

Crosswalk of Merit Promotion Policy Changes

* This crosswalk is between the 2012 MP *Personnel Handbook* and the 2020 *PB* (sections differ due to this)

	Current MP Policy (Personnel Handbook Issued July 2012)	Revised Policy (Personnel Bulletin 20-20)
1.	<p>Outlined purpose and scope for all competitive service positions in the Department. Missing CFR citations. Did not identify Departmental statement on systematic means and approach of fair and open competition. Missing MSP and PPP reference.</p>	<p>Updates purpose of Department-wide operational Merit Promotion Plan (MPP) policy and defines Merit Promotion (MP), the promotion and internal placement program for Civil Service (CS) employees within the General Schedule (GS)-15 level and below and Federal Wage System (FWS) employees.</p> <p>Governs MPP contained in 5 CFR 335.103, establishes a systematic means of selection based on merit in accordance with Title 5, United States Code, Section 2301, Merit Systems Principles and Section 2302, Prohibited Personnel Practices.</p> <p>Emphasizes Bureaus are required to meet their statutory obligations where there is an exclusive representative for bargaining unit employees. The MPP must be used in conjunction with the current Departmental Career Transition Assistance Plan (CTAP) and the Merit Promotion Plan Personnel Handbook. Where the Departmental MPP or bureau specific operational procedures conflict with a negotiated agreement covering bargaining units, the agreement will prevail.</p> <p>Outlines the policy of the DOI to provide a fair and systematic approach for the identification, evaluation, and competitive selection of highly qualified employees on the basis of merit after fair and open competition.</p>
2.	<p>Rights and Responsibilities. Only included brief description for limited personnel audiences and did not expand on pertinent responsibilities of each stakeholder group.</p>	<p>Establishes applicability to all SHRO's supporting all bureaus and offices within the DOI in accordance with 5 CFR Part 330, Recruitment, Selection, and Placement and 5 CFR Part 335, Promotion and Internal Placement.</p> <p>PB Section 4 relays that the efficacy of the hiring process is a shared responsibility among human resource professionals, selecting officials/hiring managers, and personnel security professionals. Each stakeholder is responsible for accomplishing their tasks timely, accurately, and collaboratively.</p>
3.	<p>Definitions of Commonly Used Terms. Missing multiple commonly used terms, only referencing 28 terms. Does not fully define terms and/or reference to appendices or sections for additional/expanded information and appropriate usage of such.</p>	<p>Updated and expanded commonly used terms from 28 to 76 to reflect current environment and are listed in the MP Plan Personnel Handbook, APPENDIX A: Definitions.</p>
4.	<p>Relationship of Merit Staffing Program to the Departments Career Transition Assistance Plan. Referenced outdated 1997 Department CTAP plan.</p>	<p>PB Section 1 explicitly states the MPP must be used in conjunction with the current Departmental Career Transition Assistance Plan (CTAP) and the MP Plan Personnel Handbook updated dated 2011.</p> <p>MP Plan Handbook Section 1.6: Career Transition Plan (CTAP) and Interagency Career Transition Assistance Plan (ICTAP)).</p>
5.	<p>Vacancy Notification and Announcements. Brief coverage of outdated 370 DM 335 2-B, inconsistent verbiage for AOC, special consideration and preparation of vacancy announcements (now referred to as JOA). Missing reporting, updated requirements and administrative errors and procedures.</p>	<p>PB Section 12 clarifies Notice of job announcements to OPM reporting. The Department is required to report job announcements to OPM for vacancies in which applications were accepted from outside the agency's work force.</p> <p>Section 2 of the MP Plan Personnel Handbook clearly outlines all Job Opportunity Announcement (JOA) related criteria and requirements: USA STAFFING, Area of Consideration (AOC), JOA Open Periods, Open Continuous JOA, JOA Requirements, Re-advertisements, and Administrative Errors.</p> <p>Expands all criteria related to distribution of JOAs and 18 USC 1719.</p>
6.	<p>Evaluating Candidates. Job analysis not sufficiently explained. Minimum qualifications intermixed with outdated guidelines in accordance with recent legislation and EOs. Crediting plan verbiage did not provide due weight consideration and/or guidance on crediting plans in general.</p>	<p>PB Section 5 expands on Agency Merit Promotion Plan (MPP) Requirements. Except as otherwise specifically authorized by the United States Office of Personnel Management (OPM), the DOI may make promotions to positions under the administration of the MPP program which is designed to insure a systematic means of selection for promotion according to merit.</p> <p>Addresses Areas of Consideration (AOC): Must be sufficiently broad to ensure the availability of high-quality candidates, taking into account the nature and level of the positions covered. Bureaus/SHROs must also ensure that employees within the AOC who are absent for legitimate reason, e.g., on detail, on leave, at training courses, in the military service, or serving in public international organizations or on Intergovernmental Personnel Act assignments, receive appropriate consideration for promotion. AOCs may include non-competitive status eligible candidate pipelines into competitive service (e.g. Public Land Corps, Peace Corps, Military Spouse, etc). AOC cannot be limited to the LCA if competitive procedures include consideration outside of the agency.</p> <p>Addresses eligibility: To be eligible for promotion or placement, candidates must meet the minimum qualification standards prescribed by the OPM. Methods of evaluation for promotion and placement, and selection for training which leads to promotion, must be consistent with instructions in the DOI MPP Personnel Handbook.</p> <p>Addresses Due weight: Shall be given to performance appraisals and incentive awards. The methodology for consideration of performance appraisals and incentive awards will be documented as part of the case file.</p>
7.	<p>Referral and Selection. Interviews and noncompetitive selections are in paragraph form and missing how to determine the rating and raking process of referrals along with candidate interviews. Noncompetitive selections do not expand on coverage of all the available non competitive authorities.</p>	<p>PB Section 5(d) addresses Selections/Procedures: Selection procedures will provide for management's right to select or not select from among a group of best qualified candidates. They will also provide for management's right to select from other appropriate sources, such as reemployment priority lists, reinstatement, transfer, handicapped, or Veteran Recruitment Act (VRA) eligible, or those within reach on an appropriate OPM certificate. In deciding which source or sources to use, bureaus/SHROs have an obligation to determine which is most likely</p>

