

ARMY ACQUISITION WORKFORCE RECRUITMENT AND SUSTAINMENT CENTER OF 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
STANDARD OPERATING PROCEDURES**

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Summary of Changes

The clerical and administrative changes found in this SOP are in **red font** and **highlighted in yellow** to distinguish the changes made in this revision. Significant changes are identified within the table below.

Page Number	Topic	Remarks
16	OF 306 review procedures	
17	Onboarding of employees recruited by AAW R&S COE	
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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 Pilot program 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 AAW personnel. On 15 November 2019, the Director, Civilian Human Resources Agency (CHRA) and the DACM, formed a partnership to transition the pilot program to an established AAW R&S Center of Excellence in support of the acquisition community. The AAW R&S COE supports Acquisition Demonstration (AcqDemo) **Projects**, Science & Technology Reinvention Laboratory (STRL) Demonstration **Projects**, and General Schedule (GS) **and is physically located** at Aberdeen Proving Ground, Aberdeen, MD (AcqDemo/STRL), and Ft. Sam Houston, San Antonio, TX (GS).

Applicability:

This document serves as the Standard Operating Procedures (SOP) for Human Resource personnel directly supporting the recruitment and sustainment of AAW personnel serviced by the AAW R&S COE.

The Director of CHRA has approved and directs implementation and sustainment of the guidance, policies, and procedures contained in this SOP.

This SOP pertains only 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

This SOP does not pertain to:

- Senior 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.
- **Army Career Development Program (ACDP) Intern Program**

Current exceptions to this SOP:

- Acquisition coded Attorney positions

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- Army Futures Command (AFC), Headquarters (Only)
- United States Army Corps of Engineers (USACE)

NOTE: Human resources servicing of employees in non-DAWIA coded Acquisition positions 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.

AAW R&S COE Mission & Vision Statements:

AAW R&S COE Mission: This Center of Excellence applies a proven integrated strategy to recruit, hire, and retain our best and brightest talent to meet current and future Army Acquisition Workforce requirement

AAW R&S COE Vision: Applying cutting edge HR modernization to recruit and retain Army's best and brightest Acquisition professionals to meet future AAW requirements.

Purpose of AAW Center of Excellence:

The AAW R&S COE serves to centrally recruit, retain and sustain personnel for the Army's Acquisition coded civilian workforce positions, and promotes efficiencies and effectiveness through streamlined HR processes.

Purpose of the AAW Center of Excellence SOP:

- This SOP is designed to assist the AAW R&S COE, selecting officials and others with the responsibility for filling DA Acquisition coded positions within the AcqDemo, STRL, and GS Workforce. Service does not include those workforce members under the Defense Civilian Intelligence Personnel System (DCIPS) and the Army Career Development Program (ACDP) Intern Program. The AAW R&S COE currently serves the Army's Acquisition Coded Workforce positions.
- This SOP 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.

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Responsibilities and Roles:

- Organizations must comply with all Collective Bargaining Agreements (CBA). If CBA requirements differ from these procedures, the CBA 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 HR points of contact (POC).
- The Memorandum of Agreement between CHRA and the DACM establishes responsibilities for the AAW R&S COE, USAASAC/DACM Office and the employing organizations.
- **The Northeast Region Merit Promotion Plan will be used where it does not conflict with current CBA's.**

The AAW R&S COE will:

- Perform all recruitment assumed under the Office of Personnel Management/Department of the Defense (OPM/DoD) to include Merit Promotion, Delegated Examining (DE) and Direct Hire Authority (DHA) for acquisition positions. The AAW R&S COE will recruit for full-time and part-time permanent, temporary and term positions.
- Provide HR Sustainment services/support such as Reassignment, Career Ladder Promotion, Request for Leave without Pay (LWOP), etc. These actions are received through Defense Civilian Personnel Data System (DCPDS).
- Communicate and review additional requirements or details with the selecting official or designated Subject Matter Expert (SME) to complete the classification, job analysis and/or occupational questionnaire for all positions.
- 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 Recruit/Fills through the AutoNOA Tool. RPAs will be created through the tool and Portal Event Tracker (PET) **will be updated** throughout the recruitment process.

- Clear special placement programs, as applicable for each recruitment action (e.g., DoD Priority Placement Program [PPP], DoD Reemployment Priority List [RPL] **and missed consideration lists** for each RPA).
- Create and open Job Opportunity Announcements (JOAs). The minimum job

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opportunity announcement opening period of three (3) days is required. The minimum announcement period for Direct Hiring Authority (DHA) is one (1) day. The AAW R&S COE will comply with all CBA's. If collective bargaining agreement requirements differ from these procedures, the collective bargaining agreement will be followed to the fullest extent.

