



## UNITED STATES MARINE CORPS

MARINE CORPS BASE  
PSC BOX 20004  
CAMP LEJEUNE, NORTH CAROLINA 28542-0004

BO 12335.1G w/chl  
HREL  
APR 02 2007

BASE ORDER 12335.1G w/chl

From: Commanding Officer  
To: Distribution List

Subj: MERIT STAFFING PROGRAM

Ref: (a) Master Labor Agreement between U.S. Marine Corps and  
American Federation of Government Employees  
(b) Negotiated Agreement between Naval Hospital, Camp  
Lejeune and American Federation of Government  
Employees, Local 2065  
(c) BO 12771.1A  
(d) DoDInst 1404.12 (NOTAL)  
(e) 5 CFR 335 (NOTAL)

Encl: (1) Coverage  
(2) Exceptions to Competitive Procedures  
(3) Temporary Promotions  
(4) Merit Promotion Process

1. Situation. This Order revises the policy, establishes procedures and assigns responsibilities for administering the Merit Staffing Program per references (a) through (e). This Order must be read in conjunction with references (a) and (b) which cover bargaining unit positions.

2. Cancellation. BO 12335.1F.

3. Mission

a. To establish procedures for the civilian Merit Staffing Program within the Camp Lejeune/New River Complex.

b. Summary of Revision. This Order has been thoroughly revised and should be reviewed in its entirety.

4. Execution

a. Local Human Resources Office (HRO)

(1) Advise management officials regarding regulations and operating requirements of the program. Advise and assist management officials in accomplishing their responsibilities.

(2) Review the actions and operations of the program to ensure compliance with its provisions and applicable Office of Personnel Management (OPM) and Department of the Navy (DON) requirements.

b. Managers/Supervisors

(1) Determine staffing methods to be used to fill vacancies within their organizations to ensure that the best qualified candidates are considered and selections are based on merit.

(2) Advise HRO regarding the crediting plan for vacancies and determine the area of consideration to be used to fill vacancies.

(3) Become familiar with provisions of the program, ensuring that actions directed or initiated do not compromise the program's principles and participate in the establishment, maintenance and evaluation of the program. Accountability for the end result (i.e., fair and equitable treatment without regard to nonmerit factors, fair and open competition and selection based on relative abilities, knowledge and skills) rests with the selecting official.

(4) Become familiar with and support the Command's Equal Employment Opportunity Program (EEO) and the Priority Placement Program.

c. Employees

(1) Become familiar with the provisions of this Order and make themselves available for promotion by applying for such opportunities per established procedures.

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

d. Human Resources Services Center-East (HRSC-E)

(1) Provide advice to activity management to ensure that skills can be tailored into a format, which will make optimum use of the Standard Automated Inventory and Referral System (STAIRS) Knowledge Base.

(2) Finalize recruitment sources in conjunction with activity and HRO and develop the STAIRS requisition.

(3) Prepare and post announcements on DON and OPM websites as applicable.

(4) Apply crediting plan by conducting a resume search in the STAIRS database using the skills developed from the job analysis.

(5) Determine qualifications of those applicants identified for referral.

(6) Prepare selection certificate and forward to manager and local HRO along with eligible applicant resumes.

(7) Ensure that any candidate selected for a position meets all regulatory, procedural and program requirements prior to effecting the personnel action.

5. Administration and Logistics. Not applicable.

6. Command and Signal

a. Command. This Order is applicable to Marine Corps Base, Camp Lejeune and Marine Corps Air Station, New River.

b. Signal. This Order is effective date signed.

  
W. A. MEIER  
By direction

DISTRIBUTION: A

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.



