



WORKFORCE PLANNING

***Partnering With Our Customers to Build the
Workforce of the Future, Today***



WORKFORCE PLANNING

- What is it?
 - On site human resources experts and consultants to managers
 - Partners with managers to plan for the '**now**' and '**the future**' on classification, staffing and pay matters
 - Assists in getting the right person in the right job at the right time
- How do I get started?
 - Contact your HROM advisor for advice and guidance



MANAGEMENT PRINCIPLES

- Management Principles
 - Merit System Principles
(To Dos)
 - Prohibited Personnel Practices
(Not To Dos)
- Contact your HROM advisor for advice and guidance



CLASSIFICATION PRINCIPLES

- Equal pay for equal work
- GS grade levels are based upon complexity of work, responsibility, knowledges
- Position, not employee, evaluated
- Foundation of other areas of Human Resources



CLASSIFICATION AUTHORITY

- HROM provides advice/guidance
 - Provides written classification advisories to Commands and Staff Agencies with delegated examining authority
- HRSC has classification authority
 - Unless it has been specifically delegated to a Command or Staff Agency



PD FORMATS

- Position Description (PD) Formats – OF8
 - Factor Evaluation System (FES)
 - Supervisory Format
 - Federal Wage System



WHAT MAKES AN UPGRADE AN ACCRETION OF DUTIES

- Job has grown over period of time
 - Results in additional duties and responsibilities being performed by incumbent in current position
 - Old major duties absorbed into new PD
 - Higher grade duties are directly related to major duties of former position

(NOTE: Major duties are the primary reason the position is established and govern the qualifications requirements)
 - Old PD abolished
 - New position has no known promotion potential
 - Employee meets time-in-grade (TIG) and qualifications
- Additional duties do not adversely affect another incumbent



ACCRETION OF DUTIES EXCLUSIONS

- Promotion that conflicts with principles of open and fair competition (*Merit System Principles*)
 - Competition required when other employees in same unit, under same supervisor, performing same duties before adding the new duties
 - ❖ Examples:
 - Accretion from an Identical Additional position
 - Changing organizational lines/new supervisor
 - Going from nonsupervisory to supervisory
(This is generally a new position)
 - Move from 1 grade to 2 grade interval work when the new duties are not directly related to the major duties of the former position



CLASSIFICATION COMPLAINTS

- What happens when an employee believes their PD is inaccurate
 - Employee confers with supervisor
 - Supervisor determines accuracy of PD
 - If inaccurate, submits RPA/PD for redescription
 - HRSC or Command/Staff Agency with classification authority will classify
 - No desk audits
- Formal classification appeals submitted through HROM
 - Appeal to DoD first (may appeal further to OPM)
 - (OR)
 - Appeal to OPM directly (final and binding decision)



INTERNAL RECRUITMENT METHODS

(MERIT PROMOTION)

- Merit promotion applies to individuals with status, veterans, interchange agreement eligibles, reinstatement eligibles, etc.
 - Certificates from open continuous and individual announcements (STAIRS/CHART)
 - **Management Identification of Candidates (MIC)** – local solicitation of 3 or more organizational candidates (e.g., department, division, branch, section) who may be evaluated and considered for the position **AND** are known to the selecting official



OTHER RECRUITMENT METHODS

- **External recruitment**
 - Individual vacancy announcements
 - Open to ALL US Citizens
 - HRSC uses delegated authority to issue certificates
- **Noncompetitive authorities**
 - Individuals with status who have held a position with no higher promotion potential than vacancy
 - Reinstatement eligibles
 - Veterans Recruitment Authority (VRA) eligibles
 - Direct Hire
- **Mandatory placement programs**
 - Priority Placement Program (PPP) - DoD
 - Remployment Priority List (RPL) - DON
 - Interagency Career Transition Assistance Program (ICTAP) – Fed govt
- **Prior consideration programs – required to consider but not select**
 - Missed consideration
 - Repromotion list



OTHER RECRUITMENT METHODS

- Reassignments
- Job swaps
- Short term solutions
 - Details
 - ▶ Unclassified duties
 - ▶ Classified duties
 - Temporary Promotions
 - ▶ Over 120 days in 1 year requires competition



RECRUITMENT PROCESSES

DON Recruitment Common Business Process (CBP)

- HROM advisor provides upfront advice/guidance
- Recruitments sent directly to HRSC
 - Via organization's chain of command
 - No required documents
- HRSC contacts manager to conduct recruitment
- Manager makes selection from certificate (on line)
- Manager makes initial contact with selectee to advise selected
- HROM confirms PPP clear, offers job and enters employee on duty

HROM Streamlined Recruitment Process

- HROM advisor provides upfront advice/guidance
- Recruitments sent directly to HRSC
 - Via organization's chain of command
 - Required documents attached to recruitment action
- HRSC contacts manager to conduct recruitment
- Manager makes selection from certificate (on line)
- HROM makes initial contact with selectee to advise selected
- HROM confirms PPP clear, offers job and enters employee on duty



PAYSETTING

■ General

- Minimum step of grade

■ Highest previous rate

■ Incentives

- Advanced in hire rate (superior qualifications)
 - ❖ Recruitment incentive must be CONSIDERED first
 - ❖ Recruitment incentive and/or advanced in hire rate may be offered
- Recruitment incentive
- Relocation incentive
- Retention incentive
- Non-Federal leave credit
- Student loan repayment



AUTOMATED TOOLS

- DCPDS (Defense Civilian Personnel Data System)
 - Must obtain a user account
 - Used to generate, track and process personnel actions
- CSU (Customer Support Unit)
 - Must obtain a user account
 - Used to obtain information about employees supervised
 - ❖ Contains leave balances
 - ❖ Info retained in Official Personnel Folder
 - ❖ Awards info
 - ❖ Training info
- My Biz and My Workplace
 - Employees use My Biz to access their personal information (e.g., education, training, etc.)
 - ❖ Automatically provided to each civilian employee once hired and in DCPDS system
 - POCs for My Biz
 - ❖ HQMC POC: Sam Butler, (703) 614-2027, samuel.j.butler@usmc.mil
- SLDCADA
 - Must obtain a user account
 - Used to record and certify time and attendance; view leave balances, etc.



AUTOMATED RECRUITMENT AND HIRING TOOLS

- **CHART** (Civilian Hiring and Recruitment Tool)
 - Must obtain a user account
 - Used by applicants to create and submit resume to centralized DON resume database (STAIRS)
 - Used by managers (CHART ADMIN) to access web based certificates
- **STAIRS** (Standard Automated Inventory and Referral System)
 - Used by HRSC East to prepare and issue certificates



USEFUL HUMAN RESOURCES WEBSITES

- www.hrom.usmc.mil
- <https://www.manpower.usmc.mil>
- <https://www.donhr.navy.mil> (includes DON vacancy announcements)
- www.cpms.osd.mil
- www.opm.gov (includes Government-wide and “all US citizen” vacancy announcements)