

CIVILIAN HUMAN RESOURCES SIGONELLA



FEBRUARY 2016

Overview of the Appropriated Fund (APF)

Hiring Process for US Dependent Hire Positions





MERIT SYSTEM PRINCIPLES

Adapted from § 2301 (b) of title 5 U.S.C

1. Recruit, select, and advance on merit after fair and open competition.
2. Treat employees and applicants fairly and equitably.
3. Provide equal pay for equal work and reward excellent performance.
4. Maintain high standards of integrity, conduct, and concern for the public interest.
5. Manage employees efficiently and effectively.
6. Retain or separate employees on the basis of their performance.
7. Educate and train employees if it will result in better organizational or individual performance.
8. Protect employees from improper political influence.
9. Protect employees against reprisal for the lawful disclosure of information in "whistleblower" situations.

PROHIBITED PERSONNEL PRACTICES

Adapted from § 2302 (b) of title 5 U.S.C

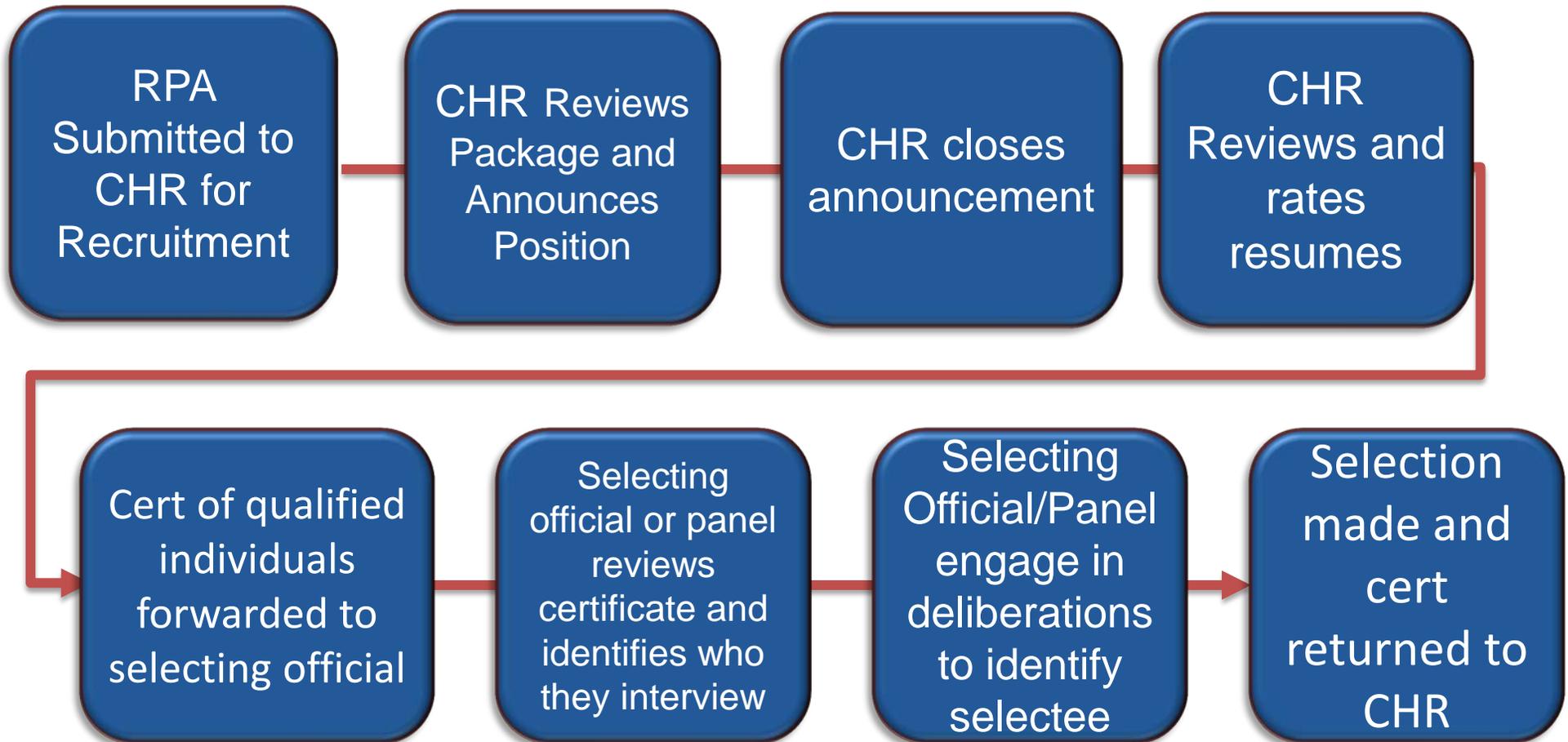
1. Illegally discriminate for or against any employee/applicant.
2. Solicit or consider improper employment recommendations.
3. Coerce an employee's political activity.
4. Obstruct a person's right to compete for employment.
5. Influence any person to withdraw from competition for a position.
6. Give unauthorized preference or improper advantage.
7. Employ or promote a relative.
8. Retaliate against a whistleblower, whether an employee or applicant.
9. Retaliate against employees or applicants for filing an appeal.
10. Unlawfully discriminate for off-duty conduct.
11. Knowingly violate veterans' preference requirements.
12. Violate any law, rule or regulation which implements or directly concerns the merit principles.
13. Implement or enforce a nondisclosure agreement or policy lacking notification of whistleblower rights.