**UNITED STATES MARINE CORPS**

MARINE CORPS BASE  
PSC BOX 20004  
CAMP LEJEUNE, NORTH CAROLINA 28542-0004

BO 12335.1G Ch 1  
HREL  
30 NOV 2007

BASE ORDER 12335.1G Ch 1

From: Commanding Officer  
To: Distribution List

Subj: MERIT STAFFING PROGRAM

1. Situation. To direct a pen change to the basic Order.
2. Mission. To direct a pen change to the basic Order.
3. Execution. On page 1 of Enclosure (3), paragraph 1c, change to read "Recruitment of temporary promotions will be limited to employees within the department where the vacancy exists."
4. Administration and Logistics. File this Change transmittal immediately following the signature page of the basic Order.
5. Command and Signal
  - a. Command. This Change is applicable to Marine Corps Base, Camp Lejeune and Marine Corps Air Station, New River.
  - b. Signal. This Change is effective the date signed.

  
W. A. MEIER  
By direction

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COVERAGE

1. General. This program applies to all promotions and certain other actions except those excluded in enclosure (2). Internal competitive procedures apply in the following situations:

a. Reassignments or changes to lower grade to a position with higher promotion potential than the candidate holds or held on a permanent basis in the federal service.

b. Transfers or reinstatements to a higher grade or to a position with higher promotion potential than the position the candidate holds or held on a permanent basis in the federal service.

c. When training is given specifically for promotion, merit promotion procedures will be followed in selecting employees for the training.

d. Competition will be restricted to employees of the command for temporary promotions of more than 120 days.

e. Competition will be restricted to employees of the command for a detail of more than 120 days to a higher-grade position with known promotion potential.

ENCLOSURE (1)

## EXCEPTIONS TO COMPETITIVE PROCEDURES

1. General. Promotions may be made as exceptions to competitive procedures in any of the situations identified below. Employees must meet minimum eligibility requirements.

a. Accretion of Duties. Accretion of duties requires promotion of an employee whose position is classified at a higher grade because of additional duties and responsibilities. Accretion of duties may be used as a rare exception to competition. Accretion of duties should be used only when the major duties of the employee's old position are absorbed into the new position and the old position is cancelled; the new position has no known promotion potential; and the additional duties do not adversely affect another incumbered position. Major duties are defined as those which represent the primary reason for the position's existence and which govern the qualification requirements. Noncompetitive promotions are appropriate when the new position is classified at a higher grade due to the addition of higher-grade duties directly related to the primary purpose of the former position and the former major duties are absorbed into the new position. Therefore, it is the employee's position being upgraded which leads to an accretion decision, not the employee being placed into another position, which was created by the additional duties. The process of accretion must be a gradual one, occurring over an extended period of time. The amount of time may vary depending on a variety of factors, but it is clear that higher level duties cannot simply be added to a position, such as when another employee leaves an organization and duties from the vacated position are then added to another position. The following situations are typically considered inappropriate for consideration as accretion of duty promotion actions: (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.

b. Temporary Promotion Not to Exceed 120 Days. Must meet OPM qualification requirements.

ENCLOSURE (2)

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c. Details Not to Exceed 120 Days. Details to a higher position or to a position with known promotion potential for, not more than 120 days. Employees are not required to meet OPM qualification requirements.

d. Selection from OPM Registers. Selections of Federal employees from an OPM register for higher-grade positions or positions with known promotion potential.

e. Repromotion. Repromotion of an employee to a grade or position held on a permanent basis in the competitive service except when demoted for personal cause or performance deficiencies.

f. Reinstatement or Transfer. The reinstatement or transfer of a former Federal employee to a position, which is or has known promotion potential no higher than a position the employee held on a permanent basis, provided the employee was not demoted from that grade for personal cause or performance deficiencies.

g. Position Change. Reassignment, demotion, or promotion (including transfer) permitted by reduction-in-force regulations to a position having no higher promotion potential than that held on a permanent basis in the competitive service, except when demoted for cause.

h. Reassignment or Demotion to a Position with No Higher Promotion Potential. Reassignment or demotion to a position having no higher promotion potential than that which the employee held on a permanent basis in the competitive service, except when demoted for cause.

i. Corrective Action. The placement of an employee who did not receive proper consideration in a prior promotion case due to a procedural, regulatory or program violation.

