

# CIVILIAN MARINE PERSONNEL INSTRUCTIONS

CMPI 330 - COVER SHEET 283

EMPLOYMENT

NAVS0-P-833-330-0283

Stock No. -- 0511-LP-209-1400

23 April 1992

Attached is new CMPI 330, EMPLOYMENT, which updates and consolidates all information in and replaces CMPI 300, ASSIGNMENT OF MARINERS, CMPI 310, APPOINTMENT AND CONVERSION, CMPI 332, RECRUITMENT, CMPI 334, EVALUATION AND SELECTION FOR APPOINTMENT, and CMPI 340, POSITION CHANGES. The "Record of CMPI Cover Sheets Received" should be initialed and this cover sheet should be filed.

## EFFECTIVE DATE

The attached is effective on the date of receipt. Collective bargaining obligations with recognized labor organizations must be satisfied.

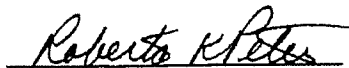
Authorized for MSC:



F. R. DONOVAN  
Vice Admiral, U.S. Navy  
Commander

By direction of the Secretary of the Navy:

Approved:



ROBERTA K. PETERS

Director

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Distribution:

Mailing List #56



0511LP2091400

CIVILIAN MARINE PERSONNEL INSTRUCTIONS

CMPI 330 - COVER SHEET 294

EMPLOYMENT

NAVSO-P-833-330-0294

Stock No. -- 0511-LP-209-1401

12 January 1993

Attached are pages 1, 9, 18, 24, and 25 of CMPI 330, Employment. The "Record of Cover Sheets Received" should be initialed and this cover sheet should be filed.

REASON FOR REVISION


CMPI 330, Sections 2 and 3 have been revised to eliminate the requirement for First Officers to hold unlimited Master's license to be eligible for permanent promotion to First Officer.

Section 5, Recruitment has been added, as it had been erroneously excluded previously.

EFFECTIVE DATE

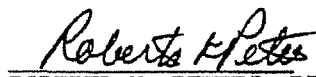
The above revision is effective upon receipt. Collective bargaining obligations with recognized labor organizations must be satisfied.

Authorized for MSC:

  
WALLACE T. SANSONE  
Vice Commander, U.S. Navy

By direction of the Secretary of the Navy:

Approved:

  
ROBERTA K. PETERS, DIRECTOR  
OFFICE OF CIVILIAN PERSONNEL MANAGEMENT

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05511LP2091401

# CIVILIAN MARINE PERSONNEL INSTRUCTIONS

CMPI 330 - COVER SHEET 305

EMPLOYMENT

Stock No. --

30 MARCH 1994

Attached are pages 4-6, 8-12, and 22 of CMPI 330, Employment. The "Record of Cover Sheets Received" should be initialed and this cover sheet should be filed.

## REASON FOR REVISION

CMPI 330 has been revised to eliminate all references to the Federal Personnel Manual (FPM), and to eliminate references to specific ships formerly included in the Nuclear Weapons Personnel Reliability Program. In addition this revision allows for the option of rating and ranking entry level ratings.

## EFFECTIVE DATE

The above revision is effective upon receipt. Collective bargaining obligations with recognized labor organizations must be satisfied.

Authorized for MSC:

*W. W. Mathis*

W. W. MATHIS  
Deputy Commander, U.S. Navy

By direction of the Secretary of the Navy:

Approved *Robert K. Peters*

ROBERTA K. PETERS  
Director, OCPM *acting*

MAR 16 1994

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# CIVILIAN MARINE PERSONNEL INSTRUCTIONS

CMPI 330 - COVER SHEET 313

EMPLOYMENT

Stock No. -

1 MAY 95

Attached are pages 1-4 and 9-10 of CMPI 330, Employment. The "Record of CMPI Cover Sheets Received" should be initialed and this cover sheet should be filed.

## REASON FOR REVISION

CMPI 330 has been revised to include that applicants for licensed engineer officer positions and refrigeration engineer positions, possess EPA ODS certification for Type I and Type II systems in accordance with 40 CFR, Part 82, Subpart F. The EPA ODS certification is a new condition of employment.

## EFFECTIVE DATE

The above revision is effective upon receipt. Collective bargaining obligations with recognized labor organizations must be satisfied.

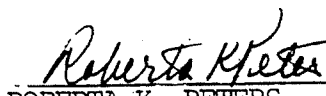
Authorized for MSC:



WALLACE T. SANSONE  
Vice Commander

By direction of the Secretary of the Navy:

Approval:



ROBERTA K. PETERS  
DIRECTOR, OCPM

APR 19 1995

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## INSTRUCTION 330

## EMPLOYMENT

- Section 1. General Provisions
2. Appointment
  3. Merit Promotion and Placement
  4. Other Positions Changes
  5. Recruitment
  6. Appendix A - Procedures for Developing and Applying Crediting Plans

## Section 1, General Provisions

	Paragraph No.
Purpose and Scope.....	1-1
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Policy.....	1-3
Management Rights.....	1-4
Definitions.....	1-5

1-1. Purpose and Scope.--This instruction governs the recruitment, evaluation and selection of civil service marine employees for appointment, conversion to an appointment, promotion and reassignment. It applies to all civil service marine employees appointed under authority of Schedule A, 5 CFR 213.3108(d)(1). MSC Form 12310/1, Application for Afloat Employment, will be used by all applicants.

1-2. Authority.--This instruction is established pursuant to the following authorities:

a. Civil Service Rule VI which provides that, to the extent permitted by law, executive order and civil service regulations, the head of the agency may prescribe the requirements for appointments in the excepted service.

b. 5 USC 302(b)(1) authorizes the delegation of authorities governing employment to subordinate agency officials.

c. 5 CFR 302, 301(a) requires the agency to establish rules for accepting applications for excepted employment.

d. Civil Service Commission Letter PRC:LEV:vbp, 22 August 1958 approving a special appointment plan under 5 CFR 302.105 (formerly Part 21.11(c) of the Commission's Regulations.

e. Section 6.3(b) of Civil Service Rule VI which provides that "To the extent permitted by law and the provisions of the rule, appointments and positions changes in the excepted service shall be made in accordance with such regulations and practices as the head of the agency concerned finds necessary."

f. CNO letter serial 141F6/700030, 22 April 1980, and SECNAV letter, 21 April 1965, grant MSC civilian personnel officers

authority to waive the limitation on appointment of retired military members within 180 days of discharge when emergency crewing situations exist.

g. 5 CFR 213.3108(d)(1) excepts all positions on vessels operated by the Military Sealift Command.

