion and Internal Placement"  
(f) 5 CFR §330, Recruitment, Selection, and Placement (General)"  
(g) 5 CFR §338, "Qualification Requirements (General)"  
(h) 5 CFR §536, "Grade and Pay Retention"  
(i) OCHRSANSOP 12335.4E  
(j) OCHR Management Identification of Candidates (MIOc) Hiring Manager Guide, April 6, 2020

Encl: (1) Promotion and Internal Placement  
(2) Exceptions to Merit Promotion Program (MPP)  
(3) Management Identification of Candidates (MIOc)  
(4) Temporary Promotions  
(5) Merit Promotion Process

1. Situation. This Order revises the policy, establishes procedures, and assigns responsibilities for administering the Merit Staffing Program per the references. In the event of a conflict between this Order and the negotiated agreements applicable to Marine Corps Air Station Cherry Point, the negotiated agreements take precedence for bargaining unit positions/employees.

2. Cancellation. AirSta Order P12000.6E Ch2, Chapters 9, 10, and 13

3. Mission. To provide program guidance, requirements and procedures for Merit Staffing for Marine Corps Air Station, Cherry Point serviced by Civilian Human Resource Office-East (CHRO-E). CHRO-E assists managers in accomplishing the mission by advising and guiding on recruitment sources, merit promotion procedures, advising management on priority consideration programs, and providing advice to selecting officials during the selection process.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Establish and maintain an active merit staffing program and provide compliance guidance for policies and requirements as set forth in the references.

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(2) Concept of Operations. All personnel including managers and supervisors must familiarize themselves with this Order and the references to ensure the Merit Staffing Program is administered properly.

b. Tasks

(1) CHRO-E shall:

(a) Provide advice and assistance to managers regarding the administration of activity Merit Staffing Programs and provide program oversight and effect mandatory placements where applicable.

(b) Review the actions and operations of the program to ensure compliance with its provisions and applicable Office of Personnel Management (OPM), Department of the Navy (DON), and United States Marine Corps (USMC) requirements.

(2) Managers and Supervisors shall:

(a) Ensure the success of the Merit Staffing Program in meeting its goals, both in terms of high quality employee selections and Equal Employment Opportunity (EEO) Program. Become familiar with provisions of the program, ensuring actions directed or initiated do not compromise the program's principles. Become familiar with and support the Command's EEO and the Priority Placement Program (PPP).

(b) Ensure areas of consideration (AOC) are broad enough to allow for competition and promote selections based on meaningful, job-related criteria. If a relative of a selecting official applies for a vacancy, nepotism provisions apply and assistance should be sought from the servicing Human Resource (HR) Specialist.

(c) Maintain documentation for Management Identification of Candidates (MIOC) actions when MIOC is utilized.

(d) Maintain documentation for any Direct Hire Authority (DHA) actions when DHA is utilized.

(e) Accountability for the end result (i.e., fair and equitable treatment without regard to non-merit factors, fair, and open competition and selection based on relative, knowledge, skills and abilities (KSAs)) rests with the selecting official.

(3) Employees shall:

(a) Become familiar with the provisions of this Order and make themselves available for promotions and internal placements by applying for such opportunities per established procedures.

(b) Provide current, accurate, and all essential information relative to the evaluation process.

5. Administration

a. DON Office of OCHR: Maintains records to allow for reconstruction of Merit Staffing actions, per reference (e), Department of Defense, and DON policy. DON OCHR provides reports regarding the Merit Staffing Programs for

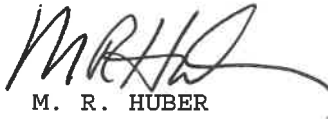
the activities serviced as requested, creates assessments, announces jobs, receive applications, determine qualifications, issues certificates; and manages PPP requisitions and mandatory placements. DON OCHR also ensures any candidate selected for a position meets all regulatory, procedural, and program requirements prior to effecting the personnel action.

b. Logistics: Not applicable.

6. Command and Signal

a. Command. This Order is applicable to Marine Corps Air Station Cherry Point.

b. Signal. This Order is effective the date signed.

