



## DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY  
PSC 817, BOX 1  
FPO AE 09622-1000

NAVSUPPACT NAPLES INST 12335.1A  
HR4:JA:jb

7 AUG 1996

NAVSUPPACT NAPLES INSTRUCTION 12335.1A

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: MERIT STAFFING PROGRAM

Ref: (a) Conditions of Employment (COE) for Local National Employees of the U.S. Armed Forces in Italy  
(b) CPI 301  
(c) DOD CPM 1400.20-1M  
(d) CINCUSNAVEURINST 12301.2C  
(e) SECNAVINST 12310.7A  
(f) FPM Supplement 296-33, Subchapter 1  
(g) 5 CFR, Chapter 1, Part 4  
(h) 5 CFR, Chapter 3  
(i) NAVSUPPACT NAPLES INST 12510.3A  
(j) NATO Status of Forces Agreement

Encl: (1) United States Citizen Merit Staffing Plan  
(2) Military Spouse Preference Program  
(3) Order of Referral  
(4) Non-U.S. Citizen Employment and Merit Staffing Plan  
(5) Placement Assistance upon return to CONUS

1. Purpose. To publish a Merit Staffing Program consistent with references (a) through (j), for hiring civilians (U.S. and Local National) of activities serviced by the Human Resources Office, U.S. Naval Support Activity, Naples, Italy (HRO Naples).

2. Cancellation. NAVSUPPACT NAPLES INST 12335.1, CCPO NAPLES INST 12300.1, and CCPO NAPLES INST 12310.2.

3. Revision. This instruction has been totally revised and should be read in its entirety.

4. Scope. The requirements of this instruction and its enclosures apply to the filling of all civilian positions in activities serviced by HRO Naples, to include Gaeta, La Maddalena, and Souda Bay, Greece. This instruction does not apply to:

a. Command headquarters/Navy bureaus which prescribe other procedural and/or policy requirements such as career management programs.

b. Activities where U.S. employees are represented by employee unions when negotiated agreements (labor contracts) specify other procedures to be followed.

5. Background. Employment issues in the overseas environment, and Italy in particular, are complex and require close coordination with the HRO Naples staff to be in full compliance with the applicable international agreements, laws (U.S., Greek and Italian), case law (U.S., Greek and Italian), collective bargaining agreements, regulations, policies, procedures, etc. Accordingly, military and civilian supervisors must take an active part in the recruitment

7 AUG 1996

process to ensure filling the positions with quality employees in the most expeditious manner. Since vacancies can be filled through any number of legitimate methods, our supervisors must be informed of management's prerogatives in referring and selecting eligible candidates under Title 5 U.S.C.. A rigorous selection process which emphasizes interviewing the best candidates and conducting reference checks with the former second level supervisors is strongly recommended. Further, merit (job related considerations) must be the basis for all competitive selections.

6. Definitions. This instruction and its enclosures use certain terms that have specific administrative application. Full technical definitions are found in references (a) through (j), as appropriate.

a. Activity. An organizational entity receiving civilian personnel services by this HRO (e.g., U.S. Naval Support Activity, Naples; U.S. Naval Hospital, Naples; U.S. Naval Regional Contracting Center, Naples).

b. Announcement. A posted notice that applications are being accepted for a position(s).

c. Appointable candidates. Candidates eligible for appointment under the law, as outlined in the above references.

d. Area of consideration. The geographical area or organizational segment in which the search for eligible candidates is directed. The area of consideration can be as large as worldwide or as small as the first major subdivision (e.g., department) within an activity.

e. Best qualified candidates. Those candidates who are within the group referred for selection.

f. Career promotion. A non-competitive promotion of an employee in a developmental position (one advertised as having potential for promotion to a higher grade).

g. Chain of Command. The line of supervisory personnel that runs from a public official to the head of his agency.

h. Competitive status employee. A current or former federal employee in the competitive service (a former employee with either career status or who is within three years of separation from a career conditional appointment).

i. Examining plan. A rating tool developed by the HRO staff with input from management used to rank qualified candidates based upon their qualifications for the position to determine which of these are highly qualified.

j. Demotion. Change of a U.S. employee to a lower grade and position or to a position with a lower rate of pay.

k. Eligible candidates. Candidates who meet the minimum qualification requirements established for the position, including selective placement factor (and who are within the area of consideration).

7 AUG 1996

l. Family members. The spouse, or unmarried child, including stepchild, adopted child and foster child, not more than 23 years of age of a member of the U.S. Armed Forces or of a U.S. citizen civilian employee of a U.S. Government Agency (does not include family members of locally hired U.S. citizens), whose duty station is in a foreign area. Once appointed, unmarried children may be retained until the sponsor departs from the commuting area of the duty station or completes the current period of service requirements, or until reaching age 23, whichever occurs first.

m. Local National (LN) employee. An Italian citizen or non-U.S. citizen residing in Italy who is employed by the U.S. Forces.

n. Non-dependent. A U.S. citizen applicant for positions in activities serviced by HRO Naples who is neither a spouse preference eligible, nor a family member.

o. Open register. A method of continuously announcing and accepting applications for positions which have frequent recruitment requests.

p. Ordinarily resident. The definition is contained in 83rd CPCS Italy July 1993. Applicants who are determined to be ordinarily resident may not work for the U.S. Government in Italy.

q. Promotion. Change of an employee to a higher grade or position with a higher rate of pay.

r. Public official. An officer, a member of the uniformed services, an employee, and any other individual, in whom is vested the authority by law, rule, or regulation, or to whom the authority has been delegated to appoint, employ, promote, or advance individuals, or to recommend individuals for appointment, employment, promotion, or advancement.

s. Quality of experience. The type and amount of experience, which is comparable to federal experience, required to meet minimum qualifications for appointment.

t. Ranking. The process of arranging eligible candidates relative to evaluation plan.

u. Rating. Determining a candidate's basic qualifications by application of written qualification standards.

v. Reassignment. Change of a permanent employee from one position to another at the same grade level.

w. Reinstatement eligible. Employee eligible for reemployment based on prior federal employment status. Local hire candidates will be appointed under Schedule "A" appointing authority unless such appointment would affect their Civil Service Retirement System (CSRS) eligibility.