\*h. 40 CFR 82 requires certification by the Environmental Protection Agency (EPA) for "all individuals who perform installation, service, maintenance, repair or disposal of appliances that might reasonably be expected to release chlorofluorocarbons (CFCs) or hydrochlorofluorocarbons (HCFCs) to the atmosphere."\*

1-3. Policy.--It is the policy of MSC that selection for appointment, reassignment and promotion will be made on the basis of merit without regard to political or religious affiliation, marital status, race, color, sex, national origin, age, affiliation or nonaffiliation with any labor organization, or nondisqualifying physical handicap. Candidates will be evaluated based on the knowledges, skills, abilities and other characteristics required for successful performance in the position. Veterans preference will be given in accordance with 5 USC 3320.

1-4. Management Rights. Management retains the right to select or not select from properly rated and ranked candidates for appointment and promotion, to direct reassignments and placements, and to assign work in a way that best meets agency mission requirements.

1-5. Definitions

Ability.--Power to perform an observable activity at the present time.

Annuitant.--A person who receives an annuity as a retired Federal employee.

Appointee.--Person hired for a position.

Appointing Officer.--A person having power by law, or by duly delegated authority, to make appointments.

Appointment.--Personnel action that brings an individual onto the rolls of an agency.

Area of Consideration.--Geographic area, organizational or occupational group from which applications are accepted for consideration.

Armed Forces.--The Army, Navy, Air Force, Marine Corps, and Coast Guard.

Base Rate of Pay.--The authorized minimum cash compensation, without special pay benefits, expressed as an annual rate of pay for MSC civil service marine positions.

Basic Qualification Requirements.--Qualification requirements established which must be met for appointment or promotion consideration.

Best Qualified.--Candidates who rank substantially higher than other eligible candidates when experience, training and education are compared with a crediting plan.

Change to Lower Grade.--Action that moves an employee to a position with a lower base rate of pay.

Category Rating.--An adjectival rating assigned as a candidate's rating based on evaluation of their qualifications/experience.

Conversion.--Change of an employee from one appointment to another appointment in the same agency without a break in service.

Civil Service Marine Employee.--Crew member of MSC civil service manned ships.

Crediting Plan.--Document developed for the comparative evaluation of candidate qualifications and knowledges, skills and abilities required by a position.

Demotion.--See Change to Lower Grade.

Disabled Veteran.--Individual separated under honorable conditions from active duty in the Armed Forces who has established the present existence of a service connected disability or who is receiving compensation, disability retirement benefits or pension under a public statute administered by the Veterans Administration or a military department.

Discharge Under Honorable Conditions.--An honorable or general discharge from the Armed Forces.

Effective Date.--Date on which a personnel action takes place.

Eligibility Requirements (minimum).--Requirements which applicants must meet for consideration of all civil service marine positions.

Entry on Duty (EOD) Date.--Date on which a person completes the necessary paperwork and is sworn in as an employee.

Emergency Crewing Situations.--Crew shortage that will result in a delayed sailing or a ship sailing short.

Employment Registers.--Lists of appointment eligibles (reemployment, reinstatement, regular) arranged in proper order.

Evaluation.--Comparison of applicants' experience, education, training information and job criteria and assignment of point values for referral and selection.

Evaluation Official.--The individual who evaluates candidates based on the Crediting Plan.

Evaluating Panel.--A group of at least 3 individuals designated to perform candidate evaluation.

Excepted Service.--Positions outside the Competitive Service which have been excepted from the requirements of the Competitive Service by law.

Full Time.--Individuals who work a regularly scheduled basic work week of 40 hours.

Highly Qualified.--Candidates whose experience, training and education exceeds the requirements of the position when compared with crediting plan.

Intermittent.--Work schedule which requires employee to work on an irregular basis with no prearranged scheduled tour of duty.

Knowledge.--Body of information (usually of a factual or procedural nature) which, if applied, makes adequate performance of a job possible.

Obligated Position.--Position of which an employee has statutory restoration rights.

Part Time.--Work schedule of 16 to 32 hours per week.

Permanent Appointment.--Appointment that has no time limitation.

Preference Eligible.--An individual with right to special advantage or preferential treatment in personnel actions under authority to veterans preference laws or regulations.

Promotion.--Personnel action to change an employee to a higher base rate of pay.

Rating.--Classification of a civil service marine position as listed in CMPI 512.

Reassignment.--Personnel action taken to place an employee in a different position (rating) without a change to the base rate of pay.

Relative.--As defined in 5 CFR 310.101 a relative is a father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother or half-sister.



Selective Factor.--Also known as selective qualification factor or selective certification. A selective factor is a knowledge, skill, or ability that is essential for satisfactory performance on the job represents an addition to the basic standard for the position.

Selecting Official.--The individual authorized to make final decisions on candidate selections.

Skill.--Proficiency in the manual, verbal or metal manipulation of data or things.

Spouse.--One's husband or wife.

Suitability.--Applicant's or employee's fitness for employment, as indicated by his/her character, conduct and reputation.

Temporary Appointment.--Appointment that has a stated time limitation.

Trial Period.--Usually first year of employment under Excepted Appointment during which an employee's performance and conduct are assessed on the job as a final step in the examining process. Civilian mariners are required to serve a one year trial period. <sup>APMC</sup>Area commands are authorized and directed to establish local forms and procedures for documenting trial periods. Follow-up evaluation should be completed no later than the end of the tenth month of the trial period.

Veterans Preference.--Preference in appointment, retention accorded a person who was separated with honorable discharge or under honorable conditions from the Armed Forces active duty \*as defined in 5 USC 2108.\*

## Section 2, Selection and Appointment

	Paragraph No.
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2-1. Coverage--The procedures of this section will be followed in accepting and evaluating applications and making selections for all appointments to civil service marine positions.

