



ARMY ACQUISITION WORKFORCE RECRUITMENT AND SUSTAINMENT CENTER OF EXCELLENCE (AAW R&S COE)

This quick reference guide is for use by the AAW R&S CoE, Civilian Personnel Advisory Centers (CPACs), selecting officials, and others who participate in the AAW human resources (HR) management process.

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**AAW R&S COE
OPERATING PROCEDURES**

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Introduction:

On 1 October 2016, the Army Director, Acquisition Career Management (DACM) Office, under the direction of the Army Acquisition Executive (AAE), established a centralized hiring cell focused on testing the centralized hiring of Army Acquisition Workforce (AAW) members and employees that support the AAW to streamline the time it takes to announce, hire, and on-board an AAW member. On 15 November 2019, the pilot program transitioned to an established AAW R&S Center of Excellence in support of the acquisition community. The AAW R&S Center of Excellence supports Acquisition Demonstration (AcqDemo), Science & Technology Reinvention Laboratory (STRL), and General Schedule (GS) located at Aberdeen Proving Ground, Aberdeen, MD (AcqDemo/STRL), and Ft. Sam Houston, San Antonio, TX (GS).

Applicability:

This serves as the Standard Operating Procedures (SOP) for Human Resource personnel directly supporting the recruitment and sustainment of Army's Acquisition Workforce personnel of the Army's Acquisition Workforce Recruitment and Sustainment Center of Excellence (AAW R&S COE).

The Director, Civilian Human Resources Agency (CHRA) has approved and directs implementation and sustainment of the enclosed guidance, policies, and procedures contained in this SOP.

This SOP only pertains to the following Army groups:

- All Defense Acquisition Workforce Improvement Act (DAWIA) coded Acquisition positions within Army.
- The pay systems of;
 - General Schedule (GS),
 - Scientific and Technical Research Laboratory (STRL) Personnel Demonstration Project,
 - Defense Civilian Acquisition Workforce Personnel Demonstration Project (AcqDemo)
- All General Schedule grade 15 (or band equivalent) positions and below

The SOP will not pertain to:

- Executive Service employees (SES)
- Scientific & Senior Level Positions (ST&SL)
- Defense Civilian Intelligence Personnel System (DCIPS)
- Any employee in a non-DAWIA coded Acquisition position.

Exception to this SOP:

- Acquisition coded Attorney positions
- Army Futures Command (AFC), Headquarters (Only)

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- United States Army Corps of Engineers (USACE)

NOTE: For an employee in a non-DAWIA coded Acquisition position continued human resources servicing support will remain with the servicing organization's local Civilian Personnel Advisory Center (CPAC) and remain unaffected by the guidance, policies and procedures of this SOP.

Purpose of AAW Center of Excellence:

- The AAW R&S CoE centrally recruits, retains, and sustains for internal and external Department of the Army (DA) Civilian Acquisition workforce occupations and occupations for employees that support the AAW. Promoting efficiencies and effectiveness by streamlining HR processes.
- The AAW R&S CoE currently serves the Army's Acquisition Coded Workforce position. Service does not include those workforce members under the Defense Civilian Intelligence Personnel System (DCIPS) and the Army Civilian Training, Education and Development System (ACTEDS).

Purpose of the AAW Center of Excellence Operating Procedures:

- These Operating Procedures are designed to assist the AAW R&S CoE, selecting officials and others with the responsibility for filling positions for Department of the Army Acquisition Coded position within the AcqDemo, STRL, and GS Workforce.
- This procedure guide covers a variety of recruitment methods and authorities. Additionally, it outlines guidance, identifies responsibilities, and details specific operational procedures designed to ensure efficiency throughout the recruitment lifecycle.

Responsibilities and Roles:

- Organizations must comply with all collective bargaining unit agreements. If collective bargaining agreement requirements differ from these procedures, the collective bargaining agreement will be followed to the fullest extent.
- All written communication between the selecting official and the AAW R&S CoE HR Specialist assigned to the hiring action must include a copy to the requesting Human Resources points of contact.
- The Memorandum of Agreement between the U.S. Army Civilian Human Resources Agency (CHRA) and the U.S. Army Acquisition Support Center (USAASC) establishes responsibilities for the AAW R&S CoE, USAAC/DACM Office and the Employing Organizations.

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- **The AAW R&S Center of Excellence will:**
 - Perform all recruitment assumed under the Office of Personnel Management/Department of the Defense (OPM/DoD) to include Merit Promotion, Delegated Examining (DE), Direct Hire Authority (DHA) and Expedited Hiring Authority (EHA) for acquisition positions. The AAW R&S CoE will recruit for full-time and part-time permanent, temporary and term positions.
 - Will provide HR Sustainment services/support such as Reassignment, Career Ladder Promotion, Request for Leave without Pay (LWOP), Request for Realignment, etc. (See Page 18 for more details.)
 - Communicate to selecting officials the purpose and use of the AAW R&S CoE as a one-stop-shop for the Acquisition coded positions throughout the participating organizations in the Department of the Army (DA).
 - Provide full classification services in the Fully Automated System for Classification (FASCLASS) and Automated Notification of Action (AutoNOA) to include classification review, classification of duties, and minor changes to Position Requirements Documents (PRDs), Position Management, Accretion of Duties, Desk Audits/Position Review; Appeals, and Impact of the Person as requested by the command.
 - Receive requests for all personnel actions through the AutoNOA Tool. Create the Request for Personnel Action (RPA) through the tool and update the Portal Event Tracker (PET) throughout the recruitment process.
 - Communicate and review with the selecting official for additional details in order to complete the classification, job analysis and/or occupational questionnaire for all positions.
 - Clear special placement programs, as applicable for each recruitment action (e.g., DoD Priority Placement Program (PPP) and DoD Reemployment Priority List (RPL) for each RPA).
 - Open Job Opportunity Announcements (JOAs). The minimum job opportunity announcement opening period of three (3) days is required. The minimum announcement period for Direct Hiring Authority (DHA) or Expedited Hiring Authority (EHA) is one (1) day. The AAW R&S CoE will comply with all collective bargaining unit agreements. If collective bargaining agreement requirements differ from these procedures, the collective bargaining agreement will be followed to the fullest extent.

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- Rate applicants' resumes and review supporting documentation to include transcripts and appointment eligibility documentation, (e.g., SF-50, DD 214, VA Letter, etc.).
- Issue referral certificates to the selecting officials, provide view access to organizational HR staff and issue notification of results to applicants.
- Verify that selectees meet the Critical Acquisition Position-Key Leadership Positions (CAP-KLP) qualifications establish in the Army DACM CAP-KLP memo. The HR Specialist will notify the selecting official if requirements are not met and determine a way forward. The selecting official may make alternate selections or proceed with requesting a waiver. The HR Specialist will provide the documents needed to request the waiver (i.e. PRD, resume, transcripts, Acquisition Career Record Brief (ACRB), etc.).
- Extend verbal tentative job offers (TJO) to selectees and follow-up with a written notification of the TJO and update PET annotating acceptance of TJO. Communicate with managers on declinations or withdrawals of tentative and firm job offers.
- Advise organization's HR POC and management of potentially derogatory information appearing on the OF-306 (Declaration of Federal Employment) and on employment suitability adjudication procedures.
- Begin pre-employment checks within two days of TJO acceptance. Assist selectees with all security requirements to include follow-up questions from the Security Office, scheduling of pre-employment physicals and drug testing requirements, and any other pre-employment requirements that may be needed prior to on-boarding. Update PET with current information on security requests, drug testing scheduling and final job offers.
- Apply Quality Control procedures on all recruitment actions.
- Upon selection, provide the organization with salary information for Federal employees only for pay-setting purposes.
- Set mutually agreeable Entry on Duty (EOD) date. Coordinate release dates with losing organization's or agency's civilian personnel office.
- Inform gaining organization identified POCs of EOD (via email), update PET, and obtain SF-75 information, if applicable.
- Complete all On-boarding Manager processes.