7 AUG 1996

x. Relative. 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.

y. Repromotion eligible. Employee eligible for non-competitive promotion to the highest previous grade held on a permanent basis.

z. Schedule A. This is an appointing authority (Excepted Service) used to hire U.S. family members in an overseas area, attorneys, and intelligence employees.

aa. Screenout element. The minimum qualification requirement for Federal Wage System jobs which is critical to successful performance.

bb. Selecting official. A management official authorized to select an applicant for employment.

cc. Selection certificate. A listing of applicants eligible and available for selection.

dd. Selective placement factors. Knowledge, skills, and abilities that are essential for satisfactory performance on the job and which represent an additional requirement to the basic qualifications for a position.

ee. Spouse preference eligible. The U.S. citizen spouse of an active duty military member of the Armed Forces, including a member of the U.S. Coast Guard. Spouse preference is not applied to temporary positions expected to last less than one year.

ff. Target position. The full performance grade level of a position with known promotion potential (KPP) to which an employee may be advanced (without further competition) upon successful completion of training and regulatory requirements.

gg. Third-country national. A non-U.S. citizen who is not a citizen of the host nation.

7. 5 USC 2302, Prohibited Personnel Practices

a. Title 5 Code of Federal Regulations (CFR) imposes certain prohibitions in personnel practices, some of which are listed below:

(1) Deceive or willfully obstruct any person with respect to such person's right to compete for employment;

(2) Influence any person to withdraw from competition for any position for the purpose of improving or injuring the prospects of any other person for employment;

7 AUG 1996

(3) Grant any preference or advantage not authorized by law, rule, or regulation to any employee or applicant for employment (including defining the scope or manner of competition or the requirements for any position) for the purpose of improving or injuring the prospects of any particular person for employment;

(4) Appoint, employ, promote, advance, or advocate for appointment, employment, promotion, or advancement, in or to a civilian position any individual who is a relative (as defined in section 3110 (a) (3) of this title) of such employee if such position is in the agency in which such employee is serving as a public official (as defined in section 3110 (a) (2) of this title) or over which such employee exercises jurisdiction or control as such an official. Chain of Command is the line of supervisory personnel that runs from a public official to the head of his agency.

b. With regard to employment of LN's and consistent with the guidance contained in reference (a) Article 10, paragraph 2 and 5 USC 2302 as excerpted above, NAVSUPPACT Naples policy is to ensure employment decisions are based only upon merit. While the basic intent of this policy is to ensure merit factors are used, it is also designed to preclude circumstances which would create the perception of granting any individual undue advantage. Therefore, only merit factors (job related ) are to be considered in the selection process. All federal employees and military involved in the recruitment and selection processes must strictly adhere to the content and the intent (spirit) of this guidance. Further, when there is reason to believe this policy requirement has been violated, the Director, HRO Naples reserves the right to suspend or cancel any personnel action to preserve the merit principles of our employment system, and the public trust and confidence in that system.

c. The following rules will apply for both U.S. and LN applicants:

(1) A relative will not be permitted to work in the division or equivalent organizational segment within an activity where his/her relative is employed.

(2) A relative will not be permitted to work in a position in an activity in the same chain of command where his/her relative is a public official who has jurisdiction or control over the position.

8. Equal Employment Opportunity. All selections are to be made without regard to political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, non-disqualifying physical handicap, or age, and shall not be based on any criteria not job related including favoritism, personal relationship (nepotism) or patronage. Also, no person employed in the executive branch of the federal government shall make any inquiry concerning the race, political affiliation, or religious beliefs of any such employee or eligible applicant.

7 AUG 1996

9. General Provision. Management reserves the right to select or non-select from any source. A list of less than three candidates may be rejected by management who may request HRO Naples to expand the search for qualified candidates. Management is not required to provide reasons for non-selection from the list of eligibles. HRO Naples will, however, advise management if an expanded search is likely to be futile.

10. Applications

a. All documents, including applications filed in response to a vacancy announcement, become a permanent part of the vacancy announcement file and will not be returned.

b. Applicants are fully responsible for the proper completion and submission of their application by the stated closing date of the announcement. The following are examples of reasons an applicant may be ineligible for consideration:

- (1) Applicant is outside the announced area of consideration.
- (2) Applicant does not meet qualification requirements.
- (3) Application is illegible or lacks required forms/information/critical data.
- (4) Application was received after the closing date.
- (5) Application is for impiegati position (defined in enclosure (5)) and not prepared in English.
- (6) Applicant is covered by restrictions on the employment of relatives.
- (7) Applicant fails to meet citizenship requirements.
- (8) Applicant is determined to be "dual national", a citizen of Italy and the United States of America.
- (9) Applicant is determined to be "ordinarily resident" in Italy.

11. Effective Dates. These dates are established under the provisions of reference (b). Exceptions to this include, but are not limited to, actions required by law, executive order, settlement agreement, resignations, and other actions as specified in the reference.

12. Responsibilities

a. Human Resources Office. HRO Naples is responsible for:

(1) Providing a responsible, efficient, and effective civilian staffing program, which results in referring a sufficient number of qualified candidates in a timely manner.

7 AUG '996

(2) Coordinating, developing, administering and evaluating the staffing program, in accordance with the merit principles and requirements of Title 5.

(3) Ensuring the technical competence of personnel involved in establishing and administering staffing procedures.

(4) Developing evaluation and ranking criteria which is in keeping with merit and EEO principles; determining normal lines of progression, and advising on interview and selection methods used by managers.

(5) Publicizing employment opportunities, establishing and maintaining promotion lists and registers, certifying eligible candidates to selecting officials, determining basic eligibility of applicants, and maintaining records.

(6) Integrating the promotion program with other personnel programs such as employee development, recruitment, and classification.

(7) Providing advice and assistance to employees and management officials on all aspects of the staffing program.

(8) Notifying candidates of their selection.

(9) Coordinating release dates with losing/gaining activities.

b. Military and/or civilian management officials/supervisors are responsible for:

(1) Being knowledgeable of all provisions of the civilian staffing program and assuring that actions are in accordance with its requirements and principles.