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		<p>to best meet the agency mission objectives, contribute fresh ideas and new viewpoints, and meet the agency's affirmative action goals.</p> <p>MP Plan Handbook Section 4 provides guidance on Rating, Ranking, and Referral to include Evaluation Panels, Referral Lists (Certificate of Eligibles), Late Application Procedures, Reconsideration of Rating, Priority Consideration due to Merit Promotion Violation, Administrative Error Resulting in Non-Referral, Referral Lists Suspense Date, MP Plan Handbook Section 6 provides guidance on Selections, Number of Selections, Returning Referral Lists and Non-Selections.</p>
8.	<p>Accretion of Duties. Does not mention/refer to Classification Handbook which fully addresses Accretion of Duties. Provides minimal information on applicable use and documentation.</p>	<p>PB Section 8 address definition of Accretion of duties and factors that must exist to support an accretion promotion, documentation, supervisory responsibility, and applicability of classification.</p> <p>MP Plan Handbook Section 10 includes applicable law (Title 5 U.S.C. Chapter 23 Merit System Principles, and Title 5 CFR 335, Promotion and Internal Placement ensure equitable treatment of all employees for accretion-of-duties situations. 5 CFR 335.103(c)(3)(ii), requirements, and documentation. In addition, and Appendix (D) was created to assist with checklist for these actions.</p>
9.	<p>Complaints and Release of Information. Does not distinguish between BU and NBU employees and does not contain information on AGP nor NGP. Excludes information pertaining to case file documentation for reconstruction purposes.</p>	<p>PB Section 10, Grievances covers both BU and NBU employees and outlines DOI Administrative Grievance Procedures (AGP), 370 DM 771, 1.7(B)(3); furthermore, ties in non-applicability in selection process, and informs reader there is no right of appeal to OPM, but OPM may conduct investigations of substantial violations of OPM requirements.</p> <p>MP Plan Handbook Section 4.4 specifically addresses Bargaining unit employees covered by a collective bargaining agreement (CBA) may file a negotiated grievance regarding their rating if such matters are not otherwise excluded from the applicable negotiated grievance procedures. However, for non-bargaining unit employees, the DOI Administrative Grievance Procedures (AGP), 370 DM 771, 1.7(B)(3), excludes grievances related to a selection process, including non-selection from a group of properly ranked and certified candidates. There is no right of appeal to OPM, but OPM may conduct investigations of substantial violations of OPM requirements. Where employees are in a bargaining unit and covered by a collective bargaining agreement (CBA), and the applicable negotiated grievance procedures (NGP) do not exclude these matters, bargaining unit employees must use the NGP to file a grievance. They may not, even if such matters were covered, use the administrative grievance procedure (AGP). The AGP excludes matters related to the selection process.</p> <p>MP Plan Handbook Section 12, Complaints and Release of Information outlines information that may be released to an applicant upon their request along with proper documentation procedures for the case file (sufficient for reconstruction).</p>
10.	<p>References. Limited CFR citations & Departmental Manuals. No Personnel Bulletins referenced. No USC references cited. No OPM hyperlinks. Code of Federal Regulations 5 CFR 300, 5 CFR 310, 5 CFR 315, 5 CFR 316, 5 CFR 330, 5 CFR 335, 5 CFR 340, 5 CFR 720 Departmental Manuals 370DM315, 370DM300, 370DM 338, 370DM339</p>	<p>MP Plan Handbook 'References' section significantly expands citations, references, OPM guidance, and includes PB hyperlinks for a comprehensive overview and overall general assistance in easily locating reference information.</p> <p>5 CFR 213 Excepted Service 5 CFR 300 Employment (General) including TIG (Subpart F) 5 CFR 302 Employment in the Excepted Service 5 CFR 307 Veterans Recruitment Appointments 5 CFR 310 Employment of Relatives 5 CFR 315 Career and Career-Conditional Employment 5 CFR 316 Temporary and Term Employment 5 CFR 330 Recruitment, Selection, and Placement (General) 5 CFR 335 Promotion and Internal Placement 5 CFR 338 Qualification Requirements (General) 5 CFR 340 Other Than Full-Time Career Employment 5 CFR 351 Reduction in Force 5 CFR 572 Agency Authority 5 CFR 720 Affirmative Employment Programs 370 DM 300 Employment (General) 370 DM 315 Career and Career-Conditional Employment 370 DM 330 Recruitment, Selection and Placement 370 DM 335 Promotion and Internal Placement, DOI Merit Promotion Plan 370 DM 338 Qualification Requirements 370 DM 430 Performance Management System 370 DM 771 Administrative Grievance Procedures PB 99-6: Travel, Transportation, and Relocation Expenses PB 11-06: Career Transition Assistance Plan Career Transition Assistance Plan Memorandum, August 4, 2010 PB 01-03: Career and Career-Conditional Employment—Probation PB 06-01: Recruitment, Relocation, and Retention Incentives PB 17-13: Excepted Service Policy PB 18-03: Position Management and Position Classification Policy and Handbook PB 20-09: Time to Hire Reporting Requirements PB 20-14: Merit Promotion Shared Certificate Policy PCS and Travel Regulations Office of Personnel Management Job Analysis and Job Assessment Tools Qualifications and Classification Standards Human Capital Management—Hiring Reform End to End Hiring Initiative Time to Hire (T2H) Reporting Requirements The Employee's Guide to Career Transition (CTAP, ICTAP, RPL) Types of Appointments Guide to Data Standards</p>