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- Code the RPA and send to the appropriate Processing Cell.
- Collaborate with USAASC representatives to identify and assess recruitment issues or develop recruitment plans and procedures, sharing information within the CHRA community through the CHRA Regional Directors.
- Provide support to the USAASC Acquisition Support Specialist performing extensive outreach recruitment.
- Coordinate all DE objection/pass over requests from managers with the Director of Acquisition COE.
- Receive requests to approve/disapprove EHA Passover of preference eligible(s). (Appendix A).
- Coordinate with onsite CPAC to conduct courtesy in-processing for transfers or new-hires.
- Provide the full range of Labor/Management and Employee Relations (L/MER) services.
- **The USAASC/Army DACM Office will:**
 - Arrange for paid advertising when necessary to attract external candidates using funds provided by the serviced organization or otherwise allocated for approved critical recruitment needs.
 - Participate in job fairs to recruit candidates for acquisition workforce positions and coordinate public notice announcements with the AAW R&S CoE for acquisition coded positions. Participation in locally sponsored, non-Army job fairs is at the discretion of the USAASC.
 - Provide training to the AAW R&S CoE team members and selecting officials on various recruitment initiatives available to the Acquisition Workforce.
 - Require the serviced organizations to provide salary decisions for selectees in a timely manner.
 - Make final suitability adjudication decisions; maintain, update, enter suitability/fitness data into suitability/fitness automated systems.

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- **The Employing Organization will:**
 - Ensure all Workforce Planning and Recruitment Pre-work is accomplished to ensure the recruitment process may begin and moves along efficiently (see pages 14-15). This includes but is not limited to:
 - ✓ Utilizing AutoNOA Tool for classification, recruitment, and sustainment actions.
 - ✓ All applicable fields in the tool must be completed such as area of consideration, percentage of travel, payroll office ID, and paragraph and line (if applicable).
 - ✓ Note additional information can be listed in the notes section.
 - Provide hiring plans to the AAW R&S CoE Division Chief.
 - Utilize AutoNOA Tool for classification, recruitment, and sustainment actions. All applicable fields in the tool must be completed such as area of consideration, percentage of travel, payroll office ID, and paragraph and line (if applicable). Note additional information can be listed in the notes section.
 - Ensure selecting officials (or designated SMEs) review PRDs/PDs prior to submitting tickets through the AutoNOA Tool to ensure the accuracy of duties for the vacant position(s).
 - Ensure selecting officials (or designated SMEs) participate in the Strategic Recruitment Discussion with HR Specialists.
 - Make timely selections to include at least one (1) alternate selection. Return all selections with merit-based reasons for selection. Document selection justification in the USA Staffing Notes section.
 - Request referral lists extensions, if needed, with justifications to the HR Specialist assigned to the recruitment.
 - Request the two (2) most recent pay stubs from selectees outside the Federal government so the organizations can provide the salary determination worksheets for promotions and new hires to AAW R&S CoE in a timely manner.
 - Provide Passover and/or Objections for DE and EHA preference eligibles to the AAW R&S CoE Branch Chief for approval and/or forwarding to the Director of the AAW R&S CoE.

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- Provide signed Pathways agreements to the AAW R&S CoE within five (5) business days prior to EOD.
- Prepare and approve permanent change of station (PCS) orders and provide a copy to the selectee, if applicable.

Managerial Oversight (Responsibilities):

- The Director and/or Deputy Director, AAW R&S COE will be responsible for adherence to all Army HR policies and internal procedures as well as AAW unique statutes, policies and procedures related to classification, recruitment, staffing and sustainment of Acquisition positions being filled by the AAW R&S COE.
- The Acquisition Demonstration Project (AcqDemo) Director and/or Deputy Director will be responsible for adherence to all AcqDemo policies and procedures identified in the Federal Register Notices.
- The Directors and/or Deputy Directors for the below listed Science and Technology Reinvention Laboratory (STRL) Demonstration Projects will be responsible for adherence to all STRL policies and procedures identified in the Federal Register notices.
 - Combat Capabilities Development Command (CCDC) Soldier Center, formerly NSRDEC
 - CCDC Aviation & Missile Center, (formerly AMRDEC)
 - CCDC Army Research Laboratory, (formerly ARL)
 - CCDC C5ISR Center, (formerly CERDEC)
 - CCDC Ground Vehicle Systems Center, (formerly TARDEC)
 - CCDC Armament Center, (formerly ARDEC)
 - CCDC Chemical Biological Center, (formerly ECBC)
 - Army Research Institute for Behavioral and Social Sciences
 - Army Corps of Engineering Research Development and Engineering Center
 - US Army Space and Missile Defense Technical Center
 - US Army Medical Research and Materiel Command

The Army DACM Office will be responsible for the adherence to all acquisition policy guidance and or policies related to DAWIA affecting recruitment and sustainment of Acquisition positions across the Army.

Communication and Requests for Priority Action:

- Organizations may request Priority Action for Classification and/or Recruitment for positions directly to the AAW R&S CoE Branch Chief and/or Team Lead. Upon

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assignment, the HR Specialist provides weekly updates to the Branch Chief, Team Lead, employing organization POCs and the selecting official/SME via email, AutoNOA Tool or Portal notes until the action is completed.

- Classification-related communication will include the AAW R&S CoE's HR Specialist, Classification employing organization POCs, and the selecting official.
- Recruitment-related communication will include the AAW R&S CoE HR Specialist, employing organization POC and the selecting official/SME for the recruitment effort.

Workforce Planning

Classification: The AAW R&S CoE reviews classification of Position Requirement Documents (PRDs) and Position Descriptions (PDs) for all competitive recruitments. In accordance with respective Federal Registers which state the following:

- Classification Authority: "Under the demonstration, Heads of Participating Organizations (or equivalent) will have delegated classification authority (DCA) and may re-delegate this authority to subordinate management levels to a level not lower than one management level above the first-line supervisor of the position under review, except in the case of those employees reporting directly to the Head of the Participating Organization or equivalent. Individuals granted classification authority must receive appropriate training on the classification process. A DCA brief can be provided by a designated Classifier to the delegated individual. Afterwards a letter will be provided to the Command confirming the DCA brief has been completed. The Command will officially assign DCA to the delegated individual in writing and signed by the Commander. A copy of the official designation must be submitted to the AAW R&S CoE for each delegated individual in the Command.
- The first-line supervisor is responsible for determining position requirements and the preparation of PRDs/PDs to accurately reflect the duties, scope, and difficulty of positions under their purview. Individuals knowledgeable and experienced in classification methodology, to include HR Specialists, may provide on-going consultation and guidance to managers and supervisors throughout the classification process.
- Classification Standards: Office of Personnel Management (OPM) Classification Standards are used to identify occupational series and titles for AcqDemo and S&T positions. OPM standards will be used for title, series, and grade determination for GS positions. All supervisory and leader positions must meet the minimum OPM requirements to be titled as such. The duties and responsibilities must meet the OPM minimum percentage of time, i.e., 25%, as outlined in the statement of coverage for positions under the General Schedule Supervisory Guide (GSSG) or the General Schedule Leader Grade Evaluation Guide, Parts I and II. Positions not

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meeting this criteria would be ineligible for the AcqDemo supervisory or team leader cash differential.