(2) Assisting HRO Naples in conducting job analysis, developing evaluation factors, and providing subject matter specialists to serve on rating panels when such actions are requested by HRO Naples.

(3) Informing HRO Naples promptly of anticipated staffing needs.

(4) Providing prompt and objective appraisals of employees who are being considered for placement when requested.

(5) Discussing performance and career goals with employees and counseling them on how to improve performance and develop themselves for promotion.

(6) Processing and returning selection certificates and applications to the HRO within 20 workdays of receipt. NO COMMITMENTS FOR SELECTION, EITHER EXPRESSED OR IMPLIED, SHOULD BE MADE UNTIL THE HRO HAS BEEN ADVISED AND HAD MADE THE ACTUAL OFFER OF EMPLOYMENT.

(7) Supporting the Equal Employment Opportunity program and any applicable Affirmative Employment Plan.

7 AUG 1996

c. Employees/applicants are responsible for:

- (1) Keeping informed of the provisions of the staffing program.
- (2) Submitting all forms, transcripts, questionnaires, etc., as specified in the published vacancy announcement.
- (3) Taking advantage of career and self-development opportunities.
- (4) Leaving a completed application with their supervisor to be submitted for specific vacancies which may occur during the employee's absence on leave or temporary assignment.
- (5) Understanding the elements used to evaluate qualifications and the documents needed to substantiate those elements.

~~(a) Position descriptions and the official personnel folder will not be used in determining qualifications of a candidate. Only information contained on the application form will be used in the evaluation.~~

~~(b) No attachments to the application are permitted other than an official transcript, the latest performance appraisal or other documents required by the vacancy announcement such as proof of veteran's preference.~~

~~(b) Evaluation of qualifications will be made based on experience, education, training and performance.~~

~~(c) Evaluation of education. To effectively evaluate formal education above the high school level to determine basic qualifications or to distinguish among qualified applicants, transcripts or a listing of courses (with the name of the institution, semester hours and grade achieved) should be provided with the application for U.S. positions. Applicants who have formal education obtained in foreign schools must submit transcripts that have been certified as U.S. equivalent by appropriate authority.~~

d. Applicant Complaint Procedure. The applicant should:

(1) Call or visit HRO Naples information desk clerk to obtain status of application(s).

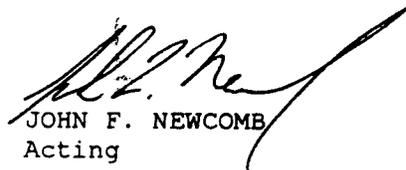
(2) Ask information desk clerk to schedule an appointment with the personnel specialist who rated the position. (If the applicant does not understand this rating/referral).

(3) Applicant should bring concerns/questions to the same personnel specialist.

(4) If the specialist fails to explain the rating to the applicant's satisfaction, then the applicant must submit his/her complaint in writing to the Head, Employment and Classification Division, HRO Naples, for further review. The complaint must contain:

7 AUG 1996

- (a) Applicant's name, address and phone number.
- (b) Job announcement, title, series and grade.
- (c) Name of specialist who he/she personally visited to discuss rating.
- (d) Specific reasons why applicant disagrees with the rating.
- (5) HRO Naples will research and respond in writing within seven work days.
- (e) POC is Head, Employment and Classification Division, HRO, NSA, extension 625-4310.

  
JOHN F. NEWCOMB  
Acting

Distribution:  
NAVSUPPACT NAPLES INST 5216.4T  
Lists: I; II; III (less 1.5.8.11.12.13.14.15.16.18.19.23.28.30.31.32.33.);  
IIIA (1.3.7.);  
IV (1.2.6.9.10.);  
V  
VII (6.8.13.16.17.19.21.22.25.)

Blank page

7 AUG 1996

## UNITED STATES CITIZEN MERIT STAFFING PLAN

1. Goals. This plan provides for staffing competitive or excepted service appropriated fund positions which have been identified to be filled by U.S. citizens which include CONUS hires, as well as local hires filled by family members under Schedule "A," and non-family members appointed under overseas limited appointing authority. Selectees under this plan must be currently employed on a permanent basis by an activity serviced by the HRO or must have competitive status. In determining whether or not to use this method of recruitment, consideration should be given to the following goals of a merit promotion program:

- a. To provide a method by which activities can meet their internal staffing needs in a timely fashion with highly qualified candidates.
- b. To ensure that employees receive fair and appropriate consideration for advancement and developmental opportunities.
- c. To ensure that promotions are made only when there is an actual need for performance of higher level duties.

2. Coverage. This instruction applies to movement to positions in the excepted and competitive service. The competitive procedures of this program apply to all actions listed below:

- a. Promotion or transfer to a higher grade.
- b. Position change, transfer, reassignment, or reinstatement to a position with more promotion potential than a position the employee previously held.
- c. Temporary promotion that exceeds 120 days. In computing the 120 days, an individual's competitive and non-competitive temporary service in all higher graded positions during the preceding 12 months is counted, including details and other temporary promotions.
- d. Details that exceed 120 days to higher graded positions or to positions with promotion potential. Service is counted toward the 120-day limitation in the same manner as temporary promotions.
- e. Selection for training which is part of an authorized training agreement, part of a promotion program, or required before an employee may be considered for a promotion.
- f. Referral, selection and appointment under Schedule "A" appointing authority for family members of U.S. citizen members of component force and overseas limited appointing authority for U.S. citizen (non-family member local hires. For non-status referral, competitive ranking is optional. Applicant supply file procedures will be used, and veteran preference, spousal and family member preference will be applied as appropriate (see order of referral (enclosure (3))).

Enclosure (1)

7 AUG 1996

3. Exceptions. Certain actions not requiring competitive procedures and which are exceptions to this instruction are identified below:

a. Promotion of an incumbent whose position is upgraded without significant change in duties and responsibilities because of changes in position classification standards or an error in original classification.

b. A position change permitted by reduction-in-force regulations.

c. Any of the actions identified below, provided all regulatory requirements are met prior to effecting the action.