2-2. Exclusions--The procedures of this section will not apply to the appointments to fill positions in emergency crewing situations and on-voyage temporary appointments in emergency conditions except that the principles of veterans preference must be followed insofar as administratively feasible and the reasons for non-selection will be furnished preference eligibles upon request when non-veterans are selected.

a. Emergency crewing situations--Excepted Appointments NTE (DATE) for not more than one year may be made without regard to the rating, referral and selection requirements of this section when a position must be filled without delay and when circumstances do not permit normal selection procedures or when a ship is in a port of call where no MSC appointing officers are located. In the latter case, the ship's Master is delegated the authority to appoint employees. Appointments made under this exception must be terminated as soon as a regular appointee is available to fill the position.

b. Entry Level Ratings--The entry level ratings of Ordinary Seaman, Wiper, and Steward Utilityman \*may\* be listed in unranked order for selection in order of veterans preference \*or\* may be rated and ranked under the provisions of Appendix A, Competitive Examinations, but not both. Neither may these two methods be intermingled. Selection of methods must be clearly documented in the register.\*

\* \* \* \* \*

2-3. Appointing Authority--Appointing authority for civil service marine positions is outlined below. This authority may not be redelegated. Individuals signing in the absence of these officials must sign as "Acting" Appointing officials of any MSC command may effect appointments for and to the rolls of other MSC commands at the request of the gaining command.

a. Military Sealift Command, Headquarters

- (1) Commander
- (2) <sup>Deputy</sup> Vice Commander
- (3) ~~Deputy Commander~~ COS
- (4) ~~Personnel Officer~~ PROGRAM MGR, N1

b. ~~Military Sealift Command area commands with administrative control over civil service manned ships:~~

APMC:

- (1) ~~Area Commander~~ DIRECTOR, APMC
- (2) ~~Deputy Commander/Chief Staff Officer~~ APMC CPO/HRO
- (3) ~~Civilian Personnel Officer/HRO~~
- (4) ~~Director of Employment~~ HEAD MARINE EMPLOYMENT, APMC
- (5) ~~Head of branch/section with responsibility for civil service mariner placement.~~ HEAD of APMC CSU

c. Masters of civil service manned ships (see 2-2a).

2-4. Appointment Types.--The types of appointments listed below are appropriate for the appointment of mariners.

a. Excepted Appointment NTE (DATE).--Temporary appointment with a time limitation of not more than one year. Appointees are not required to serve a trial period. However, an employee who serves continuously in temporary appointments for more than one year is considered to have completed a trial period. These appointments are appropriate when:

- (1) Anticipated need for the position extends for 1 year or less.
- (2) Appointment is made to meet an emergency crewing situation or to fill a vacancy on voyage.

b. Excepted Appointment "Conditional".--Appointment given to a non-temporary employee. A one year trial period is required. Credit toward completion of the trial period is given for previous civilian mariner service under a temporary appointment provided there is no break in service of a full workday between the temporary and non-temporary appointment. Periods of leave with pay and any periods of military service or military furlough which interrupt employment are counted toward completion of the trial period. Periods of absence without pay are also counted, provided such periods do not exceed 22 workdays within the one year trial period. Periods of absence without pay in excess of 22 days are not creditable toward completion of the trial period. Appointment is identified as "Conditional" by entering "2" in Block 24 of the Notification of Personnel Action (SF-50).

c. Excepted Appointment.-- "Career-type" appointment for non-temporary employees who have during the present or previous appointment(s), completed three years of continuous, full-time creditable service. The following types of full-time service are creditable in determining eligibility for conversion to Excepted Appointment:

- (1) Service under an Excepted Appointment (Conditional).
- (2) Service under an Excepted Appointment NTE (Date), provided there is no break in service between the appointment and conversion.
- (3) Military service provided such service interrupts the employee's civilian marine service.

(4) Periods of annual, sick or shore leave; military leave and furlough.

(5) Periods of leave without pay: non-pay status; suspended status; and furlough, up to six months in any calendar year.

Employees who complete the service requirement for conversion will be converted to Excepted Appointment effective the first day following the date of completion of the service requirement except that an employee who is absent on active military duty shall not be converted until he/she is re-employed after military service.

d. Excepted Appointment "Indefinite".--Appointment without specific time limitation but not actually or potentially permanent. This appointment may be made only under specific COMSC authority and conveys no eligibility for conversion to Excepted Appointment. A one year trial period is required and is served in the same manner as provided for Excepted Appointment (Conditional).

2-5. Part Time or Intermittent Appointment.--Appointment of part-time or intermittent employees is appropriate when filling such positions as Relief Deck or Engineer Officer.

a. Such employees receive one of the types of appointment as outlined in Section 2-4, above, depending upon the position being filled.

b. In general, 5 USC 5533 (a) provides that civilian personnel may not receive pay from more than one Federal civilian position for more than an aggregate of 40 hours of work in any one week. However, by the authority of SECNAV letter dated 1 March 1965, when it is determined by a commander, or designee, that the services of a Relief Engineer Officer cannot otherwise be readily obtained, this restriction shall not apply to the compensation for intermittent employment as a Relief Engineer Officer, when the ship is in port on a weekend.

c. A part-time or intermittent employee given an Excepted Appointment (Conditional) is required to serve a trial period of one year. For part-time, the one year trial period is computed on the basis of calendar time in the same manner as provided in 2-4b. Credit is computed on the basis of scheduled workdays regardless of the number of scheduled work hours within each day. For intermittent, the one year trial period is computed on the basis of one day's credit for each day the employee is in a pay status. Two hundred and sixty days in a pay status constitutes one work year. Therefore, an intermittent employee completes a trial period when he/she has been in a pay status for 260 days and has been employed for at least a full calendar year.

2-6. Minimum Appointment Eligibility Requirements.--Applicants for civil service marine positions must meet the minimum requirements outlined below:

a. U.S. Coast Guard (USCG) licensing and certification.--Applicants for

a position must meet licensing and certification requirements established by the USCG for the position. Applicants must possess or qualify for the appropriate USCG license or document as follows:

- Unlicensed Positions-document which carries the appropriate U.S. Coast Guard endorsement.
- Deck and Engine Officer Positions-Unlimited USCG license.
- Radio Officers-appropriate USCG license.
- Damage Control Officers-First Officer or First Assistant Engineer, unlimited license (Asst DCO) DCO.
- Staff Officers-include Supply Officer, Junior Supply Officer, Purser, Medical Service Officer;
- Comparable license, certificate, document or endorsement in those cases for which there is not USCG license, certificate or document.

b. Applicants must be at least age 18; this requirement is automatically waived for individuals entitled to veteran preference.

c. Applicants must meet the physical standards established by COMSCINST 6000.1 (MSC Medical Manual).

d. \*Applicants for license engineer officer positions and refrigeration engineer positions must possess an EPA Ozone Depleting Substances (ODS) certification for Type I and Type II systems.\*

e. Male applicants born after 31 December 1959 and who are or were required to register under the Military Selective Service Act must certify by written statement that they have registered, or provide a copy of their acknowledgment Letter or other proof of registration or exemption.

f. Applicants must be United States citizen and must provide proof of employment eligibility as required by the Immigration Reform and Control Act of 1986 (Public Law 99-603, dated 6 November 1986).

g. Applicants who are retired members of the Armed Forces must have completed the 180 day waiting period after retirement or a waiver has been approved. (See 2-7 below).

h. Applicants for entry level positions must pass the English Language Competency Test.

i. All tentatively selected applicants are subject to drug urinalysis testing in accordance with CMPI 792. The selection is

contingent upon a negative drug test result. Thereafter, employees are subject to drug testing on a random basis and under certain other conditions.

j. All tentatively selected applicants must meet the security requirements of the position. The degree of sensitivity of civilian mariner positions is designated in accordance with applicable regulations and mission operational requirements. ~~Area commands~~ <sup>the APMC is</sup> are responsible for establishing procedures in accordance with governing regulations to request and obtain security clearance.