- AcqDemo Position Requirements Document (PRD):
 - AcqDemo utilizes a PRD in place of a Position Description (PD). The Fully Automated System for Classification (FASCLASS) is a Headquarters, Department of the Army (HQDA) centralized system used by Army AcqDemo organizations for the classification of the PRDs. Under the AcqDemo classification system, a PRD includes the following position information
 - Major Duties
 - Supplemental Work Requirements/Conditions of Employment (COE) such as, travel, licenses, etc.
 - Staffing Requirements/Knowledge, Skills, and Abilities (KSAs),
 - Factors, Descriptors, and Discriminators;
 - Expected contribution criteria for the assigned broadband level;
 - Critical Acquisition Position (CAP) indicator;
 - Appropriate acquisition career category/field and certification level for an acquisition position;
 - Position Evaluation Statement
 - Fair Labor Standards Act (FLSA) determination/evaluation
 - The information contained in the PRD is mandatory and must be provided by the first-line supervisor. The AcqDemo Program Office has developed fillable templates for each career path broadband level to aid supervisors in producing a PRD. These templates may be found on the AcqDemo Web site at: <http://acqdemo.hci.mil/PRD.html>. Participating

Organizations may use an alternative automated system and PRD format to support AcqDemo classification as needed as long as the mandatory information is included.

The objectives in developing the new PRD are to: (a) Simplify the descriptions and the preparation process through automation; (b) provide more flexibility in work assignments; and (c) provide a more useful tool for other functions of personnel management, e.g., recruitment, assessment of contribution, employee development, and reduction in force.

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- Control Points
 - If control points are used, only one control point will be associated with each PRD. Per the AcqDemo Operating Guide/Army Supplement the control point is not required must be in the PRD; and at a minimum, a position evaluation statement is required for those positions with control points. The control point must be included on the PRD under the Position Duties section of the FASCLASS PRD.
 - The position evaluation statement will be drafted and added to the PRD by the Classifier to explain/justify the assigned control point.
- GS and S&T Position Description (PD)
 - GS and S&T utilize a PD. FASCLASS is also the centralized system used for GS and S&T PDs. Under GS Factor Evaluation System (FES) a PD must include the following:
 - Major Duties
 - Knowledge, Skills, and Abilities (KSAs)
 - FES Factors
 - Conditions of Employment (COE) such as, travel, licenses, etc.
 - Critical Acquisition Position (CAP) indicator;
 - Appropriate acquisition career category/field and certification level for an acquisition position;
 - Position Evaluation Statement
 - Fair Labor Standards Act (FLSA) determination/evaluation
 - Performs other duties as assigned (PODAA) statement.
 - Under S&T, a PD must include the following:
 - Specialty Work Code (Command Approved)
 - Series Description (Series definition)
 - Major Duties (Command Approved)
 - Conditions of Employment (COE) such as, travel, licenses, etc.
 - Critical Acquisition Position (CAP) indicator;
 - Appropriate acquisition career category/field and certification level for an acquisition position;
 - Fair Labor Standards Act (FLSA) determination/evaluation
 - Performs other duties as assigned (PODAA) statement.

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- Percentage of Time
 - The use of percentage of time in defining the major, substantive, and/or minor duties described in an AcqDemo position, while optional, is very useful and in some cases required in determining the appropriate series and titles that may be used for a particular position, particularly a multidiscipline, supervisory, or leader position.
 - Participating Organizations are encouraged to include percentages of time for the major, substantive, and possibly minor duties described in a PRD.
 - The use of percentage of time is required for GS positions. As previously mentioned, percentages are very useful and in some cases required in determining the appropriate series and titles that may be used for a particular position, particularly a multidiscipline, supervisory, or leader position.
 - The use of percentage of time is NOT required for S&T positions.
- If a new PRD/PD is needed then one of the following procedures should be used:
 - Submitting New PRDs/PDs. The process for submission of new PRDs/PDs for classification is to submit them as a Microsoft Word document attached to an AutoNOA ticket. Create the proposed PRD into FASCLASS and include the PRD/PD number generated from FASCLASS in the Manager's Notes on the AutoNOA ticket. Also annotate in the Manager's Notes that the work order is for classification.
 - Upon receipt, the AutoNOA ticket will be updated; and a confirmation of receipt will be sent to the supervisor and designated Action Officer. A Classifier will work with the supervisor (or designated SME) to finalize the PRD/PD. When the PRD/PD is classified in conjunction with a recruitment, the AutoNOA ticket will be updated and reassigned to the designated HR Specialist responsible for the recruitment action. AutoNOA tickets for "Classification Only" will be returned to the command upon completion of the classification.
 - Minor Changes to PRDs. Minor Changes to PRDs/PDs (pen and ink changes) are available to managers (or designated SMEs). When the manager (or designated SME) identifies pen and ink changes are needed for an existing PRD/PD and verifies the changes will not affect other employees outside of the supervisor's purview, submit the PRD/PD for classification with the requested changes as a Microsoft Word document attached to an AutoNOA ticket. Annotate in the Manager's Notes that the work order is for classification. The same process as outlined above will be followed until completion of the pen and ink changes. If the pen and ink changes will affect employees outside the manager's

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supervisory chain than a new PRD/PD will be required to be developed and classified and the procedure above will be used.

Recruitment/Staffing

Reducing the Time for Recruitment:

- Secretary of the Army Memo Reducing the Civilian Time to Hire*, dated 5 June 2018 states: “My number one priority regarding Army Civilian employees is reducing Civilian time to hire to below 60 days I am calling on Commanders, managers, selecting officials, and Human Resource professionals to streamline the Civilian hiring process and improve our time to hire.”
- As a result of this priority the AAW R&S CoE implement a 60 day goal recruitment reduction effort. This 60 day goal is outlined in the section covering Estimated Timeframes.

Best Practices to Reduce the Time for Recruitment:

- Army MRA memo Use of Direct and Expedited Hiring Authorities**, dated 3 May 2018, directs; “2. DHA and EHA provide significant advantages in timeliness in comparison to the traditional hiring process. Consequently, for all external hiring actions, and when statutorily available, selecting officials must first consider use of DHA/EHA. (See Appendix E for a list of current DHA and EHA Authorities available to AAW R&S CoE customers.)
- Announce Army only when candidate pool can be found within the agency
- Use the DHA/EHA “By-Name-Request (BNR)” option. (Only one submission per recruitment; Person of interest must be found qualified. If found unqualified competitive procedures must be used and the BNR must apply for the position.
- Develop standardized PDs/PRDs and assessments for positions
- Bundle positions with high turnover
- Share referral list between other PEOs or within the PEO
- Limit the number of applicants on high yielding recruitments (by exception).
- PEOs submit hiring plans (detailing position information)
- Review PDs older than 5 years prior to using for recruitment
- Use interim security clearances as often as practical.
- Review Position Sensitivity for accuracy (i.e. Top Secret, Secret, etc.)