- Rate applicants' resumes, 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 official(s) **or designated SME titled Supervisor**, provide view access to organizational HR staff and issue notification of results (NORs) to applicants.
- Verify that selectees meet the Critical Acquisition Position (CAP) or Key Leadership Position (KLP) qualifications established 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 in the USA Staffing system. Update PET annotating acceptance/declination of the TJO. Communicate with selecting official(s) on declinations or withdrawals of tentative and firm job offers.
- Advise organization's **suitability adjudicator** of potentially derogatory information appearing on the OF-306 (Declaration of Federal Employment).
- Begin pre-employment checks after the 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 assistance with salary information for pay-setting purposes.**
- Set mutually agreeable Entry on Duty (EOD) date. Coordinate release dates with losing organization's Supervisors or agency's civilian personnel office.
- **Audit certificate, document case file and mark hiring complete within three days after final selectee acceptance.**

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- Inform gaining organization identified POCs of EOD (via email), update PET, obtain SF-75 information, **and TSP-19 information**, if applicable.
- Complete all on-boarding manager processes.
- Code and approve the RPA, **and send to the appropriate Processing Center Inbox.**
- Collaborate with DACM Office representatives to identify and assess recruitment issues or develop recruitment plans and procedures, sharing information within the CHRA community through the CHRA Regional Directors.
- Coordinate all Delegated Examining objection/pass over requests from managers with the Director of Acquisition COE.
- 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 Army DACM Office will:

- Serve as the liaison between CHRA-HQ and the participating organizations of the AAW R&S COE with any policy issues regarding the COE.
- Provide regulatory, policy and strategic guidance for acquisition hiring and interpretation of enacted and delegated defense acquisition workforce statutes. Analyze existing acquisition policies, best practices, and procedures and be responsible for developing new and/or revising existing acquisition policies and procedures as necessary.
- In accordance with (IAW) the terms of this agreement, provide reimbursable funding to CHRA for the reimbursable requirements as identified on the DD1144 Funding Annex.
- In the event the non-availability of funds will adversely affect the reimbursable positions, notify CHRA in a timely manner to allow time for transition.
- Market the AAW R&S COE to participating additional activities with DACM communications to ensure full support of the AAW R&S COE.
- Provide a training package on Acquisition Human Resources policy familiarization training and acquisition hiring requirements.

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The Employing Organization will:

- Complete all workforce planning and recruitment pre-work to ensure the recruitment process begins and moves along efficiently. This includes but is not limited to:
 - Utilizing AutoNOA Tool for classification, recruitment, and sustainment actions.
 - Ensure all applicable fields in the tool are complete and accurate such as: area of consideration, acquisition fields, percentage of travel, payroll office ID, paragraph and line, etc. Upload all corresponding documents.
- Provide hiring plans to the AAW R&S COE Division Chief.
- Ensure selecting official or designated SME with title Supervisor review Position Requirement Documents (PRDs) and Position Descriptions (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 SME with title Supervisor participate in the Strategic Recruitment Discussion (SRD) with HR Specialists.
- Ensure selecting officials or designated SME with title Supervisor makes timely selections to include at least one (1) alternate selection. Return all selections with merit-based reasons for selection. Document the selection justification in the certificate notes section in USA Staffing.
- 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 for demonstration project (Acquisition Demo & Laboratory Demo) positions so the organizations can provide the salary determination worksheets for new hires to AAW R&S COE in a timely manner.
- Provide salary decisions for selectees in a timely manner.
- Make final suitability adjudication decisions; enter, update, and/or maintain suitability/fitness data into suitability/fitness automated systems (i.e. the Account Control and Automated Approval System [ACAAS]).
- Provide Passover and/or Objections for DE preference eligible to the AAW R&S COE Branch Chief for approval through the AAW R&S COE Division Chief 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.
- Advertise, when necessary, to attract external candidates. 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.

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 any organization participating a Acq Demo or Science and Technology Reinvention Laboratory (STRL) Demonstration Project is responsible for adhering to all policies and procedures identified in the current, Federal Register notices for the prevailing pay system. Federal Registers can be located on the AAW SharePoint.

- U.S. Army Combat Capabilities Development Command (DEVCOM)
 - 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 Development Command (MRDC)

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

Requests for Priority Action and Communication:

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 POC, the organization's 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 PRDs and PDs for all competitive recruitments. In accordance with respective Federal Register Notice (FRN) which state the following:

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

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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, i.e., recruitment, assessment of contribution, employee development, and reduction in force.

AcqDemo Control Points

If control points are used, only one control point will be associated with each PRD. Per the DOD AcqDemo Operating Guide/Army Supplement the control point is not required on the PRD. If the Control Point is included on the PRD, at a minimum, a position evaluation statement is required for those positions with control points.

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If desired to be included on the PRD by the Participating Organization, the control point statement will be placed on the PRD under the Position Duties section as follows:

"This position is subject to organizational compensation limits as identified in the organization's CCAS business rules or separate compensation management strategy policy."

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/**Benchmarks** (Command Approved) **& Functional Codes, as applicable**
- 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.

Duties 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.

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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.

New Position Descriptions or Position Requirements Document. 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 create the PRD/PD in FASCLASS and submit the PRD/PD via FASCLASS to Classification Reviewer. The FASCLASS notification will transmit to the AAW R&S COE Classification Group Mailbox.

Upon receipt of the FASCLASS notification, 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 the Supervisor and the designated Action Officer will receive a notification from the Classifier with a copy of the completed PRD/PD and a notification from FASCLASS confirming the PRD/PD has been verified.

Minor Changes to PRDs/PDs. 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 via email to the AAW R&S COE Classification Group Mailbox: usarmy.apg.chrane.mbx.aaw-classification@mail.mil with the requested changes included in a Microsoft Word document and attached to the email. 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 supervisory chain then a new PRD/PD will be required and the new PRD/PD submission 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 has implemented a 60 day goal recruitment reduction effort. This 60 day goal is outlined APPENDIX C illustrating Estimated Timeframes for each Action.