Appointees must be screened for suitability in accordance with 5 CFR 731.

2-7. Waivers.--In some circumstances, waivers of requirements in 2-6 are authorized. These waivers and the authority and requirements for them are discussed below:

*DIRECTOR APMC IS*  
a. Coast Guard License, Certification, and Endorsements.--~~MSC~~  
~~Area commanders~~ are authorized to waive all U.S. Coast Guard licensing, certification and endorsement requirements in emergency crewing situations for applicants who are otherwise qualified to perform the duties of the position. Candidates appointed under this waiver will be appointed to an Excepted Appointment NTE (DATE) for a period not to exceed one year.

*HUMAN RESOURCES OFFICER of the APMC IS*  
b. Minimum Age and Physical Standards.--Civilian Personnel Officers ~~of area commands~~ are responsible for determining that waivers are appropriate and should be granted. These determinations will be made with due consideration of the recommendations of the area command medical officer. Physical standards will be waived for preference eligibles and may be waived for non-veterans, when it is determined that the applicants are physically able to discharge the duties of the positions efficiently and without hazard to themselves or others unless accommodation would impose undue hardship on the command's ability to meet its mission.

*DIRECTOR APMC*  
c. Language.--~~Area commanders~~ may waive language competency requirements in emergency crewing situations. Candidates appointed under the waiver will receive Excepted Appointments NTE (DATE) not to exceed six months.

d. Retired Members of the Armed Forces.--By SECNAV letter of 21 April 1965, Civilian Personnel Officers were delegated the authority to approve the appointment of retired military personnel within 180 days of retirement. CNO letter serial 141F6/700030 of 22 April 1980 confirms this authority, providing such appointments are made under the following conditions:

(1) A sudden emergency causes a last minute requirement for the replacement of a crew member;

(2) Failure to make an appointment would delay a ship's sailing beyond the scheduled departure time or require it to sail with less than a full complement;

(3) The only available candidate for the position is a retired military personnel subject to the 180 day restriction; and

(4) The appointment is made on a temporary basis and is limited to one voyage pending appointment under normal selection procedures. Civilian Personnel Officers will report all appointments made under this authority to COMSC (N-12) within 10 days of the effective date of the appointment. This report will include;

PERSONNEL OFFICER/  
HUMAN  
RESOURCES  
OFFICER

- (a) Name and military rank at retirement of the appointee
- (b) Date of retirement
- (c) Whether regular or non regular
- (d) Branch of service and last military duty station
- (e) Date of appointment to civilian position
- (f) Title and salary of civilian position
- (g) Appointment authority used

The 180 day restriction is applicable to any subsequent appointment or conversion to an appointment of an individual appointed on a temporary appointment where Civilian Personnel Officers waived the 180 day restriction. If an individual is converted subsequently to another appointment waiver of the 180 day restriction must be requested of an approved by COMSC prior to effecting the action.\*\*

e. Citizenship.--United States citizenship is a requirement for appointment to civil service marine positions. In emergency crewing situations, COMSC may approve use of Excepted Appointments NTE (DATE) for not to exceed one year of individuals who are citizens of U.S. allied nations and for immigrant aliens who have been lawfully admitted to the U.S. for permanent

residence. Appointments may be extended beyond one year with prior COMSC approval. ~~Area Commands~~ must conduct appropriate background checks of individuals prior to requesting appointment approval. In an emergency crewing situation in a foreign port, the area commander may approve Excepted Appointment NTE (DATE) for not to exceed six months for non-U.S. citizens who have been cleared by the local U.S. Consular Office.

2-8 Accepting Applications.--<sup>APMC IS</sup>~~Area commands~~ are obligated to accept applications and are authorized to reject applications in accordance with the following provisions:

a. Applications will be accepted:

(1) During periods established for acceptance of applications

(2) When the applicant is entitled to 10 point veterans preference with a compensable service connected disability of 10% or more.

b. Applications may be rejected when:

(1) The applicant will not be available for appointment within a reasonable period of time;

(2) There is no established register for the position or the register has been closed or terminated;

(3) When the applicant is disqualified under provisions of \*5 CFR 302 or 731.\*

(4) When the applicant fails to meet minimum eligibility requirements.

All applications will be date stamped upon receipt and will normally be acknowledged within 30 days of receipt.

2-9. Rating Applications.--

a. Applications of candidates who meet minimum eligibility requirements will be further evaluated to assign a category rating of "A", "B", or "C".

b. Evaluation will consist of a comparison of the applicant's education, experience and training and the rating plan for the position. Crediting plans define the knowledges, skills, abilities, and other characteristics (KSAO's) required for successful performance of the duties of the position. Category ratings will be assigned as follows:

Category A.--Candidates who demonstrate possession of KSAO's at the Outstanding level



Category B.--Candidates who demonstrate possession of KSAO's at the Satisfactory level.

Category C.--Candidates who demonstrate possession of KSAO's at the Barely Acceptable level.

c. Crediting plans should be reviewed periodically and must be reviewed annually to ensure currency and changed as required. When changes are significant and can be expected to affect category ratings previously assigned all applications on file must be re-evaluated.

d. In accordance with USC 5 3311, preference eligibles will receive credit for:

(1) Service in the Armed Forces when employment in a similar vocation to the position applied for was interrupted by the service; and

(2) All experience material to the position for which examined, including experience gained in unpaid activities.

e. Exceptions--Evaluation is not required in the following circumstances:

(1) Applications of preference eligibles having a service connected disability of 30 percent or more;

(2) Applications of 10 point compensable veterans;

(3) During periods of peak crewing activity when all qualified candidates are hired.

