



Resources and Tools

For hiring and staffing purposes, there are six sets of resources and tools available:

1. Guide to Processing Personnel Actions

The Guide to Processing Personnel Actions establishes accuracy and consistency across the Federal sector as it applies to processing personnel actions on a SF-50. These actions include new hires, transfers, change to lower grade, separations, and moves to non-pay status, to name a few. The Guide also provides for mass realignments and organizational restructuring, as well as specific authorities and nature of action codes to properly document all personnel actions.

The Guide to Processing Personnel Actions can be found at
<http://www.opm.gov/fedata/gppa/gppa.asp>.

2. Classification Resources

There are several sets of documents that can serve as classification resources. These include:

- **Handbook of Occupational Groups and Families**

This is the official guide for determining the occupational group and series for Title 5 positions. Both GS and WG positions are covered in the Handbook, with GS in Part 1 and WG in Part 2.

The Handbook defines the groups and series and assigns a number to each. The Handbook can be found at
<http://www.opm.gov/fedclass/gshbkocc.pdf>.

- **Position Classification Standards**

Position classification standards provide information used in determining the occupational series and title for positions performing white collar work in the Federal Government. They also provide grading criteria for positions classified under the GS classification system. They can be found at

<http://www.opm.gov/fedclass/html/gsseries.asp>.

While the Handbook of Occupational Groups gives you a broad overview of the series, the classification standards give you more detailed information to help you determine title and grade.



- **Job Grading System for Trades and Labor Occupations**

Job grading standards provide information used in determining the occupational series and title of jobs performing trades, craft, and labor work in the Federal Government. They also provide grading criteria for positions classified under the WG system. They can be found at:

<http://www.opm.gov/fedclass/html/fwseries.asp>

3. Qualification Resources

There are two sets of documents that can serve as qualification resources:

- **Operating Manual: Qualification Standards for General Schedule Positions**

The Operating Manual defines specific experience and education requirements to create consistency across grade levels and to ensure that the workforce possesses the specific competencies necessary to carry out organizational missions. It also establishes criteria in addition to experience and education.

The Operating Manual can be found at

<http://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/>

- **Job Qualification System for Trades and Labor Occupations**

Also known as the X-118C, this document serves as the official guide for determining job families and occupational series for trade and labor positions. The document explains the three major steps in job element examining and the relationship between qualifications and job grading standards. The approved job elements for each numerical series are identified in this document, which can be found at

<http://www.opm.gov/qualifications/x-118c/index.asp>.

4. Merit Promotion Plans

Merit promotion plans were established for hiring status candidates and veterans who meet certain criteria. These documents can be lengthy, but they describe the rules that agency employees (staffers, hiring officials, interview panel members, etc.) will follow during the merit promotion procedures. The basis for a merit promotion plan is established in law, as they must meet the following five requirements:

- **Requirement 1:** Establish the written procedures for promoting employees based on merit (abiding by EEO laws).



- **Requirement 2:** Use areas of consideration that are sufficiently broad to ensure the availability of high-quality candidates.
- **Requirement 3:** Ensure that candidates meet minimum qualification requirements.
- **Requirement 4:** Establish selection procedures that provide for management's right to select or not select from best qualified group or other appropriate list.
- **Requirement 5:** Properly administer a recordkeeping system that balances the public's interests and the individual's right to privacy. Records may be destroyed after 2 years.

5. Delegated Examining Operations Handbook

The Delegated Examining Operations Handbook (DEOH) provides the specific guidelines that agencies must follow when they examine for positions that are open to the public. Agencies must be certified by the U.S. Office of Personnel Management prior to working on delegated examining work. Additionally, delegated examining unit staffing employees must be recertified every 3 years.

The DEOH can be found at

http://www.opm.gov/deu/Handbook_2007/DEO_Handbook.pdf.

6. Collective Bargaining Agreements

Collective bargaining agreements (CBAs) are signed agreements between union officials and management officials of the agency. Merit promotion articles in a CBA override the merit promotion plan for positions that fall within the bargaining unit. These articles have no bearing on positions that are not in the bargaining unit, such as supervisory, management, or confidential.