  
M. R. HUBER

DISTRIBUTION: A

Promotion and Internal Placement

1. General. In accordance with the references, the Merit Staffing Program applies to all promotion and internal placement actions except those excluded in enclosure (2). Merit promotion is but one means of filling vacancies. Any staffing source may be used concurrently with or in lieu of this program. Internal competitive procedures apply in the following situations:

a. Promotion. Promotion to a higher-grade than currently or previously held on a permanent basis. The employee must meet the minimum qualification and time-in-grade requirements for the position to which they are promoted.

b. Detail to Higher Grade or Position with Higher Promotion Potential in excess of 120 days. Detail to a higher grade or to a position with promotion potential in excess of 120 days; or a cumulative 120 days of details and/or temporary promotions in a 12-month period. Competition will be restricted to employees of the department.

c. Temporary Promotion in Excess of 120 days. Temporary promotion of more than 120 days. Competition for temporary promotions will be restricted to employees of the department.

d. Reinstatement or Transfer. Transfer to a higher-grade position or reinstatement to a permanent or temporary position at a grade higher than last held on a permanent basis in the competitive service.

e. Position Change. Reassignment, demotion, or transfer to a position with higher promotion potential than held or previously held on a permanent basis.

f. Selection for Training. Selection for training which is part of an authorized training agreement, part of a promotion program, or required before an employee may be considered for a promotion.

2. Administration. In accordance with reference (e), promotions will be based on fair and open competition; and selections will be made based upon merit factors without regard to political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, non-disqualifying physical handicap, or age, and will be based solely on job-related criteria. When merit promotion procedures are utilized, the following guidelines will be followed.

a. Vacancies may be filled through the use of, published vacancy announcements, MIOc as defined in enclosure (3), or any other available hiring authorities (such as DHA). The AOC should be broad enough to provide for a sufficient number of well-qualified candidates. For bargaining unit positions only, the provisions of the applicable negotiated agreements must be followed.

b. Resumes are required when applying for vacancies advertised under this program. Applicants must ensure they provide the information required in the announcement or they may lose consideration. MIOc is an exception and resumes are not mandatory for recruitment source.

c. Closing dates and deadlines for submitting resumes will be specified on the vacancy announcement. Pertinent information on "How to Apply" is also included on the vacancy announcement.

d. Qualification standards prescribed by OPM and activity evaluation criteria will be used to evaluate applicants' qualifications. All qualification and eligibility requirements, including time-in-grade, must be met by either:

(1) The closing date of the announcement; or

(2) For open-continuous announcements, qualifications must be met at the time of application.

e. Candidates will be evaluated against job-related criteria.

f. An appropriate number of qualified promotion-eligible candidates will be certified to selecting officials on a certificate. Non-competitive eligible(s) may be referred at any time in the recruitment process. If interviews or selection panels are to be conducted, assistance may be obtained from the servicing HR specialist and/or the servicing EEO specialist.

g. Employees selected for promotion should be promptly released within two weeks of notification of selection, normally the first day of the pay period, except in unusual circumstances, but no later than 30 days.

Exceptions to Merit Promotion Program (MPP)

1. General. In accordance with the references, the following actions are exceptions to the MPP. Employees must meet minimum eligibility requirements.

a. Classification Error or Issuance of New Standard. Promotion resulting from the upgrading of a position without significant change in duties and responsibilities due to issuance of a new classification standard or the correction of an initial classification error.

b. Reduction in Force (RIF). Position change permitted by RIF regulations.

c. Career Ladder Promotion. Career-ladder promotion without current competition when an employee was previously selected from a civil service register or under competitive promotion procedures when the fact the position had promotion potential was made known to all candidates.

d. Accretion of Duties

(1) Promotion resulting from an employee's position being classified at a higher grade because of additional duties and responsibilities when: (1) the major duties of the old position are absorbed into the new position and the former position is cancelled; (2) the new position has no known promotion potential; and (3) the additional duties do not adversely affect another encumbered position.

(2) The following are typically considered inappropriate for consideration as accretion of duty promotion: (1) transition from a one-grade interval position to a two-grade interval position; (2) accretion across occupational series; (3) movement to a vacant higher level position; (4) accretion from a non-supervisory position to a supervisory position; (5) accretion across organizational lines or as a result of reorganization.

e. Pathways Program. Career-ladder promotion following noncompetitive conversion of a Pathways Program intern.

f. Position Change. Promotion, demotion, reassignment, or transfer to a position having no higher promotion potential than held or previously held on a permanent basis in the competitive service (except when demoted for cause).

g. Temporary Promotion or Details Not to Exceed 120 Days. Temporary promotion to a higher-grade position, or one with known promotion potential, for no more than 120 days. For temporary promotions, employees must meet OPM qualification requirements. Detail to a higher-grade position, or one with known promotion potential, for no more than 120 days. For details, employees are not required to meet OPM qualification requirements.

h. Temporary Promotion or Detail to Grade Previously Held. Temporary promotion or detail for more than 120 days to a grade level previously held on a permanent basis except when the employee was demoted from that grade for cause.

i. Re-promotion. Re-promotion of a current Federal employee in the competitive service to a grade (or equivalent level in another pay system or intervening grade) previously held on a permanent basis in the competitive service, except when demoted from that grade for cause.

j. Corrective Action. Promotion of a candidate who was not given proper consideration in a previous Merit Promotion action due to a procedural, regulatory, or program violation.

k. Permanent Promotion. Permanent promotion to a position held temporarily when the temporary promotion was originally made under competitive procedures and the fact the promotion could be made permanent was made known to all candidates.

l. Direct Hire Authority. New appointment of qualified individuals directly into positions in the competitive service when selected from a DHA flyer announcement or through name request.