2-10. Employment Lists--<sup>APMC</sup>~~Area Commands~~ enter the names of qualified and rated applicants on Reemployment List or the Regular Employment List.

a. Reemployment List. This list consists of the names of former employees to include:

(1) Former civil service marine employees who are preference eligibles who were involuntary separated without delinquency or misconduct and who apply for reemployment;

(2) Former civil service marine employees who are preference eligibles and who are upheld in their appeal of dismissal by the Merit Systems Protection Board (MSPB).

(3) Former civil service marine employees furloughed or separated without misconduct, from a position without time limit because of compensable injury and whose recovery takes longer than one year from the date compensation began provided application is made within 30 days of cessation of injury compensation.

(4) Former civil service marine employees who are not preference eligibles and are in Group I (as defined in CMPI 351) and were separated from employment by reduction-in-force and who apply for reemployment.

b. Applicants will remain on the Reemployment list for a period of one year unless the applicant's name is deleted (see 2-11f below) prior to the expiration of 1 year.

c. Applicants specified in 2-10a(1), (2) and (3) who are deleted from the list may reapply for positions for which applicants are being accepted and be returned to the list.

d. Applicants specified in 2-10a(4) who are deleted from the list may reapply for positions for which applications are being accepted and be placed on the Regular Employment Lists.

e. Regular Employment Lists

(1) Group included. --The names of all qualified applicants for employment (including reappointment eligibles) who are not on the Reemployment List will be contained on the Regular Employment List. The names of individuals who are deleted from the Reemployment List are not automatically placed on the Regular Employment List.

(2) Consideration of temporary employees. --Employment Lists will contain the names of temporary employees who wish to be considered for nontemporary employment opportunities. These candidates need not be considered for positions which will be filled by temporary appointments. These candidates may be selected for nontemporary positions under the following circumstances:

(a) When the candidate is reached for selection in regular order, or

(b) If, when granted a temporary appointment, the employee could have been given a nontemporary appointment to the position.

(3) Establishment and termination of lists. --<sup>APMC is</sup> ~~Area commands~~ are authorized to establish Regular Employment Lists, open and close lists to further applications; and ~~terminate~~ lists as required by operating needs.

2-11. Order for Consideration and Selection --Applications will be evaluated according to the rating plan for the position, assigned a category rating, and then listed in the following group order:

a. Order of Listing.

(1) All applicants who are 10 point veterans with a compensable service-connected disability of 10% or more.

- A. (2) Other preference eligible applicants who are rated in Category
- (3) Non-preference eligible applicants who are rated in Category A.
- B. (4) Other preference eligible applicants who are rated in Category
- (5) Non-preference eligible applicants who are rated in Category B.
- C. (6) Other preference eligible applicants who are rated in Category
- (7) Non-preference eligible applicants who are rated in Category C.

b. Order of consideration and selection.--For each position to be filled from the Regular Employment List, the selecting official may select any candidate in the highest group within which there are one or more eligibles. A candidate may not be selected from a lower group as long as there are three eligibles in a higher group or combination of groups. A veterans preference candidate may be passed over in favor of a non-veteran for reasons approved by the civilian personnel officer in accordance with civil service regulations. However, a veteran may not be passed over merely because the non-veteran has superior qualifications. The reasons for passing over will be established in writing and will be made a part of the record. A copy of the reasons will be sent, upon request, to the preference eligible candidate or to his designated representative. A candidate who has been considered and passed over in connection with three appointments to the same type and rate of position, need not be considered further for appointment to that type and rate of position. Consideration may be limited to applicants meeting selective qualification factors established for the position. Selective factors must be essential for satisfactory performance and must be documented and clearly related to the duties of the position.

c. Charging consideration.--When desired by <sup>the APMC</sup> ~~MSC area commanders~~, a system for charging and recording considerations may be established. For each appointment made, considerations may be charged against any two candidates who have been considered, but who have not been selected. A candidate who has been considered in connection with three appointments to the same type and rate of position need not be considered further for appointment to that type of position.

d. Order for Use of Lists. If three or more preference eligible applicants are on a Reemployment List, position must be filled from that list unless selection can be made from the Reappointment List. When there are less than three preference eligibles on the Reemployment List, appointments may be made from the Reappointment List or the Regular List.

e. Deletions from Employment List.--The names of candidates will remain on the list until the list is terminated or until the name is deleted as follows:

- (1) At the written request of the candidate.
- (2) Upon the death or permanent disability of the candidate.
- (3) When the candidate is appointed to a nontemporary marine position. (Candidates will not be deleted because they accept temporary appointments).
- (4) When the candidate declines a reasonable offer of a nontemporary appointment.
- (5) When the candidate will not be available for employment within a reasonable period of time.
- (6) When the candidate fails to respond to any inquiry or when an inquiry is returned unclaimed.
- (7) When the candidate has been considered and not selected in connection with three appointments to the same type and rate of position.

## 2-12. Reappointment Lists

a. General.--The use of this list is optional. The names of reappointment eligibles not eligible for inclusion on the Reemployment List must be included on the Regular Employment List in accordance with 2-11a above. Commands may also maintain a separate list containing the names of all reappointment eligibles in order to clearly identify such individuals. If a separate Reappointment List is not maintained, ~~commands~~ <sup>APMC</sup> may utilize any alternative method which clearly designates those individuals on the Regular Employment List who have reappointment eligibility. If a Reappointment List is maintained, candidates' names may be deleted when their names are deleted from the Regular Employment List. No particular order of listing candidates on the Reappointment List is described and any candidate on the list may be selected if the list is used.

b. Reappointment eligibility.--Indefinite eligibility is accorded to:

1. (a) Veterans who held Excepted Appointments, Excepted Appointments (Conditional) or Excepted Appointments (Indefinite) and

(b) Nonveterans who held Excepted Appointments

(c) Former civilian employees of the Federal Government or the District of Columbia who held the equivalent of a career appointment. Eligibility for three years following separation is accorded to:

2. (a) Nonveterans who held an Excepted Appointment (Conditional).

(b) Former civilian employees of the Federal Government or the District of Columbia who held the equivalent of a career conditional appointment.

c. Consideration and selection. Reappointment eligibles may be considered if there are fewer than three veterans listed on the appropriate Reemployment List. Any reappointment eligible may be selected for any position for which the reappointment eligible is qualified without regard to applicants on the Regular Employment List.

2-13. Reemployed Annuitants.--Annuitants are not, because of retired status, barred from employment in any position for which they are qualified. Appointments of annuitants, however, must comply with provision in FPM Supplement 831-1, Subchapter S-15.

