



**DEPARTMENT OF THE NAVY**

NAVAL SEA SYSTEMS COMMAND  
1333 ISAAC HULL AVE SE  
WASHINGTON NAVY YARD DC 20376-0001

12000 IN REPLY TO  
Ser 10/255  
3 Dec 2002

MEMORANDUM

From: SEA 00B

Subj: GUIDELINES FOR STAFFING POSITIONS IN NAVSEA HQ/PEOS

Ref: (a) Agreements and Actions, B-Codes Meeting, 6 Nov 2002

Encl: (1) NAVSEA HQ/PEO Staffing Guidelines

1. In response to actions directed in reference (a), enclosure (1) provides guidelines for filling positions in connection with the on-going realignment within NAVSEA HQ/PEOs.

2. If you have any questions regarding these policies, the SEA 10 point of contact is Mr. Bill McCafferty, Director of the Human Resources/Equal Employment Opportunity (HR/EEO) Division (SEA 107).

A handwritten signature in black ink, appearing to read "Peter F. Brown".

PETER F. BROWN  
Executive Director

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## NAVSEA HQ/PEO STAFFING GUIDELINES

1. NAVSEA HQ/PEOs are currently undergoing a major realignment in order to become more efficient and effective. This document provides the guidelines and procedures which should be used to determine how civilian positions will be filled in the new structure, excluding SES positions.

2. It is NAVSEA HQ/PEO policy to:

a. Achieve mandated reductions in civilian employment levels in a manner that ensures that the new organization is aligned with our customers' values, program requirements, and service needs, while minimizing adverse employment impact on our civilian workforce.

b. Accomplish workforce reductions through attrition and avoid involuntary separations through reduction in force (RIF), insofar as possible.

c. Effect placement actions within the new PEO/Directorate organizations in a manner that ensures that the best candidates fill new/vacated positions, complies with applicable merit promotion requirements, and encourages employees to compete for available placement opportunities.

d. Ensure that all placement decisions are based on merit.

e. Keep employees fully apprised of decisions which impact their employment to the maximum extent practicable.

3. General Guidance:

a. NAVSEA HQ/PEOs will move to the FY04 organization size and shape as quickly as possible in FY03 by reassignments and/or competitions.

b. As attrition occurs, vacant positions in the final FY04 organizations will be filled from our current workforce. Fill from external sources will be extremely limited and will require SEA 00B/SEA09 prior approval.

c. With the exception of encumbered career ladder positions which have already been competed, promotions will be extremely limited as we continue the hiring/promotion freeze. Our focus will continue to be on the placement of current employees in the new/vacant positions in the final FY04 organizations.

d. Approval to announce promotion opportunities and to conduct external recruitment will be controlled by SEA 00B/09.

e. Keeping reimbursable positions filled will continue to be a high priority. Vacant/new reimbursable positions will be competed as lateral reassignment opportunities with an area of consideration (AOC) of NAVSEA HQ/PEOs. When necessary, management directed reassignments (MDRs) will be effected to keep reimbursable positions filled.

f. Positions will be filled through either competitive procedures or MDR by applying the guidelines below.

g. To ensure the maximum utilization of the existing workforce, PEOs/Directorates will staff their organizations starting with the most senior positions, i.e., GS-15s, then GS-14s, then GS-13s etc.

#### 4. Staffing Guidelines:

a. Promotions. With the exception of encumbered career ladder positions which have already been competed, all promotions will be competed.

b. Lateral Reassignments to positions with no known promotion potential:

(1) Reimbursably Funded Positions. All vacated or new reimbursably funded positions will be competed for lateral reassignment with an AOC of NAVSEA HQ/PEOs. If competitions for lateral reassignment are not successful, reimbursable positions may be filled by MDR.

(2) Direct Funded Positions.

(a) Direct funded positions may be filled by MDR when:

(i) Qualified employees within the PEO/Directorate are essentially equal to FY04 staffing plan needs.

(ii) The employee to be reassigned is at the full performance grade level of the position or has previously successfully competed for the full performance grade level.

(b) Direct funded positions may be competed when:

(i) Qualified employees within the PEO/Directorate exceed FY04 staffing plan needs.

(ii) Qualified employees within the PEO/ Directorate are less than FY04 staffing plan needs.

(iii) The position is in a substantially new organization, e.g., SEA 03.

(iv) The position is in a function undergoing merger/restructuring, e.g., financial, logistics, etc.

(3) DAWIA Critical Acquisition Positions (CAPs). CAPs maybe filled by MDR when:

(a) Qualified employees within a PEO/Directorate are essentially equal to FY04 staffing plan needs; and/or

(b) The employee to be reassigned occupies a position with the same series and grade.