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ESTIMATED RECRUITMENT TIMEFRAMES AND ACTIONS

Estimated Number of Calendar Days	Action Description
WORKFORCE PLANNING	
<i>Customer Initiates Action</i>	The PRD will be entered into Fully Automated System for Classification (FASCLASS)
If Using an Existing PRD Up to 4 work days	A Classifier will review and validate the existing PRD or work with the manager (or designated SME) to finalize. The classification review will include: <ul style="list-style-type: none"> a. Review the position description for currency and accuracy of the duties and occupation; b. Identify changes to the position; c. Verify the risk level designation; and d. Verify the sensitivity level/clearance eligibility.
If Using a New PRD Up to 20 work days	<p>-----</p> A Classifier will review the new PRD or work with the manager (or designated SME) to finalize. The classification review will include: <ul style="list-style-type: none"> a. Title, Occ Series, Broadband Level b. CCAS Classification Factors when compared to Duties c. Acquisition Career Category/Field designation and Acquisition Certification Level d. Critical Acquisition Position (CAP) & Key Leadership Position (KLP) determinations and Competencies e. Appropriate disclosure statements f. Knowledge, Skills, Abilities and Competencies statements g. Fair Labor Standards Act (FLSA) determinations h. Control Point information (if appl – this info will be derived from the Activity's AcqDemo current Business Rules) i. Financial Management Certification, if required j. Duty Paragraph Percentages
RECRUITMENT PRE-WORK	
<i>Customer Initiates Action</i>	Employing organization submits position fill request into the AutoNOA Recruit/Fill Tool. NOTE: In the Manager Notes section of the Recruit Fill ticket, include a brief explanation for GS positions Examples include: <ul style="list-style-type: none"> a. Position is Pathways/developmental b. Position is Industrial Base c. Position is covered by collective Bargaining Agreement

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Estimated Number of Calendar Days	Action Description
3 days	AAW Branch Chief or Team Leader assigns position fill request to AAW Center of Excellence HR Specialist.
2 days	<p>HR Specialist schedules a Strategic Recruitment Discussion (SRD) with selecting official/SME. Any follow-on correspondence must include the Activity HR POCs.</p> <p>NOTE: This discussion is vital to identify the experience the ideal candidate must possess to perform the duties of the vacant position. Topics of discussion during the SRD may include:</p> <ol style="list-style-type: none"> identify recruitment strategy options and where practical use or modify previous announcements for like type positions, conditions of employment, selective placement factors and competencies, proper clearance level Types of certifications desired or necessary for the position (to include CAP/KLP certifications, if appl) f. The use of subject-matter experts (SMEs). If SMEs are used, they must sign the Subject Matter Expert Confidentiality Agreement (Appendix B).
15 days	HR Specialist develops the Job Analysis (JA) for approval by the selecting official (or designated SME) (the selecting official or designated SME signs JA forms)
20 Days	If request is for an External hiring announcement, Delegated Examining will be used with Category Rating Approach.
2 days	<p>HR Specialist builds Occupational Assessment and Job Opportunity Announcement in USA Staffing and sends it to the selecting official (or designated SME) for final approval (approval by the selecting official or designated SME must be returned within 2 business days.</p> <p>NOTE: If more than 2 business days are necessary to return the approval, the organization's POC will contact the AAW Center of Excellence Branch Chief for further guidance.)</p>
1 day	HR Specialist creates the RPA, PPP is opened and RPL is cleared.

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ACTIVE RECRUITMENT

Estimated Number of Calendar Days	Action Description
5 days	Initiate RPA to Vacancy Announcement
5 days	<p>The HR Specialist opens JOA</p> <p>NOTES:</p> <p>(1) Career Program Unique Requirements (GS-14/15 or band equivalent)</p> <p>(2) All collective Bargaining Agreement requirements must be met</p> <p>(3) JOAs cannot open or close on a weekend or holiday</p>
8 days	The HR Specialist rates applicants, issues referral certificate, clears RPL and closes PPP.
15 days	<p>Selecting official (or designated SME) returns referral list with a selection with selection justification to include any alternate selections. Any follow-on correspondence will include the Activity HR POCs.</p> <p>NOTES:</p> <p>(1) The Merit Promotion referral list is issued with a 2 week suspense per Army G-1 requirements.</p> <p>(2) If a referral list(s) extension is necessary the manager or HR POC will request the extension via email along with a justification to the HR Specialist. All extensions must be approved by the Branch Chief, AAW Center of Excellence.</p>
2 days	AAW Center of Excellence extends the tentative job offer telephonically; if selectee accepts they are sent TJO letter and OF-306 through USAS-U.
3 days	Selectee returns the OF306 within 24 hours and the AAW R&S CoE HR Specialist reviews the OF306 for suitability issues, then sends the selection package to the AAW R&S CoE HR Assistant.
2 days	HR Assistant sends appropriate forms to the Security Office for security clearance verification/initiation
10 days	Screening: Suitability, security checks/clearance status, initial investigation, AAW R&S CoE initiates PSIP if required by the Security office and approval by designated Security official to grant an interim or give the ok to hire selectee.
10 days	If approval to hire is given by the APG Security Office, the AAW R&S CoE HR Specialist coordinates the Entry on Duty (EOD) or effective date for the action. Where current Army employees are involved, the HR Specialist requests a release date from the losing organization (supervisor listed in Portal, organization POCs).

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Passover and/or Objections and Non-select of Preference Eligible(s):

- The AAW Center of Excellence is responsible for advising and assisting hiring the selecting official on procedures for objecting to or Passover of a preference eligible based on suitability, as well as reviewing all documentation submitted by management to make certain requirements have been met. Civilian Human Resources Agency (CHRA) Standard Operating Procedures (SOP) No. 332-13- SOP-01, dated 25 OCT 2013 at this link:
- http://www.chra.army.mil/a_char/tools/gps/files/332-13-SOP-01~837.pdf which provides requirements for Acting on Objections of Eligibles and Passover of Veterans
- For Expedited Hiring Authority (EHA) non-selection of preference eligibles, the following procedures will be used, CHRA Guidance Memorandum (GM) 111-84-16-GM-01, EHA for Acquisition Positions at this link:
http://www.chra.army.mil/a_char/tools/gps/files/3_CHRA%20GM%20-%20EHA%20for%20Acquisition%2020161104~521.pdf

Re-announcing Positions and Issuing Supplemental Referral Lists: Requests for re-announcements and issuing supplemental referral lists will be reviewed in accordance with CHRA Guidance Memorandum (GM) NO. 335-11- GM-02,+. All requests will be reviewed and approved/disapproved by the Branch Chief, AAW R&S CoE. Organizations provide resume review and/or interview matrices to justify requests.