### Section 3, Merit Promotion and Selection

	Paragraph No.
Program Responsibilities.....	3-1
Program Coverage.....	3-2
Program Requirements.....	3-3
Program Options.....	3-4
Exceptions.....	3-5
Temporary Promotions.....	3-6
Change to Lower Grade (Demotion).....	3-7

3-1. Program Responsibilities. ~~The APMC is responsible for establishing and operating a marine promotion program. The APMC is responsible for establishing and operating the marine promotion program.~~ At a minimum, the program must satisfy the requirements in Section 3-3, below. ~~The area command Civilian Personnel Officer is responsible for coordinating, developing, implementing, and administering the program.~~ *APMC CPO/HRO*

3-2. Program Coverage.--This program is applicable to all civilian marine positions in the Excepted Service including Group I and II employees who are absent in active military service.

3-3. Program Requirements. ~~Each~~ *The* marine promotion program established must satisfy the requirements listed below.

a. A clear statement that all promotion actions will comply with equal opportunity.

b. Provision for referral of repromotion eligibles.

c. A statement that promotion is but one means of filling a vacancy and that other means may be used concurrently or to the exclusion of merit promotion as required to best meet command mission objectives and requirements.

d. A list of positions covered by the program.

e. A list of the promotion actions covered and excepted from coverage.

f. A statement of the methods used to locate candidates.

g. A statement of the methods and criteria that will be used to rate and refer candidates.

h. Provide for job analysis and crediting plan development for all positions.

i. A list of officials authorized to make selections.

j. A statement defining the time period during which selections may be made from a referral list.

k. A statement of the minimum USCG license or document requirements for all covered positions.\*\*

l. A statement of the mechanism by which employees who are absent because of compensable injury or military duty can be considered for promotion.

m. Applicants for the position of Master and Chief Engineer must be employed by MSC and meet the basic eligibility requirements specified in COMSCINST 12330.1 (latest edition).

3-4. Program Options.--Marine promotion programs may provide for:

a. establishment of selective qualification factors. (See Section 1, Employment.

b. referral, without rating of all candidates when there are five or fewer qualified candidates.

3-5. Exceptions.--All promotions other than those listed in 3-5a and b, below are covered by the merit promotion program.

a. The promotion plan must provide that the following actions are excepted from promotion competition:

- (1) A position change permitted by RIF regulations
- (2) Repromotion to a level (rating) no higher than that from which demoted of an employee who was demoted through no fault of his/her own.
- (3) Priority consideration of employees not given proper consideration in a previous promotion action.

b. The promotion plan may provide that the following actions are excepted from promotion competition:

- (1) One or more temporary promotions to a higher rating for the length of assignment plus leave accrued during the period of temporary promotion. Each promotion or series of promotions (in a one year period) may not exceed one year plus leave accrued during the period of temporary promotion. Upon completion of such temporary promotion(s) to a higher rating, employees must serve a normal tour of duty (six months at his/her permanent rating before he/she is eligible for additional non-competitive promotion to a higher rating).
- (2) Selection of a candidate from the reemployment list for a position at a higher base rate of pay than the one last held on a permanent basis.
- (3) Conversion of an employee from a temporary promotion to a permanent promotion provided the temporary promotion was made under competitive procedures and the fact that it might lead to a permanent promotion was publicized.
- (4) Temporary promotion not to exceed the length of assignment plus leave accrued during the period of temporary promotion to a position of the same or lower rating on a vessel of higher power-tonnage or design characteristics. Such temporary promotions may not exceed one year, but may be made consecutively.
- (5) Promotion to the highest rating previously held on a permanent basis for at least six months.

3-6. Temporary Promotions.--Such promotions are an effective management tool when used judiciously and may be made as follows:

- a. To prevent a ship from sailing short of Coast Guard certificate requirements (whether or not ship is certified).
- b. To provide a replacement for a critical rating when an unprogrammed vacancy occurs (e.g., death, NFFD, emergency leave), on a ship that is within 48 hours of sailing.
- c. To replace an individual sent to upgrade training in a critical shortage rating.

All temporary promotions will be of short duration and used only when there is no other practical or economical alternative. Such promotions will be terminated at the first available opportunity and permanent rated CIVMARS provided. All temporary promotions must be authorized personally by the ~~Area Commander~~ <sup>Area Director APMC</sup>. ~~This policy is not applicable to positions of Master and Chief Engineer; only COMSC or his designee may authorize temporary promotions for Masters and Chief Engineers.~~ Whether a temporary promotion is made through the merit promotion program or as exception to it, employees must be advised in writing that the promotion is temporary, and must be informed of the expiration date and that it may be terminated before the expiration date and that upon termination or expiration he/she will be returned to his/her permanent rating. Temporary promotions to a higher rating are appropriate for the period beginning when a higher rated employee departs and ending when the replacement reports for duty or to fill truly temporary positions. Leave earned during the period of temporary promotion shall be authorized before the expiration of the temporary promotion. Leave used after the expiration of the temporary promotion will be at the pay level of the employee's permanent rating.

3-7. Change to Lower Grade (Demotion).--Change to Lower Grade is appropriate for:

- a. The return of an employee to his/her permanent rating following a temporary promotion.
- b. The change of an employee to a rating at a lower base rate of pay at his/her request. Such a request must be in writing and must clearly state that the change is voluntary at the request of the employee.
- c. The change of an employee to a rating at a lower base rate of pay under reduction-in-force procedures (see CMPI 351).
- d. The change of an employee to a rating at a lower base rate of pay as an adverse action (see CMPI 750).

Section 4, Other Position Changes

	Paragraph No.
Policy.....	4-1
Reassignments and Placement.....	4-2
Key Personnel.....	4-3



Assignment to Ships Subject to the Nuclear Weapons Personnel Reliability Program.....	4-4
Assignment of Relatives and Spouses.....	4-5
Assignment of Female Mariners.....	4-6
Assignment of Pregnant Mariners.....	4-7
Assignment of Licensed Steam Engineers to Motor Vessels.....	4-8
Change of Area Command.....	4-9

4-1. Policy.--All placement actions will be effected to support the mission of MSC as operational needs dictate. Shipboard tours of duty are for a minimum of 6 months and employees are subject to assignment to any ship in the MSC civil service manned fleet. Employees may serve a tour of duty on one ship or several ships. Employees may request to be relieved after completion of six months aboard ship. Reliefs are made based on operational commitments of the ship and the availability of qualified replacements. There is no guarantee that relief will occur on completion of 6 months. However, every effort will be made to accommodate relief requests. Staff members responsible for shipboard assignments will consider and grant an employee's request for assignment to a specific ship or geographic area whenever possible. All assignments must meet the following requirements:

- a. A bona-fide vacancy exists.
- b. The employee is not required to fill a higher priority assignment.
- c. The employee is fully qualified to fill the vacancy.
- d. There are no employees available who are permanently rated at the position to be filled.
- e. Appropriate berthing is available.
- f. The assignment will not place relatives in supervisory/employee relationship by placing an employee in a position in which he/she has authority to promote, advance, discipline or effectively recommend his/her relative for promotion, advancement or disciplinary action.

