

Standard Operating Procedure

Non-Competitive Reassignment Process

1. WHEN TO CONSIDER (Selecting Official)

Selecting officials may consider non-competitive applications for voluntary lateral reassignment or a change to lower level at any time they are received, before the competitive announcement process begins, during the process, or after the competitive applications have been assessed.

2. HOW TO APPLY (Applicant)

Prior to, during or after the posting of a vacancy, employees must submit a written request to the selecting official indicating their desire to be considered for the position non-competitively. Employees are not to submit non-competitive requests through *eCareer*.

Note: Although not required, it is to the applicant's advantage attach a copy of their *eCareer* Candidate Profile, including the Summary of Accomplishments section addressing the job requirements on the posting.

3. SUBMISSION OF WRITTEN REQUEST (Applicant)

Competitive procedures are not required when management initiates or an employee requests reassignment to the same level, or when an employee voluntarily accepts or requests in writing a position at a lower level.

- The employee's level is that of his/her 'permanent' position (position of record and NOT subject to a specific timeframe). The employee's level is *not* that of a detail, temporary, or 'not to exceed' position.
- Individuals with saved grade status may be considered non-competitively for positions up to and including the level of their saved grade position.

Employees selected non-competitively must meet the qualification requirements for the position.

4. SELECTING OFFICIAL'S DISCRETION (Selecting Official)

At their discretion, the SO may:

1. Consider the applicant non-competitively.
2. Choose not to consider the applicant non-competitively.
3. If within the area of consideration, and within the dates of the posting, ask the non-competitive applicant to apply within the competitive process. or
4. Defer the decision in order to consider the applicants recommended by the review committee first.

There is no requirement to select a non-competitive applicant. The SO is responsible for responding to the applicants request. A record of the request and response needs to be kept with the local vacancy file. If the SO chooses to select a non-competitive applicant, he/she communicates the selection to the HRSSC on the OM Form 450.

5. REVIEW COMMITTEE

When using a review committee, the SO needs to communicate with the RC chairperson as to how he/she wishes to proceed regarding any non-competitive requests that have been received.

6. **SELECTION (Selecting Official)**

Selection of a non-competitive applicant may be made at any point either before or during the competitive process, or after considering the competitive package. A selection resulting from the *competitive* process must be made only through *eCareer*, thus, *competitive* applications can be submitted only during the open period of the job posting.

If the SO makes a non-competitive selection after a vacant position has been posted, the competitive process stops.

The SO closes the vacancy file by sending an email to the HRSSC EAS processing team letting them know that a non-competitive selection has been made outside of the *eCareer* system and attaches a completed OM Form 450 so that the HRSSC can process the Form 50 on the noncompetitive selectee.

The SO must complete the individual applicant questionnaires within the *eCareer* system indicating that each applicant was not selected. If there were over 11 applicants the Review Committee Chair would complete the individual applicant questionnaires instead of the SO. The *eCareer* system will notify applicants who applied via the *eCareer* system that the vacancy has been closed. HOWEVER, the SO is responsible for sending letters to any other applicants that may have applied non-competitively outside of the *eCareer* system (samples are in the Manager's EAS and ASP toolkit on the PostalPEOPLE website).

If the SO grants a noncompetitive applicant's request before the position has been posted, the selecting official will complete the OM Form 450 and email it to the HRSSC EAS processing team so that they can process the Form 50 on the noncompetitive selectee.

7. **JOB OFFER LETTER (Selecting Official)**

The SO prepares the job offer letter for the selected applicant. If the position requires a security clearance, the letter must state that the offer is contingent upon satisfactory completion of the clearance.

All employees promoted and/or placed into a non-bargaining position must be provided a copy of the Postal Service's Equal Employment Opportunity policy statement as required by the Equal Employment Opportunity Commission's Management Directive-715. MD-715 sets forth a number of essential elements that are needed to maintain a Model EEO Program. The sample letters from selecting officials to selected candidates for promotion, non-competitive reassignment and reassignment change to lower level include the policy statement and a request that the selected candidate read the *Equal Employment Opportunity and Affirmative Employment Policy Statement*.

Sample letters for the internal EAS process may be found in the Manager's EAS and ASP Toolkit available on the *PostalPEOPLE* Web site at: http://blue.usps.gov/hrisp/hce/toolkit_eas.htm.