Sustainment

Classification for Non-Competitive Actions:

- **Accretion of Duties:** Management has the authority to assign any work to any position that falls within the position's normal scope of duties, and if over time the position evolves to include higher grade/broadband level duties, an accretion of duties promotion may be appropriate for the incumbent.
 - Managers and Supervisors must:
 - Ensure that additional duties added to PD/PRD are performed fully by all individuals assigned to that job description.
 - Ensure that all Merit Principles are followed, all local merit promotion requirements are met, and no Prohibited Personnel Practices are committed.
 - Prepare and submit a "Non-competitive Accretion of Duties Promotion Justification" document/package for CPAC review.

AAW R&S COE OPERATING PROCEDURES

- AAW CoE (HR) Specialists must:
 - provide advice to supervisors/managers to ensure that the duties and responsibilities added to a position support the proposed higher grade/broadband level in accordance with applicable classification standards;
 - review proposed [higher level] position descriptions;
 - review the “Non-competitive Accretion of Duties Promotion Justification” document/package for compliance with regulatory requirements and accretion criteria;
 - submit reviewed “Non-competitive Accretion of Duties Promotion Justification” document/package [with go/no go recommendation] to HR Approving Official.
 - As advisors, HR Specialist are obligated to advise management when a proposed action does not satisfy the spirit and intent of the exception to competition.
- Human Resources (HR) Approving Official must evaluate and disapprove requests not in compliance with regulatory requirements or that do not meet accretion criteria.
- Situations Not Considered an Accretion of Duties. See the DoD AcqDemo Operating Guide/Army Supplement Chapter 3, Sect 3.10.3.
- **Desk Audits/Position Review:** An interview for fact gathering purposes conducted by a person competent in the classification process to determine the current duties and responsibilities of a position, and the accuracy of a position description. Desk Audits/Position Review will be conducted in accordance to CHRA policy.
- **Classification Appeals:** An employee may appeal the occupational series, title, or broadband level of his or her own position at any time. An employee may not appeal the accuracy of the position requirements document; the demonstration project classification criteria; the pay-setting criteria; the propriety of a salary schedule; or matters that are able to be grieved under an administrative or negotiated grievance procedure or an alternative dispute resolution procedure. The appeal process will be conducted as outlined in DoD AcqDemo Operating Guide/Army Supplement Chapter 3, Sect 3.12.2

AAW R&S COE OPERATING PROCEDURES

Staffing:

- **For non-competitive actions the organization will:**
 - Use AutoNoa to the maximum extent possible to submit all request for personnel action.
 - Extension and conversion actions will be submitted through AutoNOA using the NOA of Reassignment and identifying in the Note/remarks section of the ticket the true request.
 - Listed below are Non-competitive action required to be submitted within AutoNOA:

Request for Reassignment	Request for LWOP
Request for Temp. Reassignment NTE	Request for Return to Duty
Request for Career Ladder Promotion	Request for Change in Position Sensitivity
Request for Temp Promotion NTE	Change in work schedule
Request for Details	Request for Realignment
Request for Name Change	Service Computation Date (SCD) Changes

- **Corrections to Personnel Records:** Employees can submit changes, corrections, or updates via Service Now to the AAW R&S CoE Division (e.g. AcqDemo, S&T, or GS).
- **Army Benefits Center – Civilian (ABC-C):** Note: changes to benefits actions such as Federal Employees Group Life Insurance (FEGLI) and Health Benefits are done via the ABC-C/Government and Retirement Benefits (GRB) Platform (Formerly EBIS) website by the employee.
 - **ABC-C Website:** <https://portal.chra.army.mil/abc/>
 - **GRB Platform Website:** <https://www.ebis.army.mil/Account/SecurityNotice?License=1120>
 - **Phone Number:** DSN: 520-2222 / (785) 240-ABCC (2222) / (877)276-9287
 - **Email address: OCONUS employees only -** usarmy.riley.chra-hqs.mbx.abc-c-overseas-inquiry@mail.mil

AAW R&S COE OPERATING PROCEDURES

- **Pay Related Management:**

- Pay related issues will be addressed through the organization HR representative/S1/G1 to the AAW R&S COE Team Lead. The Team Lead will assist in determining a path way forward to correct any potential issue.
- Pay Problem Reporting Ticket (PPRT) may be required through Portal or a HR Service Ticket through HR Service Portal may also be required.
- There are many ways to avoid pay problems for Army Civilians. Some actions can be taken by employees, and other managers and supervisors can perform to avoid pay problems.
 - Employees can:
 - ✓ Certify timecards in a timely manner
 - ✓ Review Leave and Earning Statements (LES) via MyPay for overpayment and underpayment problems. Ensure all information is up to date (e.g., address, tax withholdings, deductions, etc.).
 - ✓ Notify their supervisor, Customer Service Representative (CSR) or AAW R&S CoE when they discover a pay problem
 - Managers and supervisors can:
 - ✓ Ensure AutoNOA tickets/RPAs are submitted in a timely manner (no later than 30 days prior to the effective day of action). This is especially important for actions that have not-to-exceed dates (e.g., appointments, leave without pay (LWOP), temporary promotions and reassignments, etc.) when an extension or termination may be needed.
 - ✓ Comply with all AAW R&S CoE issued effective dates. Ensure employees do not start work until the AAW R&S CoE sets effective date.
 - ✓ Provide CSR and timekeeper contact information to current and new employees.
 - ✓ Certify timecards in a timely manner.
 - ✓ Ensure that timekeepers resolve timekeeping issues in a timely manner.
 - ✓ Guide employees on reporting pay problems.
 - ✓ When applicable, submit timely request for waiver of bi-weekly pay cap memos. Submit the termination of the waiver of the bi-weekly pay cap when applicable.

AAW R&S COE OPERATING PROCEDURES

- **Labor/Management & Employee Relations (L/MER)**
 - Centralized support for all L/MER functions will be provided at each of the primary satellite locations (Natick, Picatinny, Detroit, APG, Redstone and Rock Island).
 - L/MER Support for AAW R&S CoE members not located at one of the primary satellite locations will be provided by the local CPAC, with oversight and collaboration from the AAW R&S CoE.
 - CPAC personnel will ensure that all actions taken in regard to recruitment and placement are in compliance with any procedures outlined in the pertinent Collective Bargaining Agreement (CBA) for the position in question.
 - Grievances/complaints will be coordinated, as appropriate, with the designated L/MER CPAC POC and handled in-line with appropriate guidance and/or procedures outlined in the respective Command Organizational Manual or CBA (if applicable).
 - All L/MER files will be maintained in accordance with current Army/CHRA guidance.
 - All newly negotiated CBAs, Ground Rules, MOU/MOA(s), supplements to CBAs, etc. will be provided for Agency Head Review (AHR) within the specified timeframe.
 - All newly negotiated and approved CBAs for AAW R&S CoE personnel will be provided to the designated Region POC, along with the Submission and Attestation Form for further disposition/coordination with HQDA and the Office of Personnel Management.
 - Current in-force CBAs will be maintained and accessible to personnel specialists in a centralized repository.
- **Grievances/Complaints:**
 - **Inquiries:** Applicant inquiry refer to Service Now process.
 - **Grievances and Complaints:** Follow procedures outlined in the respective Command Organizational Manual or Bargaining Unit Agreement (if applicable)

**AAW R&S COE
OPERATING PROCEDURES
APPENDIX A**

DOD EXPEDITED HIRING AUTHORITY FOR ACQUISITION POSITIONS

NON-SELECTION OF A VETERAN

The justification to select a preference eligible is based on the requirements of the position and qualifications of the preference eligible. Therefore written justification to support the bypass of a preference eligible is listed below.