4-2. Reassignments and Placement.--Both actions are valid for a change to a position with the same base rate of pay. A reassignment is to a position with a different job title (rating). A placement is to a position of the same job title (rating) ~~in the same area command.~~ *on the applicable sailing coast.*

4-3. Key Personnel.--Master and Chief Engineer positions are key shipboard managerial positions on all ships. In addition, specific positions aboard special mission ships may be designated as key positions due to specific technical expertise vital to the sponsor's mission (Chief Officer Cable, Boatswain's Mate Cable, Second Assistant Engineer, Deck). Personnel Office

staff members will assign these key personnel to the same ship or ship type on a recurring basis to ensure continuity of operations.

4-4. Assignment to Ships Subject to the Nuclear Weapons Personnel Reliability Program. --When MSC operates ships subject to the Nuclear Weapons Personnel Reliability Program (PRP) CIVMARS must be screened and meet certain standards for the program prior to being assigned to a PRP ship. Entry into the program is voluntary and candidates must meet the following reliability standards established by the Navy for the program and other criteria stated below:

- a. Twelve months of service as an MSC civil service marine employee. (Satisfactory Federal, civilian or military service or maritime academy service is creditable).
- b. MSC employment requirements.
- c. USCG licensing, documentation requirements.

In addition, employees are subject to a two part screening process. During the first part, the Placement Officer will review the employee's personnel records and conduct a personal interview to determine the employee's qualifications to enter the PRP. Consideration is given to the absence of disqualifying factors and the presence of qualifying factors such as motivation, professionalism, and technical competence. If the employee meets the minimum requirements, the Placement Officer forwards appropriate documents to the Medical Department. A physical examination including drug urinalysis screening will be conducted to ensure the employee meets the PRP physical requirements. The second part of the screening process is the completion of a security clearance investigation which must be completed prior to assignment to a PRP position. Interim clearances are acceptable only under specific circumstances. Employees assigned to critical positions must have a complete Background Investigation (BI) for Secret or Top Secret clearance. Employees assigned to controlled positions must have a minimum Confidential clearance based on a National Agency Check and Inquiry (NACI). Assignments to PRP ships are for 6 month tours of duty and employees in the PRP are normally assigned to PRP ships, but may be assigned to other ships. Rescreening, including drug urinalysis testing, will be conducted when a member of the PRP is reassigned to the PRP after serving aboard ship(s) not requiring PRP certification.

4-5. Assignment of Relatives and Spouses Aboard the Same Ship. <sup>ADMC</sup> ~~Area commands~~ may consider requests of CIVMAR relatives and spouses to sail aboard the same ship during their tour of duty. These requests may be granted provided the assignments meet the manning requirements of the command, create no undue disruption to ship operations and are in the best interest of the command. All such assignments must meet the requirements outlined in Section 4-1 above. Nothing in this instruction precludes the employment of CIVMAR spouses aboard separate ships. This assignment policy differs from Navy policy for assigning military personnel to shipboard duty.

4-6. Assignment of Female Mariners.--Female officers and crew members may be assigned to any ship in the MSC fleet provided adequate berthing is available. Typical berthing arrangements aboard MSC ships are:

- a. Officers - private stateroom, shower and toilet.
- b. Chief Petty Officers (CPO) - private stateroom with shared shower and toilet.
- c. Unlicensed crew - semi-private staterooms (2 or more crewmembers) with shared shower and toilet. Assignments of female employees are limited by berthing arrangements as follows:

- a. Officers may be assigned to any ship.
- b. CPOs may be assigned to ships if shared shower and toilet facilities are equipped with locks to ensure privacy.
- c. Unlicensed crewmembers may share semi-private staterooms with other female crewmembers. Toilet facilities must be equipped with locks to ensure privacy.

4-7. Assignment of Pregnant Mariners.--When the criteria of 4-1 and 4-6 are met, pregnant mariners may be assigned to any ship. Such assignments will be handled on a case by case basis with due consideration to the ship assignment, the employee's medical history, physical condition and her ability or inability to perform successfully in the position.

4-8. Assignment of Licensed Steam Engineers To Motor Vessels to Qualify for Diesel Licenses.--Pursuant to U.S. Coast Guard regulations for licensing engineers, MSC has established a program to allow licensed steam engineers to serve aboard motor vessels as observers to enable them to qualify and sit for their diesel licenses. The minimum service requirements to qualify an applicant with a steam license to sit for a diesel license are as follows:

- a. Chief Engineer: while holding a license as Chief Engineer, steam, 4 months service as Chief Engineer (observer) on motor vessels.
- b. First Assistant Engineer: while holding a license as First Assistant Engineer, steam, 4 months service as First Assistant Engineer (observer) on motor vessels.
- c. Second Assistant Engineer: while holding a license as Second Assistant Engineer, steam, 4 months service as Second Assistant Engineer (observer) on motor vessels. Steam engineers serving as observers aboard motor vessels will retain the pay of their permanent steam rating regardless of the class of ship to which they are assigned. Reassignment schedules will be set

up by area commands to meet operational needs. Applicants should file requests to participate in the program via the Master and Engineering Office at MSCLANT or MSCPAC.

4.9 CHANGE OF SAILING COAST. Afloat employees who request permanent transfer from the east coast to the west coast or vice versa should be assisted by the provision of application procedures, procedural advice and other appropriate means. The APMC may arrange to fill vacancies temporarily for ships from one coast with CIVMARs from ships on the opposite coast when the ship's geographic location is such that this procedure is practical. In addition, when ships are transferred between coasts, arrangement for the crew of the losing coast to remain aboard to assist in the transition will be made as appropriate. Such reassignments are temporary not to exceed 6 months at which time employees must be returned to their permanent employment coast assignment unless other arrangements are made for transfer between coasts.