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		Miscellaneous Presidential Memorandum—Improving the Federal Recruitment & Hiring Process
11.	<p>Exhibits: The Competitive Process Exhibit Outdated: Sample Vacancy Announcement Language – CTAP Outdated: Vacancy Announcement Language for Nonpayment of Relocation Expenses Outdated: Job Analysis Matrix Guidance on Devising Crediting Plans—expanded in new Handbook Merit Promotion Rating Sheet (omitted due to bureau feedback) Merit Promotion Panel Rating Sheet (omitted due to bureau feedback) Selection Certificate (omitted due to bureau feedback) Documentation of Accretion of Duties (updated in new Appendix D)</p>	<p>MP Plan Handbook expands and adds updated appendices that provide clear and concise information that can be easily extracted and utilized by personnel. APPENDIX A: Definitions APPENDIX B: The Competitive Process Overview Chart APPENDIX C: OPM CTAP and ICTAP JOA Language APPENDIX D: Accretion of Duties Eligibility Checklist APPENDIX E: Supervisory Certification—Due Weight for Performance Appraisals & Awards APPENDIX F: Due Weight Recordkeeping APPENDIX G: Guidance on Devising Crediting Plans APPENDIX H: FAQ, General Schedule/Promotions/WIGI/QSI APPENDIX I: Federal Wage Pay System (FWS)</p>

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	Current Telework Policy (Telework Handbook Issued October 2012)	Revised Telework Policy (Personnel Bulletin 19-02)
9.	<p>Established four bases for which an employee is deemed "ineligible" to telework: 1) officially disciplined for being absent without permission for more than five days in any calendar year; 2) officially disciplined for violations of subpart G of the Standards of Ethical Conduct of Employees of the Executive Branch for reviewing, downloading or exchanging pornography, including child pornography, on a federal computer or while performing Federal government duties; 3) less than a satisfactory performance rating at any time during the rating period and has been formally notified; and 4) conduct issues under 370 DM 752 provided documentation exists demonstrating the employee's conduct issue.</p>	<p>Clarifies period of ineligibility for the two bases provided for in the Telework Enhancement Act (officially disciplined for more than five days of AWOL or reviewing/downloading/exchanging pornography on federal computer or while performing federal duties). Depending on type of disciplinary action issued, the period of ineligibility may be permanent.</p> <p>Provides that employees are deemed ineligible to telework if their conduct has resulted in an official disciplinary action taken against them for a period of up to two years. Adds language that allows an employee, who has improved his/her performance, to resume telework on a case by case basis, if the supervisor deems telework to be in the best interest of the agency.</p> <p>Establishes that certain positions that require on a daily basis 1) on-site activity that cannot be handled offsite or 2) direct handling of classified or other secure materials may not be suitable for telework and that determinations regarding suitability should be handled on a case-by-case basis.</p>