PART I - ORGANIZATIONAL INFORMATION

Name of Requesting Command: _____

POC Name & Contact Information: _____

PART II - VACANCY INFORMATION

VIN #: _____ RPA #: _____

Position Title: _____

Pay Plan/Series/Grade: _____

PART III – SELECTION INFORMATION

Name(s) of Selectee(s): _____

Name(s) of Veteran(s) non-selected: _____

**AAW R&S COE
OPERATING PROCEDURES
APPENDIX A (Cont.)**

DOD EXPEDITED HIRING AUTHORITY FOR ACQUISITION POSITIONS

**PART IV - JUSTIFICATION TO SUPPORT THE NON-SELECTION OF PREFERENCE
ELIGIBLE CANDIDATE(S)**

Major Duties of the Position being filled:

Qualified Screening Criteria for the Position:

How Non-Veteran's Experience meets the Qualified Criteria:

How Veterans' Experience does NOT meet the Qualified Criteria:

Selecting Official Name/Rank/Title: _____

Selecting Official Signature: _____

____ Branch Chief, AAW R&S CoE Approval

____ Branch Chief, AAW R&S CoE Disapproval, Reason:

Chief, AAW R&S CoE Signature

AAW R&S COE OPERATING PROCEDURES APPENDIX B

Subject Matter Expert (SME) Confidentiality Agreement

Position Information

Announcement:

Position:

PP-SER-GR:

Point of Contact

CPAC Specialist:

Phone

Email:

Your Goal: Your goal as a panel member is to rate and rank a group of candidates for ultimate referral to the selecting official for this recruitment. This position has been identified as highly technical in nature and requires outside expertise to provide a fair assessment of each candidate's qualifications. This is accomplished by reviewing each candidate's application package and returning a decision of qualified or not qualified.

Basis of Rating: Rating of candidates will be based solely on the information provided within the content of their application package. Ideally that would include a resume that relates the candidate's background directly to the job being filled. Verification of the education requirements has been completed. All applicants submitted for your evaluation have been found in possession of those education requirements (if applicable).

Please determine whether the candidates possess the experience required, as outlined in the vacancy announcement, and render a verdict to their qualification and subsequent referral to the position. On the sheet provided, please include a merit-based reason for the qualification or disqualification of each candidate. Your ruling will be reviewed for legality and compliance with Delegated Examining Procedures and Practices and in accordance with OPM Delegated Authority.

Integrity & Confidentiality Certification

Rating each candidate on the sole basis of the information contained in their application package is of the utmost importance. If, when you review the names of the candidates, you have any doubts about your ability to carry out fair and objective evaluations (or if you think others might question your objectivity), contact the Civilian Personnel Advisory Center before you begin the rating process. Similarly, any discussion of a candidate must be based on merit factors relating to the job to be filled. Discussion of any candidate's age, sex, race, color, national origin, religion, disability, sexual orientation, or other non-merit factors is inappropriate and prohibited. Panel proceedings are confidential and must not be discussed with applicants or other individuals outside the meeting. **By affixing your signature to the statement below, you are affirming that you are neither the actual selecting official nor fall within the direct supervisory chain of command for the for the subject recruitment.** Questions about the panel should be referred to the servicing human resources specialist/assistant.

Subject Matter Expert

Name:

Position:

PP-SER-GD:

Phone:

Email:

I have read and agree to comply with the aforementioned requirements and provide confidential and impartial services for the duration for my involvement.

AAW R&S COE OPERATING PROCEDURES APPENDIX C

PREEMPLOYMENT CHECKLIST

RPA # _____ Date: _____

Staffer: _____

Total Salary (with locality) \$ _____

Name of Applicant: _____

Position Selected for: _____
(title, series, grade)

Supervisor Name/Phone: _____ Where to report: _____ BLDG# _____

From Organization: _____ To Organization: _____

Position Sensitivity: _____ Non-Critical Sensitive _____ Non-Sensitive _____ Critical Sensitive _____ Special Sensitive _____
(SECRET) (NACI) (TOP SECRET) (TOP SECRET-SCI)

Type of Appointment: _____ Permanent _____ Term NTE: _____ Promotion
_____ Reinstatement _____ Temp NTE: _____ Pathways
_____ Reassignment _____ New Hire _____ Transfer
_____ Other

Job Offer Date: _____ Job Acceptance Date: _____

Notified Activity: _____ Updated Notes: _____

PPP/RPL Clear: _____ Sponsorship Form 5434 Issued: _____

Required Action	Date Completed/Comments/Special Req
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_____ SF 75 / Release Date HR POC:	Rec'd:
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_____ Schedule Drug Test:	Special Requirements:
_____ Schedule Physical:	
_____ SF-78 to KAHC:	

_____ Pre-employment forms Date sent out:	Received:
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_____ Security Verified	Received OK to hire:
_____ PSIP if required	

_____ Establish EOD date desired:	EOD date set for:
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_____ Travel Orders/PCS	Completed:
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Specific Additional forms required: (e.g. transcripts, licenses, SF-50, 214, etc):

**AAW R&S COE
OPERATING PROCEDURES
APPENDIX D
CLASSIFICATION AND STAFFING FOR
COMPETITIVE AND NON-COMPETITIVE ACTIONS**

CLASSIFICATION	
Competitive	Non-Competitive
Classification for Competitive Actions	Classification for Non-Competitive Actions
Minor Changes for Competitive Actions	Minor Changes for Non-Competitive Actions
Review Position Management for Realignments	Position Management
DCA Training	Realignments
Special Projects	Classification Training
STAFFING AND RECRUITMENT	
Competitive	Non-Competitive
Merit Promotion JOAs	Veterans (30%) Placements
EHA JOAs (with or without name request)	ICTAP only announcements related to non-competitive placements
Direct Hire JOAs	Non-competitive VRA Placements
Delegated Examining JOAs	Non-competitive Reassignments [DA1]
Pathways	Non-competitive Reinstatements
Expedited Referral Process	Schedule A Placements
SUSTAINMENT	
Records Management	Pay Related Management
Temporary Reassignments	Temp Promotions
Name Changes	Service Computation Dates (SCD) Changes
ABC-C/Benefits	LMER (T)
Workman's Compensation	Personnel Records Corrections
Applicant Grievances/Complaints	Accretion of Duties
Desk Audits/Position Review	Impact of the Person

**AAW R&S COE
OPERATING PROCEDURES
APPENDIX E**

DIRECT AND EXPEDITED HIRING AUTHORITIES (DHA/EHA)

***This list is not inclusive of all available DHA/EHA Hiring Authorities, however, these are the authorities that are relevant to the AAW R&S CoE customer base.**