### \*Section 5, Recruitment

	Paragraph No.
General.....	5-1
Responsibilities.....	5-2
Recruitment Practices and Sources.....	5-3

5-1. General.--Recruitment, as distinguished from examination and appointment and merit promotion, refers to the development of supply sources for qualified candidates, and to the actions taken to attract them to MSC. This includes, but is not limited to, advertising, recruitment visits and job fairs, contacts with state employment services, etc. MSC's recruitment efforts will be directed to both immediate and projected manpower needs. In determining future needs, consideration must include attrition rate, actual and planned fleet additions and deletions, and projected merit promotion actions.

#### 5-2. Responsibilities.

a. COMSC. COMSC has program policy and oversight for the CIVMAR recruitment and retention.

b. APMC. The APMC is authorized to establish and tailor the overall CIVMAR recruitment program to meet immediate and future needs.

~~Area Commands, Organizations and Subordinate Commands~~  
c. ~~Other MSC Subordinate Commands~~.--Although COMSC, COMSCLANT, and ~~APMC~~ <sup>has</sup> COMSCPAC have primary responsibility for the afloat recruitment program, other MSC area commands, <sup>CRAN, EX-10, and components</sup> subordinate commands, and activities also play a vital role in the overall program. ~~COMSC, COMSCLANT, and COMSCPAC~~ will ensure the appropriate recruiting brochures, application packages, and other recruiting supplies are provided to MSC subordinate commands and activities.

### 5-3. Recruiting Practices and Sources.--

a. Development of Recruiting Sources.--Maximum selectivity is a primary objective in recruitment publicity in a manner that attracts the greatest possible number of qualified applicants. ~~Area Commands~~ <sup>you make</sup> should establish and maintain active contacts with all organizations which provide a source of qualified individuals, or an outlet for publicity of current and future needs. Examples include maritime schools, veterans' organizations, state employment offices and vocation and trade schools.

b. Maritime Academies.--Recruitment at maritime academies is an integral part of MSC's overall recruitment program. COMSC and ~~area commands~~ <sup>the APMC</sup> will maximize their exposure at the academies and maintain close working relationships with the academies. The academy recruitment program is not limited to conducting on-site recruiting visits. It also includes advertising in academy publications, a mail campaign to students, a cadet observer program, a relief officer program, and any other actions which promote the visibility and image of Military Sealift Command. ~~On-site recruiting visits at the academies are conducted in one of the three below identified ways:~~

- ~~(1) COMSC, COMSCLANT, and COMSEPAC combined visits.~~
- ~~(2) COMSCLANT and COMSCPAC combined visits.~~
- ~~(3) Independent visits by COMSC or COMSCLANT or COMSCPAC.~~

COMSC is responsible for scheduling and coordinating command-wide visits. If an area command intends to make an independent visit to an academy, it is to notify COMSC sufficiently in advance of the visit.

c. Advertising in mass Media.--SECNAV Instruction 12330.2 (series) delegates to COMSC and subordinate commands the authority to authorize, order and certify for payment advertising in and through various media or designated advertising agencies. Any paid advertisement must be accomplished in accordance with any higher level agency (DON and/or DOD) policy instructions. All ads must include a statement that MSC is an Equal Opportunity Employer.\*

## APPENDIX A

### Procedures for Developing and Applying Crediting Plans

1. Purpose. This provides information and guidance for the evaluation, selection and promotion of MSC civil service marine employees using evaluation criteria based on the Knowledge, Skills, and Abilities (KSAs) essential to the position to be filled.
2. Applicability. This applies to the evaluation and selection for appointment or promotion of civil service marine employees.
3. Authority. This is in accordance with:
  - a. Civil Service Rule VI which allows the head of the agency to prescribe requirements for appointment to the excepted service.
  - b. 5 C.F.R. 302.301 (a) requires the establishment of rules for accepting applications for excepted employment.
  - c. Civil Service Commission letter PRC:LEV:vbp of 22 August 1958.
4. Responsibilities:

#### Merit Promotion

##### Supervisors

- a. Initiate a recruitment action.
- b. Participate in or designate a representative to participate in job analysis and development of crediting plans or the review and validation of established crediting plans to ensure accuracy and adequacy.
- c. Make selections from lists of properly evaluated applicants.

##### Civilian Personnel Office

- a. On receipt of the supervisory request, conduct job analysis and prepare; with the assistance of a subject matter expert, a crediting plan or review and validate the established crediting plan for accuracy.
- b. Review all established crediting plans periodically to ensure currency and annotate the date of review and name and title of reviewer(s).
- c. Prepare and publicize the promotion announcement listing those knowledges, skills and abilities essential to the position and which will be the basis for evaluation of candidates for promotion.
- d. Screen candidates for basic eligibility, and evaluate candidates or forward candidate information to an Evaluating Official or Panel. Basic eligibility determinations and evaluation scores will be recorded on the Promotion Applicant Listing, and the Promotion Evaluation Summary Chart.

e. After evaluation of all eligible candidates, arrange candidates in numerical order to identify Best Qualified and Qualified. Prepare alphabetical list of Best Qualified and Qualified for referral to the selecting official or panel.

f. Determination of a referral list of "best qualified" may be made by identifying obvious or clear breaks in the total scores of the "best qualified" candidates or; by establishing a predetermined formula, a specified range from the top scoring "best qualified" candidate(s), within which all scores will be considered "substantially equal" and among the qualified. The formula is " $R=1/2E$ " or, the range (R) will equal one-half the number of KSA's (E) that are established for the position. (If there are 6 KSA's the range would be (3): that is, the best qualified group would include only those candidates who had total scores of 18, 17, and 16, if the top score achieved by any candidate was 18).

#### COMPETITIVE EXAMINATION

##### Supervisors/Crewing Officers

- a. Initiate a recruitment action.
- b. Participate in, or designate a representative to participate in job analysis and development of crediting plans or the review and validation of established crediting plans to ensure accuracy and adequacy.
- c. Make selections from lists of properly rate and evaluated applicants.

##### Civilian Personnel Office

- a. Conduct periodic surveys to determine the need for paid advertisement.
- b. Conduct job analysis.
- c. Prepare crediting plans or validate the accuracy and adequacy of existing crediting plans.
- d. Screen candidates for basic eligibility and evaluate eligible candidates.
- e. Calculate applicant's total score using the transmutation table and crediting any veterans preference points.
- f. Assign a category rating based on the total score as follows:

Category A - Best Qualified	91-100 points
Category B - Highly Qualified	81-90 points
Category C - Qualified	70-80 points
- g. Refer applicants for selection as required.

Basic eligibility determinations will be recorded on the Qualifications Analysis Form. Evaluation scores will be recorded on the Evaluation Chart.