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

ENCLOSURE (2)

k. Promotion in Positions with Known Promotion Potential. Career promotions may be effected in the following situations if the employee was selected from an OPM register or through this program's competitive procedures and it was known to all candidates that the initial selection could lead to a promotion.

(1) Promotion made under approved training, executive or career development agreements when the employee has satisfied the training and minimum qualifications and time-in-grade requirements for the higher-grade position.

(2) Successive career promotions of an employee until they reach the full-performance level in a career ladder.

(3) Promotions made where the position was filled below the established target grade.

l. Promotion of Employee Based on New Classification Standards or Correction of a Classification Error. This promotion is for an employee whose position is upgraded without a significant change in the duties and responsibilities through application of a new classification standard or correction of a classification error.

ENCLOSURE (2)

## TEMPORARY PROMOTIONS

### 1. 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 command.

e. Temporary promotions may be made permanent without further competition provided the temporary promotion was originally made through competitive procedures and the fact that 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.

ENCLOSURE (3)  
Ch 1

2. Requesting and Processing Temporary Promotions

a. A request for temporary promotion is made via Request for Personnel Action (RPA). The organization filling the vacancy is responsible for submission of the request to the local HRO for review and processing. The RPA should be received in the HRSC-East in accordance with timelines outlined by the HRSC-East in order to ensure timely processing.

b. A temporary promotion will end on the date shown on the Notification of Personnel Action (NPA). The action will be automatically processed to return the employee to the former position without an RPA.

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 HRSC-East 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 HRSC-East within the timeframes outlined by HRSC-East 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. Management Requests

a. Request for Personnel Action (RPA). When a vacancy occurs which will be filled through competitive procedures, an RPA will be submitted to the local Human Resources Office (HRO) through appropriate approval channels. An RPA should be submitted when a certificate of eligibles is requested.

b. Prior Consideration. The HRO will ensure there are no employees entitled to prior consideration before forwarding the RPA to the Human Resource Service Center-East (HRSC-E) in Portsmouth, VA.

c. HRO. The HRO will advise management on alternative sources for recruitment, including affirmative recruitment strategies.

2. Recruitment Process

a. Vacancy Announcement. Positions filled through internal competitive procedures will be open through the Department of Navy Human Resources database, which may be accessed at [www.donhr.navy.mil](http://www.donhr.navy.mil). Open continuous 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 appointability as outlined in individual announcements.

(1) The area of consideration will be determined by management consistent with the provisions of references (a), (b) and (d). In determining the area of consideration, the appropriate management official must consider the following criteria.

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

(b) The knowledge, skills and abilities required for the position and the likelihood that a given area will produce an adequate number of high quality candidates.

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

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

(e) Budget and ceiling constraints.

(f) Labor market conditions.

(2) Promotion candidates will be formally evaluated based on their experience, performance, education/training and awards. STAIRS certificates will be issued electronically and will be forwarded simultaneously to the HRO point of contact and the selecting official.

(3) The RSC will ensure that a reasonable number of candidates are certified to each vacancy. All candidates referred must match all required skills identified for the vacancy, if any.

d. Certification Process

(1) Candidates eligible for noncompetitive selection may be referred to the selecting official if management requests noncompetitive certification.

e. Selection Process

(1) The selecting official retains the right to select any or none of the candidates certified and may select from any available source.

(2) When considering candidates on a merit promotion certificate for a bargaining unit position, interviews are optional; however, when interviews are conducted, all candidates must be interviewed in person. 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.

ENCLOSURE (4)

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

(4) 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.

(5) Advisory selection panels are normally used only when filling GS-12 positions and above and equivalent Federal Wage System positions as determined by representative rates. Panels are appointed by the selecting official and will normally consist of three members, including a chairperson.

(6) Selecting officials are entitled to select any applicant within the selection range or to non-select all applicants. An applicant named on a certificate of eligibles that is entitled to spouse preference and is within reach for selection must be considered per reference (d).

f. Notification of Selection. The selecting official will electronically sign and return the selection certificate to the RSC with a copy of all supporting documentation to the local HRO. Notification of selection will be made by the RSC.

ENCLOSURE (4)