



Department of Energy
Washington, DC 20585

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MEMORANDUM FOR: INGRID KOLB
DIRECTOR, OFFICE OF MANAGEMENT

THROUGH: KEVIN T. HAGERTY
DIRECTOR, OFFICE OF INFORMATION RESOURCES

FROM: KENNETH T. VENUTO
DIRECTOR, OFFICE OF HUMAN CAPITAL MANAGEMENT

SUBJECT: To request the approval of a new Staffing and Placing Order under DOE O 325.3.

PURPOSE: To create a new Staffing and Placement order that will establish policies and other requirements relating to internal and external staffing and recruitment practices. The creation of this Order (DOE O 325.3) will transfer the requirements of Chapter V, *Merit Promotion* of the existing DOE Order 320.1, *Acquiring and Positioning Human Resources* to the Staffing and Placement Order, as well as establish other policies relating to staffing and placement that were absent in the previous DOE 320.1.

JUSTIFICATION: The Office of the Chief Human Capital Officer (OCHCO) is proposing this new order to modify and improve the overarching framework of the Department's overall hiring and placement policies. The creation of this order will incorporate recent regulatory changes to staffing and placement requirements, and ensure DOE's staffing and placement procedures are in compliance with applicable laws and EEOC's Uniform Guidelines on Employee Selection Procedures.

Since the last update to DOE Order 320.1 V, Merit Promotion was published, there have been several regulatory changes and new hiring initiatives that must be documented in agency policy. With the issuance of these new policies, regulations and executive orders by the Office of Personnel Management (OPM), this update will incorporate all relevant regulatory requirements to ensure consistent application and compliance by hiring managers and servicing human resources offices (SHROs) and/or shared service centers (SSCs) department-wide.

The Staffing and Placement Order will improve and enhance the Department's external and internal staffing and placement procedures and will incorporate instructions on applying special selection procedures for certain veterans; eligibility requirements for career ladder promotions; the effect of position changes on status and tenure for individuals selected under merit promotion procedures; selection and placement procedures through delegated examining requirements; acceptable documentation applicants must submit when applying for federal positions; excepted service hiring; hiring of persons with disabilities; and the application of regulatory requirements for veterans preference, disabled veterans and other placement flexibilities.

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Currently, our policies are not reflective of these requirement, and the Department is not in compliance with Title 5 of the Code of Federal Regulations 10.2 and 250.203 (2). The proposed Order should result in a consistent application of hiring procedures and will provide a more streamlined approach to hiring, as prescribed by existing hiring reform initiatives.

A representative team of Human Resources Specialists from across the Department has conducted an extensive review of the staffing activities Department-wide, and has identified the necessary requirements and responsibilities that are needed to enhance and improve the hiring process across the Department. In addition, the team has benchmarked other federal agencies and reviewed their policies and directives to determine if the proposed changes are adequate, excessive, or need further enhancement.

The Risk Analysis document captures the internal controls that were previously required and continue to be used by many cabinet level agencies. There are no valid external, consensus or other "Standards" (i.e., ISO, VPP, etc.) available which can be used in place of this directive.

IMPACT: The proposed directive does not duplicate existing laws, regulations or national standards and it does not create an undue burden on the Department.

Internal controls are necessary to address delegated examining, merit staffing, internal placement, reassignment and promotion issues. Current and accurate policies allow the Department to remain in alignment with merit system principles, and will minimize any merit systems principles or prohibited personnel practice violations. Sound staffing and placement policies will facilitate a fair and equitable process for competition and/or reassignment to available positions throughout the Department. Once properly designed, the policy will result in timely, reasonable and defensible staffing and internal placement practices.

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OPI/OPI CONTACT: Loretta Robinson

Ingrid Kolb, Director, Office of Management (MA-1):

Concur: _____ Nonconcur: _____ Date: 11-4-2015

<u>Standard Schedule for Directives Development</u>	<u>Days</u>
Draft Development	Up to 60 days
Review and Comment (RevCom)	30
Comment Resolution	30
Final Review	30
Total	150