



Federal Aviation Administration

Memorandum

Date:

To: Directors of Human Resource Management Offices

From: Renee Coates, Director, Regional Human Resource Services

Prepared by: Debra Larson, Manager, Employment Services Branch, AGL

Subject: AHF Operating Procedure 33 – Referring Qualified Candidates for
Remotely Sited Positions Under EMP-1.9 Selection Priority,
Paragraph 4, Category 2

Background: In accordance with Human Resources Policy Manual (HRPM) EMP-1.9, Selection Priority, Human Resources (HR) is required to consider qualified candidates entitled to priority placement and priority consideration prior to issuing a vacancy announcement. It is important to distinguish between those entitled to mandatory placement and those entitled to priority consideration. HR uses the Selection Priority database in Automated Vacancy Information Access Tool for On-Line Referral (AVIATOR) to track employees with these entitlements. It is imperative that all employees on grade and pay retention be placed into the Selection Priority database immediately.

In accordance with paragraph 3 of EMP-1.9, Category 2 employees eligible for priority selection are to be considered for vacancies in their local commuting area; however a Line of Business (LOB) or Staff Office (SO) may offer its employees more extensive consideration than that required if doing so does not conflict with the rights of other employees. The commuting area is not difficult to determine when there is a specific duty location identified. However, LOB/SO's may designate their position as remotely sited in which case all qualified candidates nationwide must be considered.

Purpose: The purpose of this Operating Procedure is to outline a process for all FAA HR Specialists to follow to ensure individuals receive the priority placement/consideration to which they are entitled. This Operating Procedure is specific to positions designated as remotely sited and employees covered by EMP-1.9, paragraph 4, Category 2.

Operating Procedure: The Human Resource Management Office is responsible for ensuring employees receive their entitlement to priority placement/consideration in accordance with EMP-1.9. The following process will be followed when referring Category 2 employees for remotely sited positions:

- 1) Upon receipt of required paperwork from LOB/SO to fill a remotely sited position, the HR Specialist must first review the selection priority database in AVIATOR to determine if there are any qualified Category 2 employees available.
- 2) If the database contains qualified employees on grade retention, they must be referred first as they are entitled to mandatory placement. If there is one qualified candidate, he/she must be offered the position. If there are more qualified candidates than positions to be filled, the HR Specialist will refer all qualified candidates to the selecting official alphabetically. The Selecting Official will have the discretion to select any candidate on the referral list.
- 3) If there are no qualified candidates on grade retention, the HR Specialist will review the database to determine if there are any qualified candidates eligible for pay retention. If so, these candidates will be referred to the selecting official in alphabetical order. These employees are entitled to priority consideration and must receive bona fide consideration before the issuance of a vacancy announcement.
- 4) If the Selection Priority database in AVIATOR does not contain any qualified candidates in Category 2, a vacancy announcement may be issued.

Point of Contact for Questions: Debbie Larson, Manager, Employment Services Branch, Great Lakes Region, (847)294-7755

Related References:

HRPM EMP-1.9, Selection Priority

AVIATOR Users Guide for Selection Priority

FAPM Letter 536 Grade and Pay Retention Under the Civil Service Reform Act
(For FG and FW positions)