DHA/EHA Authority Citation	DHA/EHA Type
DHA Reg. 337.201 (OPM)	Governmentwide DHA
DHA Reg. 337.201 (OPM)	GW001 (MED). DIRECT HIRE/MEDICAL OCCUPATIONS
DHA Reg. 337.201 (OPM)	GW002 (IT). DIRECT HIRE/INFO TECH MGMT.
DHA Reg. 337.201 (OPM)	GW003 (IRAQI). DIRECT HIRE/IRAQI RECONSTR EFFORTS.
Sec. 1103 of P.L. 112-239, NDAA FY-13 (OPM)	Governmentwide DHA for Certain Federal Acquisition Positions
Reg 316.302(b)(4)	DHA 30% Disab Vet
10 U.S.C. 1601	DHA DCIPS
Sch D, 213.3402(a)	Pathways Intern
Sch D, 213.3402(b)	Pathways Recent Grad
P.L. 103-337	STRL Demo
P.L. 111-383 FNR 9Nov 2017	EHA AcqDemo
Expedited Hiring Auth (Acquisition) Sec 803, PL 112-239,	EHA Acquisition
FRN Vol. 82, No. 216 dated Nov 9, 2017, Section II.B.4.b. (Acq-Bus and Tech Mgmt)	DHA AcqDemo
DHA (STRL-Veterans), Sec 1107(a)(2), PL 113-66,	STRL DHA Veteran
DHA (STRL-Advanced Degree), Sec 1108, PL 110-417,	STRL DHA Bachelors
DHA (STRL-Advanced Degree), Sec 1108, PL 110-417,	STRL DHA Advanced Degree
DHA (Fin Mgmt Exp), Sec 1110, PL 114-328,	DHA Financial Mgt
DHA (DoD Post-Sec Student Conv), Sec 1106, PL 114-328,	DHA Post Secondary
DHA (DoD Recent Grad Appt), Sec 1106, PL 114-328,	DHA Recent Grad
DHA (DoD Post-Sec Student Appt), Sec 1106, PL 114-328,	DHA Post Secondary Appt
DHA (Domestic DIB, MRTFB), Sec 1125 (a) and (c), PL 114-328,	DHA Industrial Base (DIB)
DHA (GW - Critical Hiring Need), Sec 1105(b), PL 114-328,	DHA Critical Need
DHA (Acq-Tech Exp), Sec 1113, PL 114-92, NDAA-17	DHA (STEM) Acquisition
DHA (VET Acq-Tech Exp), Sec 1112, PL 114-92, NDAA-17	DHA (S&E) Vet Acquisition

**AAW R&S COE
OPERATING PROCEDURES
APPENDIX F
GLOSSARY**

AAW	Army Acquisition Workforce
AAW R&S COE	Army Acquisition Workforce Recruitment and Sustainment Center of Excellence
ABC-C	Army Benefits Center - Civilian
Accretion of Duties	Non-competitive promotion based on a position (over time) evolving to include higher grade/broadband level duties
AcqDemo	Acquisition Demonstration
ACRB	Acquisition Career Record Brief
AOC	Area of Consideration – preferred candidate pool to fill vacancies e.g., Current Army employees or U.S. Citizens.
ASA(ALT)	Assistant Secretary of the Army (Acquisition, Logistics, and Technology)
AUTONOA	Automated Notification of Action Tool used to submit tickets for Request for Personnel Action, Recruit/Fill, Classification and non-competitive actions.
Bundled Positions	Recruiting for similar positions (same pay plan, series and grade) with multiple Hiring Officials, with same organization and different duty stations.
Business Rules	Business rules describe the local operations, definitions and constraints that apply to a specific organization.
CA	Classification Authority – The head of an agency is responsible for insuring compliance with the law and with published classification standards. This authority is usually re-delegated to agency managers and personnelists.
CAP	Critical Acquisition Position – Critical Acquisition Positions (CAPs) are a subset of Army Acquisition Workforce (AAW) positions specifically designed by the Component Acquisition Executive (CAE) IAW Defense Acquisition Workforce

AAW R&S COE OPERATING PROCEDURES APPENDIX F (Cont.) GLOSSARY

Improvement Act (DAWIA). Designation is based on the criticality of that position to the acquisition program effort, or function it supports. CAP designation is mandatory for all Acquisition Supervisory NH-04 positions.

Career Category

Functional subset for acquisition career fields. Assigning a career field is completed by associating those acquisition related duties/function to the Position Category Description (PCD) that best describes the preponderance of those acquisition related duties/functions. Each Career Field has it's won PCD.

<u>Career Category Code</u>	<u>Career Field/Career Category</u>
U	Auditing
P	Business-Cost Estimating
K	Business-Financial Mgt.
C	Contracting
S	Engineering
F	Facilities Engineering
D	Industrial/Contract Property Mgt.
R	Information Technology
L	Life Cycle Logistics
H	Production, Quality & Manufacturing
A	Program Management
E	Purchasing
I	Science & Technology Manager
T	Test & Evaluation

CCAS

Contribution-Based Compensation and Appraisal System (AcqDemo). The CCAS provides an effective and flexible method for assessing and compensating the AcqDemo workforce based on their contribution to the mission of the organization, rather than based on the amount of work accomplished and job longevity.

CHRA

Civilian Human Resources Agency

Classification Appeal

A classification appeal is a written request by an employee for their agency, department, or OPM to review his/her classification. Issues which may be appealed include the pay system, occupational series, grade, and official position title.

**AAW R&S COE
OPERATING PROCEDURES
APPENDIX F (Cont.)
GLOSSARY**

COE	Conditions of Employment. Positions that require an additional requirement that must be met or can be met within a period of time. If conditions of employment are required for a particular position, those conditions will appear on the position description.
Control Points	Control points are defined as compensation limits within a broadband level based on an organization's position management structure and assessment of the difficulty, scope, and value of positions. Control points are developed to ensure compensation equity and consistency
CPAC	Civilian Personnel Advisory Center
CSR	Customer Service Representative is an employee at the organizational level that is assigned as a liaison between Defense Finance and Accounting Services (DFAS) and employees for any pay questions or concerns.
DACM	Director, Acquisition Career Management
DCA	Delegated Classification Authority – Authority to engage in the classification of positions. This authority is delegated down from the head of an agency to act on his/her behalf. DCA can be given to managers or civilian personnelists.
DCHRMS	Defense Civilian Human Resource Management System
DE	Delegated examining (external, public announcements) is a hiring authority used to fill competitive service jobs with applicants applying from outside the federal workforce or federal employees who do not have competitive service status
DEMO	A civilian personnel demonstration project is known as a Demo. Title VI of the Civil Service Reform Act, title 5 U.S.C. 4703, authorizes the Office of Personnel Management (OPM) to conduct demonstration projects that experiment with new and different personnel management concepts to determine whether such changes in personnel policy or procedures would result in improved Federal personnel management.