(1) Career ladder. A promotion without current competition when at an earlier stage an employee was selected under competitive promotion procedures for an assignment intended to prepare the employee for the position being filled. The position's potential for future promotions must have been stated in the announcement.

(2) Accretion of duties. The promotion of an employee whose position is classified at a higher grade level because of additional grade-controlling duties and responsibilities. Accretion of duties may be used as an exception only when the major duties of the employee's old position are absorbed into the new position and the old position is canceled; the new position has no known promotion potential; and the additional duties do not adversely affect another encumbered position. These actions are subject to any approval requirements required by the command (i.e. funding approval, position management board approval).

(3) Repromotion. Temporary or permanent repromotion to a grade or level, or intervening grade or level previously held on a permanent basis if the reason for demotion was for reasons other than personal cause.

(4) Position change. When an employee who is under grade retention is placed in a new position at a grade level which exceeds the grade of the position to which demoted. The new position may be the grade from which demoted or at any intervening grade.

(5) Temporary promotion/detail of 120 Calendar Days or Less. Temporary promotions or details totalling 120 calendar days or less are not subject to competitive procedures.

(6) Permanent promotion. Permanent promotion to a position when the competitive announcement indicated the position may be made permanent without further competition.

(7) Selection from the reemployment priority list (RPL). Selection from the RPL to a position with no higher grade than previously held on a permanent basis under a career or career-conditional appointment.

(8) Reinstatement. Candidates with personal competitive status may be referred for selection at levels up to the last grade held on a permanent basis under a career or career conditional appointment.

d. Temporary positions. Temporary positions are not subject to numerical ranking procedures. Applicant supply file procedures will be used. Ranking procedures may be applied when deemed appropriate. All other procedures (announcement/selection) contained herein will be applied to the staffing of temporary positions.

Enclosure (1)

7 AUG 1996

4. Candidate Search. Any appropriate recruitment source may be used concurrently with the merit promotion process at any stage of recruitment. In addition to competitive merit promotion procedures, and when deemed appropriate by management and HRO, additional sources may be used such as: Office of Personnel Management (OPM) registers of non-status applicants; reemployment priority lists; reassignment; transfer eligibles; voluntary changes-to-lower-grade; DoD stopper lists; reinstatement eligibles; repromotion eligibles; handicapped applicants; and 30% disabled veterans. Competitive ranking procedures are required only for merit promotion, but may be applied to Schedule "A" as OLA eligibles (when warranted). The order of referral of both competitive and non-competitive sources is found at enclosure (3).

a. Application method. Application methods may include use of the Standard Form 171 (Application for Federal Employment) and supplemental questionnaires or other approved application methods listed on the announcement. Vacancy announcements will specify the application method required.

b. Area of consideration (AOC). The area of consideration is the geographical and/or organizational area in which it is expected that a sufficient quantity of candidates may be located. The minimum area of consideration may be as small as the first major subdivision (e.g., department) of the activity. The area of consideration may be expanded when less than three well-qualified candidates are available and applications may continue to be accepted without further announcement.

(1) The following factors should be considered in determining the area of consideration:

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

(b) The knowledge, skills, abilities, and other characteristics required for the position, and the likelihood that a given area will produce an adequate number of well-qualified candidates.

(c) Budget and ceiling constraints.

(d) The need to create a diverse workforce representative of our nation.

(2) The AOC is a joint decision made by HRO and management based upon past recruiting experience and organizational goals.

(a) For local recruitment the minimum area of consideration for permanent positions will consist of family members residing in the Naples/Gaeta, La Maddelana or Souda Bay commuting area (those who are eligible for a Schedule A family member indefinite appointment) and

(b) An optional source of recruitment that will be included in the minimum area of consideration on a permanent position is Veteran Readjustment Appointments (VRA) eligibles (unless management opts to not use this source). When a VRA eligible is selected they will be appointed to 2 year Term Appointments in keeping with DoD five year rotation policy, they may be extended non-competitively for an additional 2 years at management's discretion. Term appointments can not be extended beyond 4 years.

Enclosure (1)

7 AUG 1996

(c) Those non-family members (both veterans and non-veterans) eligible for appointment on one-year Overseas Limited Appointments will not be considered in the minimum area of consideration since the positions are permanent and such OLA appointments of one year would limit management to using a temporary employee in a permanent position. OLA appointments will not be made to permanent positions.

5. Qualifications and Evaluation of Candidates

a. Applicants must meet regulatory and qualification requirements of the position as of the closing date of the announcement. When the vacancy announcement or open register method is not used, the selectee must meet regulatory requirements as of the effective date of the action.

b. Selective placement factors may be used, but the appropriateness of the factor must be documented and approved by the Head, Employment and Classification Division, or by the senior staffing specialist in HRO.

c. An examining plan criteria for ranking basically eligible candidates will be established in accordance with the guidelines in 29 CFR. The HRO specialists will determine the depth of the evaluation method to be used.

(1) Abbreviated ranking procedures may be used when the number of eligible candidates is small (i.e., 10 or less).

(a) This requires the establishment of one "benchmark" definition of the requirements that determines "highly qualified."

(b) The benchmark will describe an experience/knowledge level and, if applicable, corresponding substitution of education. (Corresponding to a three (3) point level on a four (4) point scale of a formal "point level" evaluation plan). Those candidates who meet the benchmark and have at least a fully successful performance rating will be referred as best qualified.

(2) If there is a very large number of applicants, or for other management reasons, a formal, full-scale evaluation plan of documents KSA (knowledges, skills, and abilities) may be used. When this method is used, the rating may be accomplished by either the personnel specialist or a panel of 3 or more subject matter experts (the selecting official may not participate). The panel should consist of individuals familiar with the position; at the same or higher grade than the position being filled, and should contain one female and/or one minority when possible (if not possible, the reasons should be documented for the record). The panel will be instructed by the personnel specialist in all aspects of evaluating qualifications and ranking methods, EEO considerations, factors that can be considered in the evaluation process and how to average scores. This ranking by either the personnel specialist or the panel can be either:

(a) A two (2) point scale (2 points/acceptable, 4 points/exceptional).