HIRING ACTIONS ARE CONTROLLED BY

- 5 CFR 335 Promotion and Internal Placement
- DoD Instruction 1400.25, V. 1230, Employment in Foreign Areas and Employee Return Rights
- DoD Instruction 1400.25, V. 315, Employment of Spouses of Active Duty Military
- DoD Instruction 1400.25, V. 1232, Employment of Family Members in Foreign Areas
- SECNAVINST 12300.9A, Merit Staffing, Placement and Employment
- NASSIGINST 12335.1B Merit Staffing Plan for U.S. Citizen Appropriated Fund Civilian Positions
- NASSIGINST 12330.4 Selection Boards and Selection Advisory Panels for Civilian Positions

TYPICAL WAY A POSITION IS FILLED





QUALIFICATION STANDARDS

- Qualification Standards for GS positions
 - <http://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/>
- Qualification Standards federal-wage system
 - <http://www.opm.gov/policy-data-oversight/classification-qualifications/federal-wage-system-qualifications/>

In addition to the group standards, many occ. series have **Individual occupational requirements**



BASIC REQUIREMENT

- Competition is required for
 - Promotion*
 - Appointment*
- Announcements must be open for a sufficient period
- Consideration for employment will be extended to applicants without regard to non-merit factors.

* Unless non-competitive eligible



CHR RESPONSIBILITIES

- Coordinate, develop, administer and evaluate the staffing program in accordance with the merit systems principles
- Coordinate with selecting officials in establishing the area of consideration for vacancy announcements
- Publish employment opportunities when competitive procedures are used
- Screen candidates to determine eligibility, including possession of selective placement and qualification factors
- Issue referral lists/certificates of eligible candidates to selecting official(s)
- Notify applicants selected for vacancies and coordinate release/Entrance on Duty (EOD) dates
- Provide advice and assistance on all aspects of the staffing program



MANAGER/SUPERVISOR RESPONSIBILITIES

- Anticipate personnel needs and initiate recruitment action in sufficient time for a quality recruitment
- Objectively consider all referred candidates
- Verify Knowledge, Skills and Abilities (KSAs) and other proficiencies during the interview process, as appropriate
- Properly document job-related reasons for selections
- **Make selection decisions** and return selection certificate(s) and applications to CHR



WHO MAY APPLY TO US LOCAL HIRE POSITIONS (AOC)

Command-sponsored U.S. citizens (except for dual Italian/U.S. citizens) residing in the Sigonella, Italy commuting area, who are dependents of civilian employees of a U.S. Government Agency or dependents of active duty military personnel, eligible for the Schedule A Excepted Service, 213.3106 (b)(6) appointment authority. Selectees must maintain eligibility for status as a member of the U.S. civilian component under the NATO and Status of Forces Agreement.

Applicants who are dual citizens (U.S. and Italian/other European Union (EU) countries) OR Italian Citizens are ineligible for consideration



REFERRAL OF CANDIDATES

- Veterans Preference
- Military Spouse Preference
- Family Member Preference
- Internal Applicants (Non preference eligible)



VETERANS' PREFERENCE

- Highest priority in referral
- Must include DD-214 Member Copy-4 to claim veterans' preference. SF-15 required if claiming 10pt. VA letter required if claiming Veterans' Preference based on disability

To see if you are eligible for Veterans' Preference answer the following questions on the website below:

<http://webapps.dol.gov/elaws/vetspref.htm>



MILITARY SPOUSE PREFERENCE (MSP)

The spouse of an active duty member of the Military Services (including the U.S. Coast Guard and full-time Reserve or National Guard) who relocates via a permanent change of station (PCS) as a sponsored dependent to the military sponsor's new permanent duty station, is entitled to MSP for all positions in the commuting area being filled under competitive procedures. To be eligible for MSP on a PCS move, the spouse must:

1. Have married the military sponsor prior to the date of the military sponsor's orders authorizing PCS; AND,
2. Meet all pre-employment criteria and be immediately appointable (already in the overseas location on the PCS orders); AND
3. Since the relocation, have not accepted or declined a continuing position at the new duty station of the sponsor; AND,
4. Be among the **best qualified**

****NOTE:** Preference can be granted only once per PCS relocation. Once you accept or decline a continuing position, either appropriated fund (AF) or non-appropriated fund (NAF) at the new duty station, your eligibility for preference terminates whether or not preference was applied.



FAMILY MEMBER PREFERENCE

You are eligible for family member preference if you are a spouse, or unmarried dependent child (including stepchild, adopted child, and foster child) no more than 23 years of age who:

1. Physically resides with a member of the U.S. Armed Forces or a U.S. citizen employee of a U.S. Government Agency (including non-appropriated fund activities) whose duty station is in the foreign area; **AND**,
2. Have not accepted or declined an appointment without time limitation or a time-limited appointment expected to last more than 1 year at the new duty station of the sponsor.



DISQUALIFICATION OF CANDIDATES

- Received at CHR after closing date
- Contains false info
- Is outside the AOC
- Contains insufficient info to make a Qualification/ Eligibility determination (i.e. hours/week)
- Missing required documentation (i.e. transcripts, PCS Orders, etc.)
- Nepotism
- Dual (LN/US) nationals
- Not in accordance with instructions on vacancy announcement



INFORMATION TO APPLICANTS

- The status of the position is publicized on the website
- If they are found qualified
- Reason(s) for non-qualification
- Explanation of the rating process
- If selection has been made



ADVERTISEMENT OF POSITIONS

Announcements posted on informational Bulletin Boards, All Hands message, and website:

https://www.cnic.navy.mil/regions/cnreurafswa/installations/nas_sigonella/about/jobs.html



POINT OF CONTACT

Please direct any questions you may have regarding human resources hiring policies and procedures to the Civilian Human Resources staff @ DSN: 624-4165 or Commercial 095-56-4165