**AAW R&S COE
OPERATING PROCEDURES
APPENDIX F (Cont.)
GLOSSARY**

Desk Audit	Procedure where the duties and position of a federal employee are evaluated to determine whether or not the employee's position should be upgraded in terms of grade, pay level, title or classification series. A desk audit is also referred to as a classification appeal or a position review.
DHA	Direct-Hire Authority (DHA) is an appointing (hiring) authority that the Office of Personnel Management (OPM) can give to Federal agencies for filling vacancies when a critical hiring need or severe shortage of candidates exists.
EEO	Equal Employment Opportunity- the law which protects employees you from discrimination because of your race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older), disability or genetic information.
EHA	Expedited Hiring Authority - enables the Department to recruit and appoint qualified persons directly after public notice is given without applying competitive rating and ranking procedures.
EOD	Entry on Duty - The process by which a person completes the necessary paperwork and is sworn in as an employee.
FASCLASS	Fully Automated System for Classification – repository for all Army Position Descriptions
FES	Factor Evaluation System (GS) - is the method most often used to determine/assign grades to nonsupervisory positions under the General Schedule
FLSA	Fair Labor Standards Act (exemption designation criteria) - establishes minimum wage, overtime pay, recordkeeping, and youth employment standards affecting employees in the private sector and in Federal, State, and local governments. Covered nonexempt employees must receive overtime pay for hours worked over 40 per workweek at a rate not less than one and one-half times the regular rate of pay. Some employees are exempt from the overtime pay provisions or both the minimum wage and overtime pay provisions.

**AAW R&S COE
OPERATING PROCEDURES
APPENDIX F (Cont.)
GLOSSARY**

GS	General Schedule - classification and pay system which covers the majority of civilian white-collar Federal employees in professional, technical, administrative, and clerical positions.
GSLGEG	General Schedule Leader Grade Evaluation Guide – Used to classify positions of work leaders who, as a regular and recurring part of their assignment, lead three or more employees in clerical or other one-grade interval occupations in the General Schedule in accomplishing work; or used to classify positions whose primary purpose is, as a regular and recurring part of their assignment and at least 25% of their duty time, to lead a team of other GS employees in accomplishing two-grade interval work.
GSSG	General Schedule Supervisory Guide - provides evaluation criteria for determining the GS or GM grade level of supervisory positions in grades GS-5 through GS-15.
ICTAP	Interagency Career Transition Assistance Plan - interagency assistance before and after separation.
Job Analysis (JA)	Job analysis is the foundation for all assessment and selection decisions. To identify the best person for the job, it is crucial to fully understand the nature of that job. Job analysis provides a way to develop this understanding by examining the tasks performed in a job, the competencies required to perform those tasks, and the connection between the tasks and competencies.
JOA	The Federal Job Opportunity Announcements are the means by which an agency advertises its vacancies.
KLP	Key Leadership Positions (KLPs) are a subset of Critical Acquisition Positions (CAPs).
KSA-Cs:	Knowledge, skills, and abilities that an individual needs to perform work roles or occupational functions successfully. Competencies specify the "how" of performing job tasks, or what the person needs to do the job successfully. Competencies are used for assessing and selecting candidates for a job, assessing and managing employee performance, workforce planning; and employee training and development.

**AAW R&S COE
OPERATING PROCEDURES
APPENDIX F (Cont.)
GLOSSARY**

LMER:	Labor-Management Relations is the interaction of employees, their exclusive representatives, and management to resolve, bilaterally, concerns affecting the working conditions of bargaining unit employees.
LWOP:	Leave without pay (LWOP) is a temporary nonpaid status and absence from duty that, in most cases, is granted at the employee's request. In most instances, granting LWOP is a matter of supervisory discretion and may be limited by agency internal policy.
MSPB	The Merit Systems Protection Board is an independent quasi-judicial agency established in 1979 to protect federal <i>merit systems</i> against partisan political and other prohibited personnel practices and to ensure adequate <i>protection</i> for federal employees against abuses by agency management.
NOA	The nature of action (NOA) is the phrase that explains the action that is occurring (such as "appointment" or "promotion").
NTE	The not-to-exceed (NTE) date is the date specified in the Office of Personnel Management letter or agency order which approves the continuance.
OF-306	The Optional Form 306 form is an optional form used by the federal government for hiring purposes. This form is also known as a Declaration for Federal Employment. A federal employer may ask a potential employee to fill out this form in order to determine their eligibility for government employment and enrollment in government programs.
PCS	Permanent Change of Station. A change in duty station is when an employee's work site or station is permanently moved to a new geographic location (a change in city/town, county, or State) and no other change occurs.
PD	A position description or "PD" is a statement of the major duties, responsibilities, and supervisory relationships of a position. In its simplest form, a PD indicates the work to be performed by the position.

**AAW R&S COE
OPERATING PROCEDURES
APPENDIX F (Cont.)
GLOSSARY**

PPP	Priority Placement Program – program for DoD employees who have been displaced and overseas returnees
PPP	Prohibited Personnel Practices. An agency official shall not discriminate against an employee or applicant based on race, color, religion, sex, national origin, age, disability (or handicapping condition), marital status, or political affiliation. 5 U.S.C. § 2302(b)(1).
PPRT	Pay Problem Reporting Ticket – tool used to submit corrections of personnel actions to NC Processing
PRD	The Defense Acquisition Civilian Personnel Demonstrative Project (AcqDemo) utilizes a Position Requirements Document (PRD) in place of a Position Description. This normally requires preparation of a new PRD for each position at the time of conversion to AcqDemo.
QA	Quality Assurance - a way of preventing mistakes and avoiding problems when delivering products or services to customers
R&P	Recruitment & Placement – the process of finding quality candidates to fill vacant positions to complete an organization’s mission.
R&S	Recruitment & Sustainment- the process of finding, supporting, and maintaining civilian professionals.
RPA	Request for Personnel Action- Also called Standard Form (SF) 52. Used by operating officials or supervisors to request personnel actions and to secure internal agency clearance of requests for personnel actions. Employees use the SF 52 to request leave without pay, a name change, and to notify the agency of their intent to resign or retire.
RPL	Reemployment Priority List – The mechanism agencies use to give reemployment consideration to their former competitive service employees separated by RIF or fully recovered from a compensable injury after more than 1 year.

**AAW R&S COE
OPERATING PROCEDURES
APPENDIX F (Cont.)
GLOSSARY**

RTD	Return To Duty- Placement of an employee back in a pay status after absence for Furlough, Suspension, or Leave Without Pay.
SCD	Service Computation Date- The date, either actual or constructed by crediting service, used to determine benefits that are based on how long the person has been in the Federal Service.
SF-50	Notification of Personnel Action- Used by current and former federal employees and contains certain employment information useful to the applicant or if applying for another federal job.
SF-75	Request for Preliminary Employment Data- Used to obtain pre-employment information when the applicant's Official Personnel Folder (OPF) or Merged Records Personnel Folder (MRPF) is not available for review.
SME	Subject Matter Expert – a person with bona fide expert knowledge about what it takes to perform a particular job.
SPF	Selective Placement Factor- Specific qualifications that are required at entry for a person to successfully perform the position.
SRD	Strategic Recruitment Discussion-Meeting to discuss the position hiring and process.
STRL	Science & Technology Reinvention Laboratory
SWC	Specialty Work Code – found in Command IOP. Identifies a specific job.
TJO	Tentative Job Offer- Job offer to applicants pending the completion of all pre-employment requirements.
UIC	Unit Identification Code: 6 position alpha/numeric unit code – ex. W6A0AA
VIN	Vacancy Identification Number- Identifies a specific job announcement