Management Identification of Candidates (MIoC)

1. General. In accordance with references (i) and (j), the AOC must have a minimum of two qualified candidates. The AOC is limited to candidates who work for the selecting official. All employees in the AOC will be considered, regardless of grade (e.g., those who are not qualified; those who do not meet time-in-grade; or those who fail to meet qualifications and/or eligibility requirements). However, only those qualified may be selected. For vacancies covered by a collective bargaining agreement, management must ensure they abide by the agreement before using MIoC.

2. Responsibilities

a. Selecting Official

(1) Responsible for ensuring the success of the MIoC in meeting its goals, both in terms of high quality employee selection and EEO. The selecting official must ensure selections are based on meaningful, job related criteria.

(2) Notify ALL employees in the AOC, via email, of the vacant position. The email will contain the following:

(a) Statement that vacancy will be recruited for competitively using MIoC.

(b) Position title, series, grade, vacancy location, a brief description of the duties; and any special qualification requirements (i.e., positive education requirements, required courses, and certifications etc.). If applicable, list KSAs needed for the position.

(c) A specific date and time (usually close of business) by which interested candidates can submit their resumes (if required), to include a point of contact for receipt of resumes, if other than the selecting official.

(d) A statement indicating a failure to respond by the date/time indicated is considered a declination for consideration. Recommend the use of delivery and read receipt for documentation purposes.

(3) Ensure the Request for Personnel Action (RPA) has been received by the OCHR to initiate the PPP requisition before the date of the email notifying employees of the vacancy/recruitment. Failure to provide advance written notification to OCHR may result in a requirement to reconstruct the MIoC action and delay the filling of the vacancy.

(4) Ensure selection criteria is established prior to receipt of resumes; determine whether the use of panel is necessary and select members; and determine whether or not interviews are necessary. It is highly recommended you provide a copy of selection criteria to EEO for review prior to review of resumes. Representation from EEO is available for panels, if needed and requested in advance. Ensure compliance with collective bargaining agreement(s).

(5) Receive all resumes, transcripts, KSAs (if applicable), and apply the selection criteria. Panel members may be asked to review and apply selection criteria, if a panel is designated. Selecting Official ensures interviews are properly coordinated, if applicable.



(6) Submit the selected candidate's resume and transcripts (if applicable) to HRO Specialist for qualification review.

(7) Maintain records of the MIOc recruitment action for a minimum of two years. MIOc records must contain, at a minimum, the following:

(a) Certificate of Eligibles. (An organizational list comprised of ALL employees who report, directly or indirectly, to the selecting official).

(b) Email sent to all candidates (to include read receipts) and/or;

(c) Email received from all candidates who responded;

(d) Resumes received from those interested (if requested);

(e) Selection criteria;

(f) Interview questions (if applicable);

(g) Rating sheets from scoring resumes and/or interviews (if applicable); and

(h) Any notes from discussion with unions concerning using MIOc.

b. Employee. The employee is responsible for ensuring a timely response to Selecting Official's email.

(1) Response emails should include a copy of their resume (usually in USA JOBS format), transcripts, and/or their responses to KSAs, if applicable.

(2) Response emails can either be sent to the Selecting Official directly or to a designee.

c. CHRO-E. Provide administrative and technical support to management officials concerning the MIOc process. The Specialist will:

(1) Receive the selectee's package from the Selecting Official or designee. Upon receipt, review package for completeness and determine if selectee meets the eligibility and qualification requirements of the position in accordance with OPM Qualification Standards. All qualification and eligibility requirements, including time-in-grade, must be met by the closing date based on an email from the Selecting Official.

(2) Forward selectee package to OCHR and extend tentative job offer, once authorized by OCHR.

(3) Coordinate physicals, drug tests, etc. if applicable; set pay; and coordinate the effective date of the action.

d. OCHR. Administers MIOc recruitment actions for PPP, military spouses, RPA processing, final job offers, and firm effective date.

### Temporary Promotions

1. General. In accordance with the references, the Merit Promotion Program applies to all temporary promotions unless excluded in enclosure (2).