(b) A four (4) point scale (1 point/unacceptable, 2 points/acceptable, 3 points/exceeds acceptable, 4 points/exceptional).

Enclosure (1)

7 AUG 1996

(3) The method to be used will be determined by the personnel specialist based on past experience. In this case the applicants will be placed in numerical order.

(4) Tie-breaker - In the case of numerical ranking, only ten (10) candidates will be referred as best qualified. To break a tie at number ten (10), the person with the most service (based upon the service computation date) will be referred. If there is still a tie, both will be referred and the number of referred candidates will be increased to eleven.

(5) Neither rating (basic qualification determination) nor ranking panels (placing candidates in score order) are required, but may be used at the discretion of the HRO in conjunction with the selecting official. When higher authority requires the use of panels, such panels will be established.

d. Registers. Listings of eligible candidates will be established in the following manner:

(1) One time only register: Established for the purpose of filling a specific position based on an announcement which is advertised for a short duration, and which expires 120 days after the certificate is issued. Additional similar vacancies may be filled from this register prior to its expiration.

(2) Open Continuous Register: Established for the purpose of filling a number of vacancies over an extended period of time and is open for the continuous receipt of applications. Applicants who file on or before the date a recruitment action is received will be added to the register prior to certification. The register is normally established for a 1 year period; however, applications must be updated bi-annually to receive continued consideration.

(3) Removal from the register. Candidates will be removed from the register in the following situations:

(a) Selection for a permanent position for which certified.

(b) No longer in the area of consideration.

(c) No update or request to remain in the active file is received at the end of six months from date originally filed.

6. Referral of Candidates

a. Mandatory - Priority one or two individuals registered in accordance with provisions of the Department of Defense Program for Stability of Civilian Employment (PPP). Candidates must be selected unless the PPP zone coordinator accepts an objection to qualifications made by the HRO office.

b. Priority Referral/Consideration - All candidates entitled to priority consideration will be referred to the selecting official before referrals from the register of other promotion candidates. Management may non-select with a written justification. Priority consideration may be given only when the position is at or below the grade from which previously demoted or at the same grade level of the position for which proper consideration had not been given.

Enclosure (1)

7 AUG 1996

There is no entitlement to referral for positions with promotion potential higher than that previously held. The following are examples of such referrals:

(1) Activity employees under grade and/or pay retention.

(2) Applicants who did not receive proper consideration for promotion/placement in a prior case due to a procedural, regulatory, or program violation. Such applicants must be awarded priority consideration for the next like vacancy. This entitlement will be granted for a one-year period from the date a determination is made that an error occurred.

7. Time Frame. The following time frames will be observed:

a. Date of eligibility. All applicants must meet eligibility requirements, such as time-in-grade or quality of experience, on or before the closing date of an announcement.

b. Announcing of vacancies. Vacancy announcements will normally be open for a minimum of 14 calendar days if the area of consideration is smaller than worldwide. For positions announced in CONUS, the minimum CONUS opening period is 30 calendar days. Concurrent local advertisement may be limited to 14 calendar days. If the AOC is activity-wide or less, recruitment actions may be announced for 7 calendar days.

c. Acceptance of applications. For local announcements, all applications must be received by the closing date of the announcement. For CONUS recruitments, all applications and supporting documentation must be postmarked by the closing date of the announcement. Applications will be considered only from candidates within the area of consideration. Non-competitive eligibles may be referred to the selecting official at any point in the process.

d. Effective dates. New hires are normally processed on the first two workdays of the week. Refer to paragraph (9) of this enclosure for procedures on current employees.

8. Selection

a. The selecting official shall be entitled to select or not select from a promotion certificate or any other appropriate sources of candidates; the selecting official may not "passover" a preference eligible candidate (i.e., veterans, military spouses) to select a non-preference eligible on the SAME list; he or she however, may select a non-preference eligible from another properly issued referral certificate (e.g., reinstatement eligible list).

b. Selecting officials may use other sources to fill vacant positions such as non-competitive candidates, reassignments, transfers, candidates on leave without pay (LWOP), etc., at any time during the competitive process.

c. Each candidate certified must be given full consideration and the selection must be based on who will best fill management's needs in terms of productivity and organizational objectives including: military spouse preference; affirmative employment (when an Affirmative Employment Plan is in place); and equal opportunity.

Enclosure (1)

7 AUG 1996

d. Interviews by the selecting official are optional. However, candidates interviewed must be treated equally so that each has the same opportunity to present information relating to the position and to ensure that each is evaluated against the same criteria.

(1) Interviews may be restricted to those candidates determined by the selecting official as having the most appropriate background for the position being filled. Selecting officials should not use any numerical ranking method to determine who should be interviewed, but should consult the personnel specialist to determine the best approach to limiting the number of candidates to be interviewed.

(2) Interview questions must be job-related. Managers/supervisors are encouraged to utilize the services of the HRO to assist in developing or reviewing questions to be asked during the interview process.

e. When filling supervisory or managerial positions, selecting officials must give consideration to the candidate's support of the EEO program.

f. Selecting officials are strongly urged to contact a candidate's prior supervisors as references to discuss the candidate's work habits, experience, attendance, conduct, attitude, cooperativeness, professional demeanor, etc. (Do not document reference checks for the record, unless they have been provided in writing. References are merely one factor in the overall evaluation.)

g. Please read Naples HRO "A Managers Guide to Interviewing and Selection Procedures."

#### 9. Release of Selectees

a. Activities or departments will normally release employees selected for a position in another activity or department no later than the end of the full pay period which commences after notification of selection by the HRO. Supervisors who desire the retention of a selected employee for more than one full pay period must resolve the issue with the selecting official.

b. A selectee for reassignment/changes to lower grade (U.S. only), or conversion from a temporary appointment will normally be released within 30 days (release date must coincide with the last day of a pay period).

c. Employees requiring permanent change of station travel are to be released within 45 days.

