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PERSONNEL

USAID/General Notice
M/HR/POD
02/15/2000

Subject: Important Change in Merit Promotion Procedures and Training Offered to Assist Employees with the Transition

NOTE: THIS NOTICE SHOULD BE BROUGHT TO THE ATTENTION OF ALL CIVIL SERVICE EMPLOYEES IN THE AGENCY.

This Notice announces: (1) a change in the documentation requirements for merit promotion consideration which will take effect April 1, 2000; and (2) training which will be offered in February and March 2000 to assist employees in making the transition.

The OF 612, Optional Application for Federal Employment, is one of three forms (the others being the SF 171 and resumes with specific formats) authorized for use by the Office of Personnel Management in applying for merit promotion opportunities in the Federal government. This optional form is used by the majority of USG departments and agencies. In the past, USAID has required the use of a variety of formats for merit promotion application with the USAID-specific Form 4-489, "Applicant Questionnaire-- Merit Promotion," as the primary document for applying.

Effective April 1, 2000, AID Form 4-489 will be cancelled and no longer used by this Agency. Applicants wishing full consideration under the Agency's merit promotion regulations, as outlined in ADS 418, will be required to submit, in lieu of AID Form 4-489, a full application package to include: the application, supplemental statements addressing the knowledge, skills and abilities (KSAs) listed in the announcement, and their two most recent performance appraisals) outlining relevant experience, education, training, performance, and awards. This application package will be the basis for all basic eligibility, qualifications, and rating and ranking decisions made as part of the merit promotion process.

This change has significant advantages for both employees and the Agency. The employees benefit in two ways. First, submission of a complete and current application package will ensure that an applicant receives maximum consideration for employment opportunities under the Agency's merit promotion plan. In addition, the employee will have gained practice and experience in preparing applications for merit promotion opportunities following the same guidelines used by other agencies. This is an advantage should the applicant later decide to compete for Federal merit promotion opportunities outside of the Agency. The change benefits the Office of Human Resources (M/HR) by ensuring that specialists and merit promotion panels have the most current information upon which to apply rating and ranking criteria.

In order to facilitate the transition to the new procedures, M/HR is sponsoring training in how to complete the Optional Application for Federal Employment OF 612 for Competitive Service (CS) employees as a series of one-day, five-hour seminars in February and March 2000. Vantage Human Resource Services, Inc. will provide the training beginning at 9:00AM on each of the scheduled dates in the Agency's Learning Support Center on the B1 Level of the Ronald Reagan Building. Training will last until approximately 3:00PM with a one-hour break for lunch. During the five-hour seminar, employees will learn the purpose of the OF 612 and how best to present their experience, education, training, performance appraisals, and awards to receive maximum consideration under current Agency merit promotion procedures. Individual one-hour follow-up counseling sessions to address such topics as writing supplemental statements that effectively address the knowledge, skills, and abilities (KSA) requirements listed in a CS merit promotion announcement can be scheduled by attendees with the instructor.

The dates and location of the seminars are as follows:

February 23: Moscow Room
February 24: Moscow Room
March 15: Warsaw Room
March 16: Moscow Room
March 29: Moscow Room
March 30: Moscow Room

Additional seminars will be scheduled if necessary.

CS employees who may be applying this year for positions through USAID's or other USG department/agency's merit promotion process are **STRONGLY** encouraged to attend.

If you are interested in attending one of the February sessions please submit an e-mail to Marie Usher HR/POD in the following format:

Subj: Request to attend OF 612 training

Please schedule me to attend the OF 612 training on February (specify date) 2000. If this date is no longer available, I am (or am not) available for the alternate February date.

Those wishing to attend one of the February sessions should submit their requests to Ms. Usher no later than February 18, 2000. Confirmation notices for these dates will be released on February 22, 2000. A separate notice will be issued in late February or early March requesting nominees for the March sessions. Nomination procedures will again be included in the reminder notice.

As always, participation in Agency training must be approved by your supervisor.

Point of Contact: Any questions concerning this Notice may be directed to Shelia Tolliver, M/HR/POD/T2, ext. 712-5615.

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