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Best Practices to Reduce the Time for Recruitment:

(The cited narrative below does reflect Expedited Hiring Authority (EHA) as stated within the Manpower & Reserve Affairs (M&RA) 3 May 2018 memo and is the exception in reference to EHA)

- Army M&RA 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 Authorities available to AAW R&S COE customers. **NOTE: EHA was consolidated under a single DHA**)
- Announce Army only when candidate pool can be found within the agency
- Use the DHA “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
- Use open-continuous recruitment for positions with high turnover.
- Bundling positions for when there are multiple needs for the same or similar positions which may be geographically dispersed.
- Request HR provide an Expedited Referral List
- Share referral lists between Organizations/Commands
- 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.)

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

The AAW COE is responsible for advising and assisting the hiring/selecting official on procedures for suitability-based objections or passovers of a preference eligible. The AAW COE is responsible for reviewing all documentation submitted by management to ensure requirements have been met. CHRA SOP No. 332-13-SOP-01, dated 25 OCT 2013 refers at this link:

https://service.chra.army.mil/hr_internal/?id=chra_kb_article&sys_id=396a0d4d543aeb00d853ccbbc6f63fe5 which provides requirements for Acting on Objections of Eligibles and Passover of Veterans

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 must provide resume review and/or interview matrices to justify requests.

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Internal AAW COE Processes:

Pre-employment Checks

- Begin pre-employment checks within 2 days after acceptance of TJO. **NOTE: Verbal acceptance will trigger the start of pre-employment checks.**
- Declaration of Federal Employment (OF 306)
 - Specialists are responsible for reviewing the information on the OF 306 in USA Staffing once the candidate accepts the tentative job offer (TJO). The HR Specialist will annotate in the RPA notes that the OF 306 has been reviewed. The specialist must initial and date in the upper left corner of the form, verifying that they have completed a review of the OF 306. Upon verification, the document should be uploaded into USAS Staffing under the "Documents" section of the employee's onboarding record.
 - HR assistants will need to view and retrieve the OF 306 ~~with the HR Specialist's initials from the "Documents" section of the employee's onboarding record~~ prior to initiating a Security Clearance Verification, ~~to ensure the HR Specialist has reviewed, initialed and dated the top left hand corner of the OF 306.~~
 - HR assistants must ask employees during the In-Processing Orientation if there are any changes to Form OF 306. This document must be verified by the assistants before the new employee can take the Oath of Office.

Coordinating Release Dates: The AAW R&S COE will establish an entrance-on-duty (EOD) in coordination with the selecting official. Normally, promotion(s) or position change(s) under merit promotion procedures outside the current supervisory unit will be effective the beginning of the second pay period following the selection.

Release dates from outside the organization will be negotiated between the AAW R&S COE and the selectee's servicing CPAC.

Coordinating Return Rights between CPACs for Temporary Assignments:

- A permanent Army employee selected for a time-limited promotion or reassignment to fill a temporary position must be returned to the position from which they were temporarily promoted, or to a different position of equivalent grade and pay. Pursuant to 5 CFR 335.102(f)(1), the employee must be given advance written notice of the conditions of the time limited promotion or reassignment. This notice will include the time limit of the promotion or reassignment, to include the information that the employee may be returned at any time to the position from which they were temporarily promoted, or to a different position of equivalent grade and pay.

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- Prior to effecting a temporary promotion or reassignment of an Army employee to another activity when both activities are serviced by the AAW R&S COE, advance coordination must be made with the servicing Branches to ensure that both the losing and gaining activities are informed that the employee will return to the losing activity and to the position they left prior to the temporary promotion or reassignment or to an equivalent position. The advance written notice is required by 5 CFR 335.102(f)(1).
- Prior to effecting a temporary promotion or reassignment of an Army employee to an activity serviced outside of the AAW R&S COE, advance coordination must be made with the servicing CPAC in order to obtain written agreement as to which activity will assume responsibility for placement of the employee when the temporary promotion or reassignment ends. The advance written notice is required by 5 CFR 335.102(f)(1). **If this coordination is not completed, the action should not be processed.**

Payment of Permanent Change of Stations (PCS) costs will be in accordance with the Joint Travel Regulation (JTR) Volume 5.

Onboarding of employees recruited by AAW R&S COE:

Steps for a successful inprocessing/onboarding:

- 1) AAW team is responsible for everything up and including Final Job Offer (FJO) letter. AAW team sends the FJO letter with a CC to the local CPAC POC.
- 2) AAW team adds local CPAC POC as a User in Onboarding system.
- 3) Local CPAC POC pulls documents (e.g. OF 61, OF 306, I-9) from Onboarding.
- 4) Local CPAC POC completes "verifies first day" in Onboarding.
- 5) Local CPAC conducts inprocessing (assists new employees with completion of forms)
- 6) Local CPAC POC completes I-9 (because they receive the photo IDs)
- 7) Local CPAC POC uploads completed forms into Onboarding.
- 8) AAW team sends Payroll documents to appropriate Command's Payroll POC.