#### 5. Competitive Procedures:

a. To receive maximum consideration as placement opportunities become available, all employees are strongly encouraged to submit their resumes to appropriate open continuous announcements in the Standard Automated Inventory Referral System (STAIRS) for occupations for which they are interested in being considered.

b. Competitions will be conducted via STAIRS.

c. Recruitment Flyers will also refer candidates to the appropriate STAIRS open continuous announcement.

d. The AOC for all competed positions except CAPs (GS14 and above) will be NAVSEA HQ/PEOs for a minimum of 14 calendar days.

e. Expansion of the AOC beyond NAVSEA HQ/PEOs requires SEA 09/00B approval.

f. Competitions for CAPs (GS14 and above) will be announced Navy-wide for a minimum of 14 calendar days.

g. The selecting official will review the STAIRS resumes, convene an Advisory Selection Panel (optional), conduct interviews (optional), and make the selection(s).

h. Selected employees will be released to their new positions on the date mutually agreed to by the losing and gaining supervisors, but in no instance later than 14 days for

promotions and 30 days for reassignments from notification of selection.

6. Employees Occupying Positions Which Are To Be Abolished:

a. NAVSEA's goal is to achieve required restructuring and downsizing without a RIF.

b. After completion of competitions and MDRs to fill positions within the PEO/Directorate FY04 staffing plans, it is expected that some employees will occupy positions which are to be abolished by the end of FY04.

c. Employees occupying positions which are to be abolished will:

(1) Be reassigned to the Directorate which is most closely aligned with their skills. For example, logisticians will be reassigned to SEA 04 and budget/financial analysts will be reassigned to SEA 01. Their positions in the PEOs will be abolished.

(2) Receive priority consideration for vacancies that occur in positions within PEO/Directorate FY04 staffing plans under the NAVSEA Placement Program (NPP) which is discussed below.

(3) Continue to work within an assigned Directorate until placement into a continuing position within the PEOs/Directorates can be made.

(4) Be detailed to other duties as workload priorities dictate.

(5) Be placed in continuing positions at NAVSEA field activities via MDR.

d. Should it become necessary to conduct a RIF in those series/grades in which we are not able to successfully downsize through attrition, placement rights for all employees will be determined by applying prescribed RIF placement and retention regulations.

7. The NPP will:

a. Be comprised of employees whose positions have been identified for abolishment in PEO/Directorate approved FY04 staffing plans. Employees in PEO positions which are being abolished will be realigned to a NAVSEA directorate.

b. Provide NPP members mandatory priority lateral reassignment into vacant continuing positions for which they qualify in approved PEO/Directorate FY04 staffing plans.

c. Laterally reassign NPP members on a voluntary basis to the maximum extent practicable. However, continuing FY04 staffing plan positions may be filled via MDR of NPP members to ensure that essential Command functions are performed.

d. Require NPP members to enter their resumes into STAIRS for occupations for which they qualify. The Command Human Resources/EEO Division (SEA 107) and the Human Resources Services Center Northwest (HRSC NW) will assist NPP members with resume preparation and submission to STAIRS.

e. Provide NPP members priority for training and counseling to facilitate their placement in vacant continuing FY04 positions. The Command Learning and Development Division (SEA 108) will provide advice on training opportunities.

f. Require that PEOs/Directorates fill only continuing positions on their approved FY04 staffing plans.

h. As vacancies occur in continuing positions on their approved FY04 staffing plans, PEOs/Directorates will follow the NPP steps below:

(1) PEOs/Directorates may first elect to laterally reassign a non-NPP member from within their organization. This will result in a placement opportunity for NPP members in another continuing FY04 position within the PEO/Directorate.

(2) If no qualified employee is identified for internal later reassignment under the previous step, SEA 107 will requisition the resumes of qualified NPP members from the appropriate STAIRS open announcement.

(3) NPP members referred for selection consideration must:

(a) Meet minimum Office of Personnel Management qualification requirements for the vacant position;

(b) Be at, or have previously successfully competed for, the full performance grade level of the vacant position; and

(c) Be able to perform the duties of the position satisfactorily within six months, given reasonable supervision and training.

(4) SEA 107, working with the Human Resources Service Center Northwest (HRSC NW), will make qualification determinations.

(5) PEOs/Directorates must select from among NPP members qualified for lateral reassignment.

(6) Placement disputes will be resolved by SEA 00B/09.

(7) If no qualified NPP member is available, a Recruitment Flyer will be issued soliciting candidates for internal lateral reassignment.

(8) If no suitable lateral reassignment candidate is identified, the PEO/Directorate may request SEA 00B/09 approval to announce the vacancy as a promotion opportunity with an AOC of NAVSEA HQ/PEOs for a minimum of 14 days.

(9) If no suitable internal promotion candidate is identified, the PEO/Directorate may request SEA 00B/09 approval to recruit the vacancy externally.

(10) Announcing a vacancy as a promotional opportunity or an external recruitment will be subject to the Priority Placement Program (PPP).

(11) SEA 107 and SEA 108 will assist NPP members with career transition including resume preparation, career counseling, federal vacancy announcement information, and advice on training opportunities.

(12) Supervisors are authorized to grant NPP members a reasonable amount of official time, not to interfere with mission-related work assignments, for job interviews and to prepare job applications and resumes.

(13) Use of government-owned computers and copiers by NPP members in the preparation of job applications and resumes is authorized.