#### 10. Appointment

a. Italian citizens cannot be appointed to U.S. positions.

b. All spouses/family members recruited from within the local commuting area will be appointed under Schedule "A" authority (regardless of their eligibility for career/career conditional appointments), unless they are currently covered under the Civil Service Retirement System (CSRS) and would stand to lose their eligibility if not re-appointed under a career appointment.

Enclosure (1)

7 AUG 1996

c. Non-family member VRA eligibles will be appointed to two year Term appointments which may be extended non-competitively for 2 years at management's discretion. (There is no inherent right of a veteran to be presently appointed to a position merely because the position itself is permanent - VRA eligibility may be used to make Term appointments). The appointment will be Term based upon DoD's policy to limit overseas employment and as the most cost effective method for management.

11. U.S. Pay Setting Policy: (Not applicable to LN employees)

a. Promotions. Pay setting must follow the requirement of the "two step" rule, i.e., a promotion requires the individual to receive the equivalent of two within grade increases for persons in the General Schedule (GS positions) and increase of at least four percent of the representative rate of the grade from which promoted for those in the Federal Wage System. WG/WS/WL, etc. positions). This is a requirement and is not subject to discretion.

b. Reassignments (regardless of whether the reassignment is from within the commuting area or not). For GS positions the pay must remain the same grade and step; and there is no discretion. For positions in the Federal Wage System in the same wage area the wages must remain the same, if individual is from another wage areas, the rules outlined in the Federal Pay Fixing Guide will apply - there is no discretion.

c. Changes to Lower Grade. This policy outlines the discretion in pay setting for U.S. citizen individuals who are being voluntarily changed to a lower graded position. This policy applies to all activities serviced by this HRO directly or through an Interservice Support Agreement to provide consistent pay setting and fairness. If retained pay is not authorized at the time of the job offer, no administrative corrective action can be taken later to offer same regardless of management's desire to do so. In fact, no corrective pay action may be taken later.

(1) If the change to lower grade is voluntary to a position which has potential back to the same grade, the pay must be set at a step low enough, so upon repromotion the application of the pay setting rule will result in the same step in effect at the time of the change to lower grade.

(2) If the change to lower grade is an appointment from a CONUS announcement the person will be offered retained pay at the current salary provided the statement, "retained pay will be authorized", was included in the vacancy announcement. While retained pay is encouraged by DoD, retained pay remains discretionary within Navy. It should certainly be used when highly skilled individuals with broad experience are needed. If the statement is not on the announcement, retained pay may not be authorized from a competitive announcement. Retained pay may not be authorized for a person who was residing in the Naples/Gaeta, La Maddalena or Souda Bay area at the time of recruitment. Retained pay may be offered to a non-competitive applicant from CONUS at the Commanding Officer's discretion.

(3) If the change to lower grade is made from a CONUS-wide competitive announcement and the statement "retained pay will be authorized" is not on the vacancy announcement; or if the individual is hired from the local commuting area, the selected individual's pay will be set using the "highest previous rate rule" which states when the currently earned salary falls between two steps within the new grade, the pay will be set at a step which meets or slightly exceeds the current rate of pay up to the highest step within the grade to which appointed. There is no discretion to set the pay lower than the highest authorized under the highest previous rate rule.

Enclosure (1)

7 AUG 1996

(4) Any pay setting discretionary actions not covered in the rules above may be proposed by management and reviewed and approved by the HRO as an exception or clarification of this policy. Such clarification or exception will be posted in the OFF as a permanent document with the justification to support such. Exceptions should be rare to nonexistent; be based upon business necessity; and fall within the parameters of DoD pay fixing guidance.

Blank Page

7 AUG 1996

**MILITARY SPOUSE PREFERENCE PROGRAM**

1. General. This enclosure is to be used as guidance in implementing the Department of the Navy's Military Spouse Preference Program (reference (e)), in appropriated fund positions at grade GS-15 (or equivalent) and below.
2. Applicability and Scope. The policies and procedures contained in DOD 1400.20-1M will be applied to all activities and commands serviced by the HRO Naples, Italy, employing appropriated fund civilian employees at grade levels GS-15 (or equivalent) and below, except for those organizations that have as a primary function; intelligence; counter-intelligence; or national security.
3. Procedure
  - a. Spouse preference eligibility begins 30 days before the military sponsor's reporting date to the new activity.
  - b. Spouses must submit the following documents when applying for a position:
    - (1) One completed Application for Federal Employment (SF-171).
    - (2) Copy of sponsor's orders.
    - (3) Overseas residency questionnaire.
    - (4) Military spouse preference program form.
  - c. To receive preference, the spouse must be included among persons determined to be the best qualified.
  - d. Spouse preference applies only to initial employment into a continuing position, including temporary positions of one (1) year or longer. Spouse preference does not apply to temporary positions of less than one year.
  - e. Spouse preference can only be applied to positions for which the spouse submits an application, and only once per tour. The sponsor's receipt of new orders to an activity within the commuting area does not entitle the spouse an opportunity to re-utilize spouse preference.
  - f. Spouse preference is automatically applied and terminated on the placement into, or declination of a continuing position expected to continue for at least one (1) year, in either the appropriated or non-appropriated fund work forces.
  - g. Spouse preference applies only to the competitive referral certificate where the spouse appears. Spouse preference is applied to the merit promotion referral list and to all non-status competitive referral lists. Spouse preference is not applied in non-competitive situations such as reassignment/change to lower grade/reinstatement lists of non-competitive eligibles or lists for temporary positions expected to last less than one year.

7 AUG 1996

h. Spouses will be considered "available" if they can report in 30 days. If management cannot hold their position vacant for 30 days then they may make an alternate selection and the spouse will not lose their preference entitlement.

4. Non-Selection of Spouse Preference Eligibles. Passing over a spouse preference eligible to select a non-spouse preference eligible should be rare. Business based reasons/justifications for a non-selection of such an eligible will be prepared by the selecting official and submitted through the Director, HRO Naples to the heads of commands/activities for approval. The Appointing Officer (Director, HRO Naples) will make the final determination on the non-selection and document the case file for the record.