Requests for Extensions to Referral Certificates: Referral certificates will be valid for a period of 14 calendar days from the date issued. When requested by the selecting official, reasonable extensions can be granted. Per CHRA's Business Rules for Recruiting with USA Staffing, certificates expire 90 days after issue. The

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AAW R&S COE Director may approve extensions beyond 90 days from the date issued. The AAW R&S COE Director has delegated the authority to grant an extension as follows:

- **HR Staffer** – May grant a two week extension beyond the original 14 days. Any requests beyond the additional two weeks require justification and approval by the Branch Chief.
- **Branch Chief** – May grant extensions up to 30 days from the previously approved extension by the HR Staffer (i.e. from 30 days old to 60 days old). Any requests beyond the additional 30 days require justification and approval by the Division Chief.
- **Division Chief** – May grant extensions of 30 days from the previous expiration up to a total of 90 days. Any requests beyond 90 days require justification and approval by the AAW Director.

NOTE: All written communication between the selecting official and the AAW R&S COE HR Staffer must include a copy to the requesting HR POC and be uploaded to the USA Staffing Case File.

Requests for Delegated Examining (DE) Recruitment. It is important to leverage the use of DHA to assist in meeting our 60 day Time to Hire (TTH) goal. Therefore, **ALL** requests to recruit DE must be submitted to Division Chief with justification for consideration and approval. If delegated examining is the hiring approach requested, category rating will be used.

Deployment Counseling. After receiving notification from the organization the HR Assistant needs to contact the employee to schedule a briefing and ensure the following forms are completed:

<ul style="list-style-type: none"> • Deployment Checklist – MUST be signed and dated by the HR Assistant. 	<ul style="list-style-type: none"> • SF 1190 – Foreign Allowances Application, Grant and Report)
<ul style="list-style-type: none"> • DA Civilian Employee Development Guide (Employee Information) 	<ul style="list-style-type: none"> • Foreign Location Record (FLR)
<ul style="list-style-type: none"> • SF 2817 - Emergency Essential opting to change FEGLI amount 	<ul style="list-style-type: none"> • DD Form 1172-2 – Geneva CAC Application
<ul style="list-style-type: none"> • DD Form 2760 - Qualification to Possess Firearms or Ammunition 	<ul style="list-style-type: none"> • DD Form 93 - Record of Emergency Data
<ul style="list-style-type: none"> • ~SF 1152 – Unpaid Compensation of Deceased Civilian 	<ul style="list-style-type: none"> • DD Form 2365 - Emergency-Essential Position Agreement
<ul style="list-style-type: none"> • ~SF 2823 – Federal Employees’ Group Life Insurance 	<ul style="list-style-type: none"> • *TSP-3

**AAW R&S COE
STANDARD OPERATING PROCEDURES**

<ul style="list-style-type: none"> • ~SF 3102 – Federal Employees Retirement System 	
<p>~Have employee complete ONLY if they wish to change any beneficiaries.</p>	<p>*Sent to address or fax number provided on the form</p>

NOTE: The SF 1190, FLR, and orders must be submitted to the Foreign Entitlements group box as soon as possible!! (usarmy.RIA.chra-hqs.mbx.foreignentitlements@mail.mil)

- The Organization should have sent pay cap memos and a 921 RPA action to the AAW R&S COE.
- Since the employee signed a 'DOD Civilian Employee Overseas Emergency - Essential Position Agreement' (DD Form 2365), the HR Assistant must change the position sequence build in DCPDS to Emergency Essential (EE).
- The employee needs to bring Deployment Orders with them to the brief.
- HR Assistant will sign the civilian deployment checklist when all forms are completed and submitted.
- Once all documents are reviewed make a copy of everything, one for the employee and the other for AAW R&S COE records.

Sustainment:

Classification for Non-Competitive Actions- Submit the following actions via the Classification group mailbox: usarmy.apg.chra-ne.mbx.aaw-classification@mail.mil:

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 (Justification Form, Sequence PD/PRD & Proposed PD/PRD).

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STANDARD OPERATING PROCEDURES

AAW COE (HR) Specialists must:

- Provide advice to supervisors/managers to ensure 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.
- AAW COE (HR) Specialists must: advise the customer and COE management when a proposed action does not satisfy the spirit and intent of the exception to competition (as advisors, HR Specialists are obligated to ensure all actions are in compliance with current regulations).

A Human Resources (HR) Approving Official must evaluate and disapprove requests not in compliance with regulatory requirements or 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.

Staffing (Non-competitive):

For non-competitive actions the organization will:

- Use AutoNOA to the maximum extent possible to submit all requests for personnel actions.

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- 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 actions 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 HR Service Portal as applicable 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

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.

A trouble ticket to correct the issue may need to be submitted through one of two types of ticket: Pay Problem Reporting Ticket (PPRT) - submitted through the Civilian Personnel Online Portal (CPOL)
HR Service Ticket - submitted through the HR Service Now Portal.

There are many ways to avoid pay problems for Army Civilians. Some actions can be taken by employees, and other managers and supervisors to avoid pay problems.

AAW R&S COE STANDARD OPERATING PROCEDURES

- **Employees can:**
 - Concur timecards in a timely manner
 - Review and verify their SF-50 in DCPDS
 - 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. If recruitment strategy changes, a new AutoNOA ticket should be submitted.
 - 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 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 or submit the termination of the waiver of the bi-weekly pay cap.

Labor/Management & Employee Relations (L/MER)

- Centralized support for all L/MER functions will be provided at each of the primary satellite locations (Natick, Picattiny, 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.