#### 2. Requirements for Temporary Promotions

a. Temporary promotions may be made for an initial period of one year or less and extended in one-year increments up to five years. The promotion must be expected to last more than 30 days.

b. The employee must meet the minimum qualification and time-in-grade requirements for the position to which the employee will be temporarily promoted.

c. Recruitment of temporary promotions will be limited to employees within the department where the vacancy exists.

d. Temporary promotions must be made through competitive procedures if the employee's service under the promotion, combined with all service under details to higher grade positions and temporary promotions in the past 12 months, would exceed 120 days. Certificates for temporary promotions will include only employees of the department.

e. Temporary promotions may be made permanent without further competition provided the temporary promotion was originally made through competitive procedures and the fact it might lead to permanent promotion was made known to all candidates.

f. While temporarily promoted, employees may incidentally be evaluated or gain experience during the promotion; however, temporary promotions shall not be used for the purpose of training or evaluating an employee in a higher-grade position.

g. When an employee will be temporarily promoted for 120 days or more, a performance plan must be established.

#### 3. Requesting and Processing Temporary Promotions

a. A request for temporary promotion is made via RPA. The department filling the vacancy is responsible for submission of the request to the CHRO-E for review and processing. The RPA should be received in the OCHR in accordance with timelines outlined by the reference (i) in order to ensure timely processing.

b. A temporary promotion will end on the date shown on the Notification of Personnel Action (NPA). An RPA will be submitted to return the employee to their former position. The RPA should be submitted within the OCHR timelines required.

c. The organization filling the vacancy is responsible for requesting an extension of the temporary promotion in advance of the scheduled expiration date. Requests are made with an RPA and should be submitted in accordance with OCHR timelines to ensure timely processing.

d. If the temporary promotion will end before the scheduled expiration date, the organization to which the employee is temporarily assigned must request the termination of the promotion. Requests are made with an RPA and should be received in the OCHR within the timeframes outlined by reference (i) to ensure timely processing.

e. An NPA will be issued to document the action taken and to authorize the change in the employee's rate of pay.

Merit Promotion Process

1. RPA. When a vacancy occurs, managers will obtain any necessary command level approval (i.e., Position Management Review Board, etc.), prior to an RPA being submitted to the CHRO-E by the Civilian Manpower Office.

2. Priority Consideration. The CHRO-E will ensure there are no employees entitled to priority consideration before forwarding the RPA to OCHR. Priority consideration is required for Prior Consideration, Reasonable Accommodation, Worker's Compensation, Re-promotion Eligible, billets which are not in the Strategic Workforce Plan, or USMC Internal Placement Program candidates.

3. Recruitment Source. CHRO-E will advise management on alternative sources for recruitment, as well as AOC.

4. Recruitment Process. Positions filled through internal competitive procedures will be open through USA JOBS, which may be accessed at [www.usajobs.gov](http://www.usajobs.gov). Open announcements covering positions within a variety of occupational series at multiple grade levels and pay plans are available on that site. Candidates may apply if they have appointed ability as outlined in individual announcements.

a. The AOC will be determined by management. In determining the area of consideration, the appropriate management official must consider the following criteria.

(1) The grade level of the position to be filled.

(2) The KSA's required for the position and the likelihood a given area will produce an adequate number of high quality candidates.

(3) The infusion of new ideas and strengths into the organization.

(4) Appropriate Federal Equal Opportunity Recruitment Program and affirmative employment office.

(5) Budget and ceiling constraints.

(6) Labor market conditions.

b. Promotion candidates will be formally evaluated based on their experience, performance, education/training and awards. Selection certificates will be issued electronically and will be forwarded simultaneously to the individual(s) identified on the Recruit Request Form.

c. OCHR will ensure a reasonable number of candidates are certified.

5. Selection Process

a. The selecting official retains the right to select any or none of the candidates certified and may select from any available sources.

b. When considering candidates on a merit promotion or DHA certificate for a bargaining unit position, interviews are optional; however, when interviews are conducted, the interviews must be in compliance with all applicable guidance. If a personal interview is impractical, applicants may

be interviewed by telephone or considered based on their application. The record must be documented when a personal interview is impractical. When interviews are conducted, a complete record of each panel member's notes must be retained for a two-year period.

c. When considering candidates on a merit promotion or DHA certificate for a non-bargaining unit position, selecting officials may interview any, none or all of the candidates.

d. Interview questions must be job related and must be reduced to writing prior to conducting interviews. Local candidates must be notified of their scheduled interview no later than the workday preceding the date of the interview. Interviews will be scheduled by the selecting official or their designee.

e. Advisory selection panels can be used and are recommended. Panels are appointed by the selecting official and will normally consist of three members, including a chairperson.

f. Selecting officials are entitled to select any applicant within the selection range or to non-select all applicants. It is recommended alternative selections are made.

6. Notification of Selection. The selecting official will electronically sign and return the selection certificate to OCHR. Tentative Job Offers will be made by the CHRO-E. Firm Job Offers will be made by OCHR.