5. Exceptions

a. The provisions outlined in this program are not applicable to military spouses who are not U.S. citizens because in Italy, only U.S. citizens can be employed in U.S. positions, per reference (a).

b. Military spouses who are Third Country Nationals may be selected for local national (LN/Italian) positions, only if there are no qualified LN applicants for specific vacant positions, and they possess all documents (i.e., soggiorno work permit) required by Italian officials authorizing employment in Italy.

7 AUG 1996

**NSA NAPLES HRO MERIT STAFFING INSTRUCTION  
ORDER OF REFERRAL  
AREAS OF CONSIDERATION  
APPLICATION OF SPOUSE/VETERAN'S PREFERENCE**

**THE ORDER OF CONSIDERATION BELOW PROVIDES THE ENTITLEMENT OF FAMILY MEMBERS/  
SPOUSES/VETERANS TO HIRING PREFERENCE AS REQUIRED BY LAW AND MANAGEMENT'S  
RIGHT TO SELECT FROM ANY QUALIFIED SOURCE.**

CONCURRENT CONSIDERATION WILL NORMALLY BE GIVEN TO THE FOLLOWING GROUPS  
(HRO/HEAD OF EMPLOYMENT RESERVES THE RIGHT TO MODIFY THIS ORDER WHEN  
APPROPRIATE)

INTERNAL	EXTERNAL NON-STATUS FAMILY MEMBERS	*VRA OR DISABLED VETS FOR TERMS APPT
PROMOTION ELIGIBLES	SPOUSE PREFERENCE VETERANS  FAMILY MEMBER PREFERENCE VETERANS  SPOUSE PREFERENCE NON- VETERANS  FAMILY PREFERENCE NON- VETERANS	VETERAN PREFERENCE ELIGIBLES
NON-COMPETITIVE ELIGIBLES  CHANGES TO LOWER GRADE  REASSIGNMENTS  RE-PROMOTIONS		NON-VETERAN ELIGIBLES

APPLICANTS WHO ARE NOT FAMILY MEMBERS OR VRA ELIGIBLES WILL NOT BE CONSIDERED FOR APPOINTMENT EXCEPT:

WHEN THE COMMANDING OFFICER DETERMINES EMPLOYING SUCH PERSON(S) IN AN OVERSEAS LIMITED APPOINTMENT (OLA) FOR ONE YEAR IS IN THE BEST INTEREST OF THE NAVY, HE/SHE MAY DO SO. EXTENSIONS BEYOND THE ONE YEAR OR OLA ARE NOT AUTHORIZED.

\*VRA ELIGIBLES WILL BE APPOINTED ON A TWO YEAR TERM APPOINTMENT WHICH MAY BE EXTENDED WITHOUT FURTHER COMPETITION FOR A MAXIMUM OF TWO ADDITIONAL YEARS BY THE SELECTING OFFICIAL. NO FURTHER EXTENSION CAN BE AUTHORIZED.

Blank Page

7 AUG 1996

**NON-U.S. CITIZEN EMPLOYMENT AND MERIT STAFFING PLAN**

1. Purpose. To provide information and procedures concerning the policies and procedures utilized to fill non-U.S. citizen positions with either external applicants and/or merit promotion (internal) candidates.

2. Scope. The provisions of this enclosure apply to appropriated fund activities receiving personnel support from the Human Resources Office (HRO), Naples, Italy.

3. General

a. Authority for appointment. The authority for the direct-hire employment of non-U.S. citizens provided under Civil Service Rule VIII, Section 8.3, is limited to areas outside the United States, and has been delegated to appointing officials located in the overseas area. Such employment is effected without regard to the Civil Service Reform Act, and must be in accordance with local labor agreements, provisions of Italian law regarding conditions of employments, and the Status of Forces Agreement. The following minimum requirements apply:

(1) Persons below 18 years of age will not be employed.

(2) Consideration for employment will be extended to applicants regardless of sex or other non-merit factors.

(3) Citizens of other countries can only be considered when qualified Italian candidates cannot be found and the applicant possesses the documentation authorizing the applicant to work in Italy.

(4) Applicants who are U.S. citizens are ineligible for consideration.

b. Types of employment. Employment may be of an indefinite or temporary duration, full or part-time.

(1) Indefinite appointment. Employment without a specific time limitation.

(2) Temporary appointment. Employment limited to the period of time necessary to meet a temporary or emergency requirement of the U.S. Forces when effected in accordance with HRO Naples Instruction 12310.

(3) Part-time employment. Employment for a regularly scheduled tour of duty of less than 40 hours per week and may be of an indefinite or temporary duration.

c. Position or appointment changes. Employees may not be reassigned to a different position.

d. Reclassification of positions

(1) Reclassification downward. Personnel actions effecting changes to lower grades are inconsistent with Italian law and practice. Therefore, when a position is reclassified to a lower grade, the incumbent of the position retains the grade, total compensation, and employment benefits which were applicable before the reclassification. Employees afforded grade and pay

7 AUG 1996

protection under these provisions can be reassigned to another position for which they are fully qualified, at the retained grade level.

(2) Reclassification upward. Non-competitive promotions are limited to one grade and may be appropriate when the position is classified at a higher grade due to the accretion of duties which are directly related to the employee's major (and grade controlling) duties. In order for an employee to be eligible for a non-competitive promotion, all of the following conditions must be met:

(a) The new position must be determined to be a clear successor to the former position (that is, major duties of the replaced position description (PD) are absorbed into the new PD and the replaced PD is abolished).

(b) The new position is in the same organizational location and retains the same supervisor. There may be rare exceptions to this requirement to retain the same supervisor such as when a layer of supervision is eliminated.

(c) The new position does not involve the addition of project leader, team leader, or supervisory duties to a non-supervisory position or the addition of duties which identify the new position as a successor to a higher level supervisory position. (This is when the new supervisory duties are a part of the basis for the upgrading.)

(d) Reclassification actions will include certification by line management identifying the basis (new duties) for upgrading of the position. This certification must be reviewed by the activity's NSA Position Management Quality Management, or other designated official(s), and approved/disapproved by the Commanding Officer. Such non-competitive promotions will be effective on the first or fifteenth day of the month immediately following the date of classification of the position.

e. Reemployment provisions. Former employees will not be reappointed to positions of a grade lower than the one from which separated, until the expiration of at least sixty (60) calendar days from the date of their separation.