- HR Specialists 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

AAW R&S COE STANDARD OPERATING PROCEDURES

- The designated L/MER CPAC POC and handled in-line with appropriate guidance and/or procedures outlined in the respective Command **Administrative Grievance Procedures** or CBA (if applicable).
- All L/MER files will be maintained in accordance with current Army/CHRA guidance.
- All newly negotiated CBAs, Ground Rules, Memorandums of Understanding (MOU)/Memorandums of Agreement (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 positions serviced by the AAW R&S COE will be provided to the designated Regional LMER POC, along with the Submission and Attestation Form for further disposition/coordination with HQDA and the Office of Personnel Management.
- Current in-force CBAs, **MOU's/MOA's, and Certifications of Representation** will be maintained and accessible to personnel specialists in a centralized repository.

LMER Grievances/Complaints:

- **Inquiries:** Applicants may submit an inquiry using the Attestation Form through the HR Service Portal, as applicable, found at <https://service.chra.army.mil/>
- **Grievances and Complaints:** Follow procedures outlined in the respective Command Policies, **Administrative Grievance Procedures**, or CBA (if applicable)

**AAW R&S COE
STANDARD OPERATING PROCEDURES**

APPENDIX A

**60 DAY GOAL MODEL
ESTIMATED RECRUITMENT TIMEFRAMES AND ACTIONS**

Estimated Number of Calendar Days	Action Description
WORKFORCE PLANNING	
<i>Customer Initiates Action</i>	The Position Description or the Position Requirements Document will be entered into Fully Automated System for Classification (FASCLASS)
<p>If Using an Existing PD/PRD Up to 6 calendar days</p>	<p>A Classifier will review and validate the existing PD/PRD or work with the manager (or designated SME) to finalize. The classification review will include:</p> <ul style="list-style-type: none"> a. Review the PD/PRD 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. e. Verify all applicable conditions of employment with the AutoNOA ticket for accuracy

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If Using a New PD up to 31 calendar days/If using a new PRD Up to 20 calendar days

A Classifier will review the new PD/PRD or work with the manager (or designated SME) to finalize. The classification review will include:

- 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

PD Review/ Accretion of Duty up to 60 days

Accretion of Duties and Position Reviews up to 60 calendar days from the date of submission. The evaluation of an Accretion or Position Review requires much more research/analysis as such CHRA and the CoE have not established a set timeline for the completion of these classification actions.

**AAW R&S COE
STANDARD OPERATING PROCEDURES**

APPENDIX A (Cont.)

**60 DAY GOAL MODEL
ESTIMATED RECRUITMENT TIMEFRAMES AND ACTIONS**

	STEPS TO ACTIVE RECRUITMENT
STEP 1	AAW Branch Chief or Team Leader assigns position fill request to AAW COE HR Specialist
STEP 2	<p>If necessary HR Specialist schedules a Recruitment Dialogue (RD) with the 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"> a. identify recruitment strategy options and where practical use or modify previous announcements for like type positions, b. conditions of employment, c. selective placement factors and competencies, d. proper clearance level e. 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).
STEP 3	HR Specialist develops the Job Analysis (JA) for approval by the selecting official (or designated SME).
STEP 4	HR Specialist creates Request and builds Occupational Assessment, Announcement Questionnaire and Job Opportunity Announcement in USA Staffing and sends it to the selecting official (or designated SME) for review and final approval.
STEP 5	HR Specialist conducts a final review of the recruit fill ticket in AutoNOA and approves the ticket to generate the RPA, PPP is opened and Special Candidate Tracker (SCT) is cleared.

**AAW R&S COE
STANDARD OPERATING PROCEDURES**

APPENDIX A (Cont.)

**60 DAY GOAL MODEL
ESTIMATED RECRUITMENT TIMEFRAMES AND ACTIONS**

ACTIVE RECRUITMENT	
Estimated Number of Calendar Days	Action Description
7 days	Initiate RPA to Vacancy Announcement
5 days	The HR Specialist opens JOA NOTES: 1. Career Program Unique Requirements (GS-14/15 or band equivalent) 2. All collective Bargaining Agreement requirements must be met 3. JOAs cannot open or close on a weekend or holiday
10 days	The HR Specialist rates applicants, issues referral certificate, clears RPL and closes PPP.
14 days	Selecting official (or designated SME) returns referral list with a selection coded to include any alternate selections, selection justification and salary approval. Any follow- on correspondence will include the Activity HR POCs. NOTES: 1. The Merit Promotion referral list is issued with a 2 week suspense per Army G-1 requirements. 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 delegated authority (HR Staffer, Branch Chief, or Division Chief), AAW COE.
2 days	HR Specialist extends the tentative job offer telephonically; if selectee accepts they are sent TJO letter and OF-306 (if applicable) through USAS-U.
2 days	Selectee returns the OF-306 within 24 hours. The HR Specialist reviews the OF-306 for suitability issues, then annotates completion of review in RPA tracker. If any issues are noted, the AAW COE HR raises them to adjudicating authority. If no issues, the AAW COE 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. The HR Assistant will provide documentation to the HR Specialist that security has been cleared. The HR Assistant will perform additional

**AAW R&S COE
STANDARD OPERATING PROCEDURES**

APPENDIX A (Cont.)

60 DAY GOAL MODEL

	screenings if required by the position (e.g.: Drug Testing, Immunizations, Physical, etc.)
10 days	If approval to hire is given by the Security Office, the HR Specialist or HR Assistant coordinates the Entry on Duty (EOD) or effective date for the action. Where current Army employees are involved, the HR Specialist or HR Assistant requests a release date from the losing organization (supervisor listed in Portal, organization POCs).

**AAW R&S COE
STANDARD OPERATING PROCEDURES**

APPENDIX B

Subject Matter Expert (SME) Confidentiality Agreement

Position Information

Point of Contact

Announcement:

CPAC Specialist:

Position:

Phone

PP-SER-GR:

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:

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STANDARD OPERATING PROCEDURES**

APPENDIX B

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.

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STANDARD OPERATING PROCEDURES**

APPENDIX C

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 Realignment	Position Management
DCA Training	Realignments
Special Projects	Classification Training
STAFFING AND RECRUITMENT	
Competitive	Non-Competitive
Merit Promotion JOAs	Veterans (30%) Placements
Direct Hire JOAs	ICTAP only announcements related to non-competitive placements
Delegated Examining JOAs	Non-competitive VRA Placements
Pathways	Non-competitive Reassignments [DA1]
Expedited Referral Process	Non-competitive Reinstatements
DHA Flyer (either Local or USAJobs)	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 STANDARD OPERATING PROCEDURES

APPENDIX D DIRECT HIRING AUTHORITIES (DHA)

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

LAC	DHA Authority Citation	DHA Type
AYM	DHA Reg. 337.201 (OPM)	Governmentwide DHA
AYM or BAB	DHA Reg. 337.201 (OPM)	GW001 (MED). DIRECT HIRE/MEDICAL OCCUPATIONS
AYM or BAC	DHA Reg. 337.201 (OPM)	GW002 (IT). DIRECT HIRE/INFO TECH MGMT.
AYM or BAD	DHA Reg. 337.201 (OPM)	GW003 (IRAQI). DHA IRAQI RECONSTRUCTION
AYM or BAE	Sec. 1103 of P.L. 112-239, NDAA FY-13 (OPM)	Governmentwide DHA for Certain Federal Acquisition Positions
MMM or NEM	Reg 316.302(b)(4)	DHA 30% Disab Vet
UAM	10 U.S.C. 1601	DCIPS
YEA	Sch D, 213.3402(a)	Pathways Intern
YEB	Sch D, 213.3402(b)	Pathways Recent Grad
Z2U	P.L. 103-337	STRL Demo
Z5C	FRN Vol. 82, No. 216 dated Nov 9, 2017, Section II.B.4.b. (Acq-Bus and Tech Mgmt)	DHA AcqDemo
Z5C	DHA (STRL-Veterans), Sec 1107(a)(2), PL 113-66,	STRL DHA Veteran
Z5C	DHA (STRL-Advanced Degree), Sec 1108, PL 110-417,	STRL DHA Bachelors
Z5C	DHA (STRL-Advanced Degree), Sec 1108, PL 110-417,	STRL DHA Advanced Degree
Z5C	DHA (Fin Mgmt Exp), Sec 1110, PL 114-328,	DHA Financial Mgt
Z5C	DHA (DoD Post-Sec Student Conv), Sec 1106, PL 114-328,	DHA Post Secondary
Z5C	DHA (DoD Recent Grad Appt), Sec 1106, PL 114-328,	DHA Recent Grad
Z5C	DHA (Domestic DIB, MRTFB), Sec 1125 (a) and (c), PL 114-328,	DHA Industrial Base (DIB)
Z5C	DHA (GW - Critical Hiring Need), Sec 1105(b), PL 114-328,	DHA Critical Need
Z5C	DHA (Acq-Tech Exp), Sec 1113, PL 114-92, NDAA-17	DHA (STEM) Acquisition
Z5C	DHA (VET Acq-Tech Exp), Sec 1112, PL 114-92, NDAA-17	DHA (S&E) Vet Acquisition

**AAW R&S COE
STANDARD OPERATING PROCEDURES**

APPENDIX E

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.

AAW R&S COE
STANDARD OPERATING PROCEDURES

APPENDIX E (Cont.) GLOSSARY

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 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 its own PCD.
CCAS	Contribution-Based Compensation and Appraisal System (AcqDemo). 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.
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.

AAW R&S COE
STANDARD OPERATING PROCEDURES

APPENDIX E (Cont.)

GLOSSARY

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	<p>A civilian personnel demonstration project is known as a demo.</p> <p>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.</p>
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.

AAW R&S COE
STANDARD OPERATING PROCEDURES

APPENDIX E (Cont.)

GLOSSARY

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.
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.
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.

AAW R&S COE
STANDARD OPERATING PROCEDURES

APPENDIX E (Cont.)

GLOSSARY

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.
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.

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MP	Merit Promotion: The change of an employee to a position at a higher grade level within the same job classification system and pay schedule or to a position with a higher rate of basic pay in the same or different job classification system and pay schedule.
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 (OPM) letter or agency order which approves the continuance.
OJO	Official Job Offer- Job offer to applicant’s after all pre-employment requirements have been met (prior to setting EOD date).
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.
PCD	Position Category Description. Assesses duties and determine the AWF position category (career field) and, if applicable, the Job Specialty. Each AWF position must be assigned to one of the AWF position category descriptions. The Defense Acquisition University (DAU) iCatalog (the Catalog) provides greater detail for each of the Position categories. The Catalog is located at http://icatalog.dau.mil .
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.

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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.
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. Code the RPA and send to CivPRC-KS
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
RD	Recruitment dialogue (formerly known as the Strategic Recruitment Discussion). A meeting to discuss the position hiring and process.
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.