#### 4. Competitive Procedures

a. Recruitment. The HRO will initiate recruitment actions for specific vacancies in response to requests from management officials. In addition, open continuous registers may be established for positions having frequent vacancies.

b. Area of consideration. The area of consideration for vacancy announcements may range from the first major subdivision of the activity (e.g., department) to Italy-wide. However, it must be sufficiently broad to ensure a reasonable number of qualified candidates are available for consideration. The area must be described geographical or organizational, and must specify the categories of employees/applicants eligible to apply.

29 FEB 2000

C. Advertisement

(1) Vacancy announcements will include information concerning the type of appointment (e.g., temporary, permanent, part-time); the title, series, and grade of the position; location; opening and closing dates; area of consideration; salary; general duties; basic qualification requirements; selective placement factors, where required; and instructions on how to apply for the position.

(2) Announcements will be posted on informational bulletin boards and other areas accessible by applicants seeking information on employment opportunities. In order to receive wide dissemination among employees, copies of vacancy announcement will also be distributed to serviced activities.

(3) When it is determined that sufficient vacancies recur in certain kinds of positions, an open register may be established. The closing date for consideration for a specific position filled under an open register is the date the SF-52 is received by the assigned personnel specialist.

(4) Advertisements may be placed in Italian newspapers at the expense of the requesting activity. The HRO will review/chop the language of the advertisement before publication.

(5) Recruitment may be suspended or curtailed under such circumstances as a hiring freeze, a need to place current employees faced with reduction in force, or any other reason deemed appropriate by management. When required, this procedure may be applicable to all initial hiring and position changes.

d. Acceptance of applications. Applications for vacancies will be made on application form NAVEUR NAVSUPPACT NAPLES 12300/1 (Rev. 12-99) and/or on form NAVEUR NAVSUPPACT NAPLES 12300/2 (New 1-00), Request for Placement Consideration. In-house candidates will be screened for qualification requirements and eligibility criteria based on documents contained in their Official Personnel Folders (OPF).

e. Exceptions to competitive procedures. Exceptions to competitive procedures include the situation described in 3(d) (2) above and the reassignment of an individual from one position to another when the new position is neither higher graded than the current position, nor of known promotion potential beyond that of the current position and re-promotion of those individuals on incumbency allocations. In addition, priority consideration, as described in paragraph 5 below, constitutes an exception to competitive procedures.

f. Qualifications and eligibility

(1) "Impiegati" are salaried employees performing or supervising clerical, administrative, technical, or professional work. Qualifications will normally be based on the standards contained in the Office of Personnel Management's (OPM) Handbook X-118, which include quality of experience requirements. Management should administer informal job related oral/written English test situations to determine English proficiency as part of their selection process.

29 FEB 2000

(2) 'Operai' are workers performing or supervising unskilled or semi-skilled manual labor or semi-skilled and skilled crafts and trade work. Qualifications will be based on published OPM standards and on a designated screen-out element. When the published standard do not clearly match the position, an alternate qualification standard may be developed. Past work experience in similar positions must be shown on the application form to determine basic eligibility. Applicants who do not meet the screen-out element will be rated ineligible for the position.

g. Referral of candidates. All qualified and eligible applicants will be listed in alphabetical order and referred to management for consideration. Non-Italian, third country nationals will be certified only in the absence of qualified Italian citizens.

h. Selection

(1) The selecting official determines the criteria for making selection using such factors as experience, education, training, physical fitness, and suitability. Evaluation methods include interviews, review of application and supporting documents, or discussion with a candidate's supervisor. Any candidate certified may be contacted and interviewed.

(2) Although the selecting official may select any candidate on the certificate, all selections will be based on qualifications and merit.

(3) The selecting official will complete the selection certificate and return it to HRO Naples. OFFERS OF EMPLOYMENT MAY BE MADE ONLY BY A REPRESENTATIVE OF HRO Naples.

5. Failure to Receive Proper Consideration. If an applicant fails to receive proper consideration for an action due to procedural, regulatory or program violation, the applicant must be considered for the next like vacancy to accommodate the consideration he/she lost. Such consideration will be afforded for a period up to one year from the date a determination is made that an error occurred. An example of justification for failure to receive proper consideration would be an inadvertent omission of a candidate's name from a certificate of eligibility and the subsequent promotion of another candidate prior to the discovery of the oversight.

7 AUG 1996

**Placement assistance upon return to CONUS  
for the spouses/family members  
of active duty military or DoD civilians.**

**1. Granting Leave Without Pay (LWOP) to Employees Accompanying their Sponsors to a New Duty Location:**

a. To assist spouses in retaining benefits and/or in obtaining employment upon return to CONUS, one-year leave without pay will automatically be granted for the sole purpose of accompanying the sponsor to a new duty location. The employee must request the LWOP in writing providing the sponsor's proposed departure date.

b. The LWOP may not start more than 90 days prior to the sponsor's departure to preclude the loss of eligibility for other placement assistance through the Priority Placement Program.

c. The activity will submit an SF52 requesting LWOP for the purpose of accompanying the sponsor to the new duty location. A separate resignation SF52 (signed by the employee with a resignation date set one year from the date the LWOP begins) must accompany the LWOP request. The LWOP may not be granted without the signed resignation.

2. Spouse/Family Member preference in CONUS. The employee should notify HRO not later than 30 days prior to departure. A pre-registration for the Priority Placement Program and SF75 information (an employment history printout from the automated data base) will be prepared by HRO Naples and given to the employee to hand carry to the gaining HRO. The employee will be advised to hand carry:

- a. Up-to-date application for employment;
- b. Latest SF50 showing the LWOP;
- c. Latest leave & earnings statement (to verify leave and receive immediate leave credit);
- d. Priority Placement Program pre-registration form and
- e. SF75 information
- f. Sponsor's PCS orders
- g. Performance appraisal if one was received (optional)

3. These items must be presented to HRO Naples, upon arrival at the new duty station to be considered for immediate employment.

Blank page

END OF INST.