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APPENDIX E (Cont.)

GLOSSARY

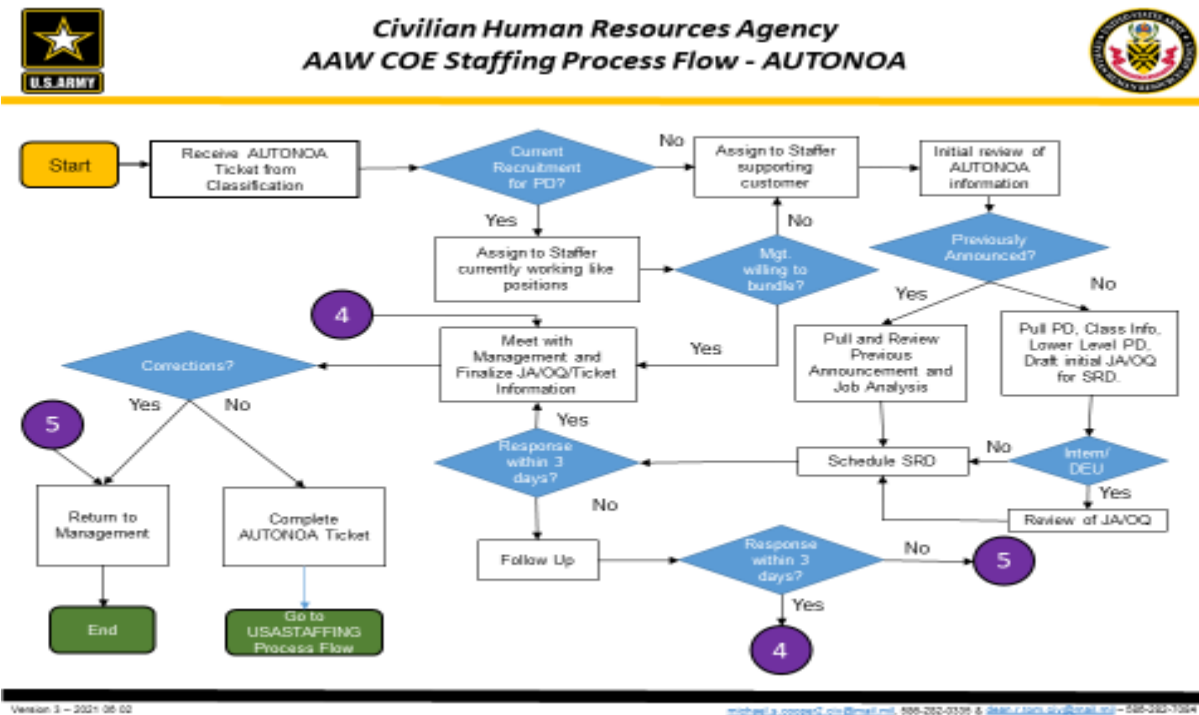
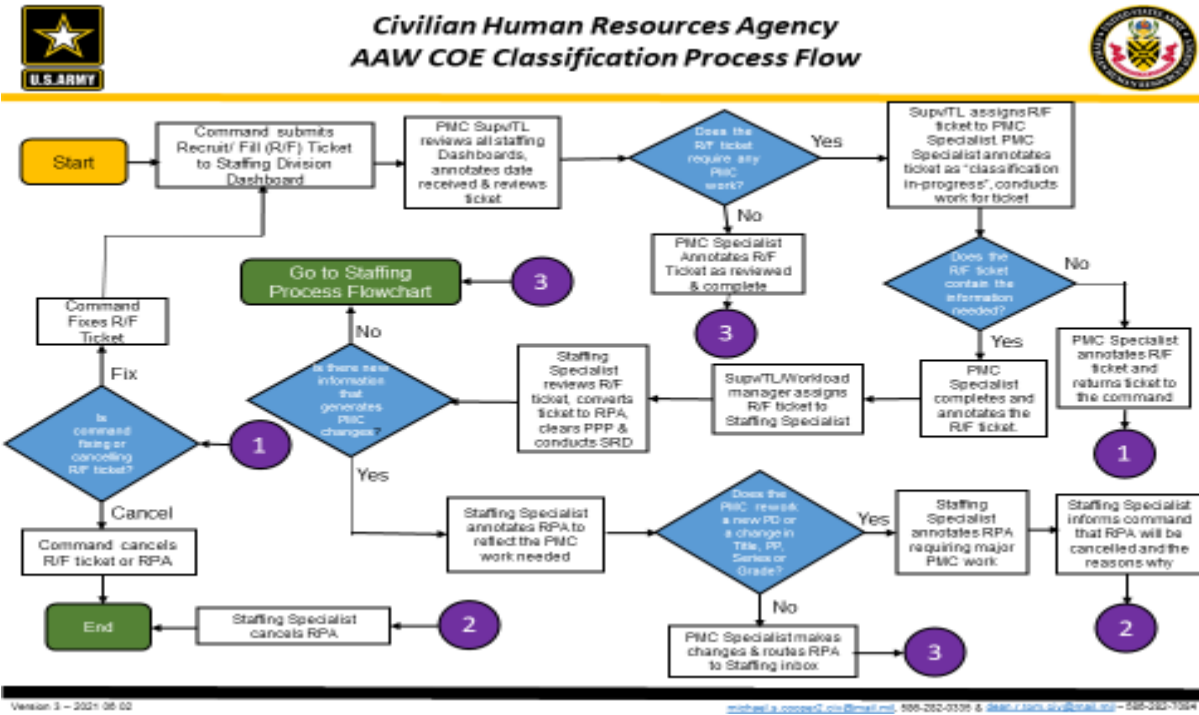
RPA	Request for Personnel Action- Also called Standard Form (SF) 52. Used by operating officials or supervisors to request personnel actions and to secure internal agency clearance of requests for personnel actions. Employees use the SF 52 to request leave without pay, a name change, and to notify the 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.
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.
SCT	Special Candidate Tracker
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.
STRL	Science & Technology Reinvention Laboratory

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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

AAW R&S COE STANDARD OPERATING PROCEDURES

APPENDIX F

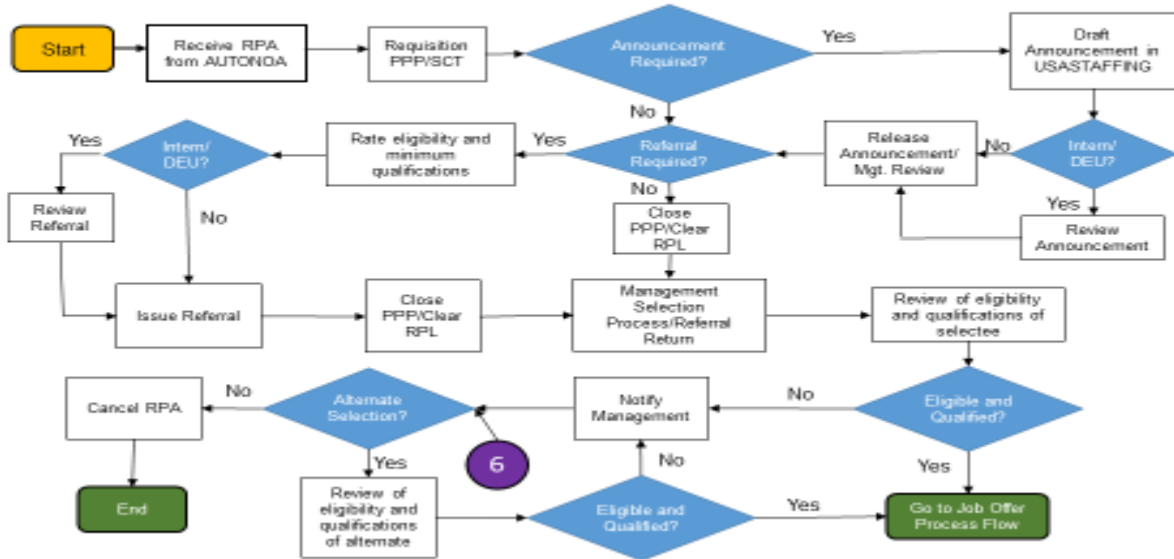


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APPENDIX F (Cont.)



Civilian Human Resources Agency AAW COE Staffing Process Flow - USASTAFFING

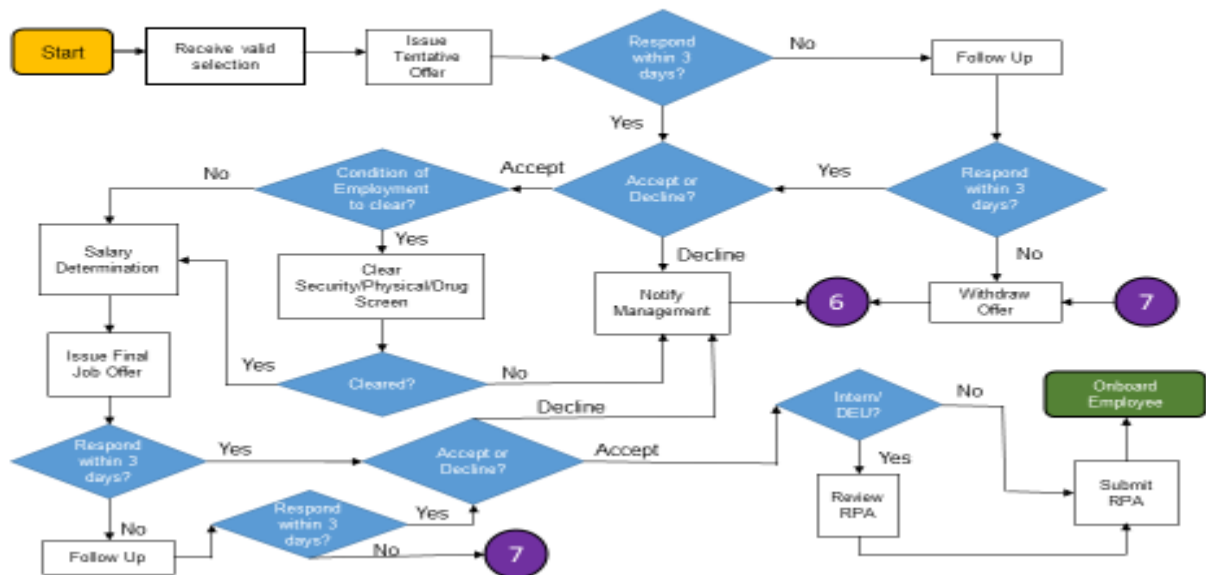


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Civilian Human Resources Agency AAW COE Staffing Process Flow - Job Offer



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