

DEPARTMENT OF THE ARMY
HEADQUARTERS, FIFTH U.S. ARMY AND FORT SAM HOUSTON
Fort Sam Houston, Texas 78234-5000

FSH Regulation
No. 690-13

13 May 1991

Civilian Personnel
PROMOTION, PLACEMENT, AND STAFFING PLAN FOR THE CIVILIAN INTELLIGENCE
PERSONNEL MANAGEMENT SYSTEM (CIPMS)

Issue of supplements to this regulation by subordinate commanders is prohibited unless specifically approved by Headquarters, Fifth U.S. Army and Fort Sam Houston.

All masculine pronouns used in this regulation are intended to refer to the feminine gender as well unless otherwise indicated.

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CHAPTER 1

GENERAL PROVISIONS

1-1. PURPOSE. To prescribe policies and procedures to be used in filling positions in the CIPMS.

APPLICABILITY.

a. This regulation is applicable to all activities receiving civilian personnel servicing from the Fort Sam Houston Directorate of Civilian Personnel, except U.S. Army Reserve units, who have civilian employees paid from appropriated funds.

b. This regulation must be applied in conjunction with other DOD Instructions and Army Regulations governing the CIPMS.

1-3. DEFINITIONS.

a. Position Change. The movement of an employee from one position to another. Position changes in CIPMS may involve movement within the CIPMS or movement into the CIPMS from other competitive or excepted positions.

b. Grade Band. Two or more grades denoting a common level of difficulty or responsibility of the work or a common level of knowledge, skills, and abilities required to perform the work.

POLICIES.

a. Placements under this regulation will be made without regard to race, color, religion, national origin, sex, age, nondisqualifying handicap, marital status, or political or labor organization affiliation or nonaffiliation.

b. Selection of individuals may be subject to the provisions of various mandatory exceptions which are based on law, DOD Instruction, or Army regulation, and which may have differing degrees of mandatory application. Selecting officials will be advised of the flexibility available to them.

c. All actions taken under this regulation must meet qualification requirements or approved waivers and other legal or regulatory limitations.

d. Within these conditions, selecting officials will have full flexibility to select from any appropriate source, internal or external. Management officials have the discretion to determine if and when to promote employees if not otherwise provided for in this regulation. This discretion applies to all situations involving the use of exceptions to competitive procedures that are not required by law or regulation.

POSITION COVERAGE.

a. Except for those positions described below, this regulation applies to all excepted service positions in the CIPMS in all activities serviced by the Fort Sam Houston Directorate of Civilian Personnel.

b. This regulation does not apply to the following positions:

(1) Positions in Army career programs at mandatory referral levels. If applicable regulations permit the use of local procedures, then this regulation may apply.

(2) Positions in DOD career programs filled through DOD-wide skills files. If applicable regulations permit the use of local procedures, then this regulation may apply.

(3) Other positions for which central referral procedures have been established by a major command. If applicable procedures permit the use of local procedures, then this regulation may apply.

1-6. ACTION COVERAGE. The following actions are covered by this regulation:

a. Promotions.

b. Reassignments

c. Changes to lower grade.

d. Transfers

e. Appointments

Details.

g. Selections for participation in OPM-approved training agreements or other training which is required before an employee may be considered for promotion.

1-7. EXCEPTIONS TO COMPETITIVE PROCEDURES.

a. Reassignments, changes to lower grade, or transfers to positions without known promotion potential or to positions with no greater promotion potential than that of the position currently occupied.

b. Details to positions/duties at the same or lower grade or to positions with no greater promotion potential than that of the position permanently occupied.

c. Position changes between pay systems which result in a higher rate of basic pay, but which are to positions at the same or lower representative rate.

d. Temporary promotions outside a grade band of 180 days or less or temporary promotions of any length within a grade band.

e. Details of 180 days or less to higher graded positions or to ones with known promotion potential outside a grade band or details of any length within a grade band. Prior noncompetitive temporary promotions and details are counted in the same manner as described above for temporary promotions.

f. Promotions resulting from the upgrading of a position without significant change in duties and responsibilities due to the issuing of new classification standards or the correction of a classification error.

g. Position changes permitted by reduction-in-force regulations and procedures to positions in different pay systems which result in the employee receiving a higher rate of pay or to positions with more known promotion potential.

h. Promotions, transfers to higher-graded positions, details to higher-graded positions, and position changes to positions with known promotion potential to target levels up to and including any target-level grade previously held on a nontemporary basis in the competitive or excepted service, except when the change to lower grade from the higher grade was for reasons related to performance or conduct.

i. Promotions to intervening and target levels of positions with known promotion potential. The promotion potential must have been established at the time of entry into the position. Competitive promotion procedures must have been used at an earlier time, or an appointment made under some appropriate appointing authority.

j. Position changes resulting from failure to receive proper consideration in previous considerations involving competitive procedures

k. Position changes resulting from the exercise of statutory reemployment or restoration rights (e.g., overseas reemployment rights, restoration after military service or worker's compensation, etc.).

l. Promotions within a grade band in the current line of work. This exception will not be used to promote an employee from a nonsupervisory to a supervisory position.

m. Promotions based on Impact-of-the-Person-on-the-Job.

n. Other exceptions that may result from new laws, the publishing of new DOD or Army regulations, or situations where merit principles and equity clearly warrant an exception that is not in violation of any law or regulation in effect at the time the exception is granted. Exceptions arising from individual situations will be approved by the Director of Civilian Personnel. The circumstances of exceptions covered in this subparagraph will be documented so that similar cases will receive consistent treatment.

1-8. RESPONSIBILITIES.

a. Commanders and heads of activities are responsible for assuring that:

(1) The merit principles, policies, and procedures of this regulation are fully and consistently fulfilled.

(2) There is an activity career program manager for Army Career Program 35 to assist in implementing this plan for positions covered by that career program.

(3) Flexible local staffing procedures fulfill the concept of shared responsibility and accountability for civilian personnel management between line managers and the Directorate of Civilian Personnel

b. Managers and supervisors are responsible for:

(1) Promoting equal employment opportunities under affirmative action plans in all staffing decisions.

(2) Collaborating with the Directorate of Civilian Personnel and with the Activity Career Program Manager in developing qualification requirements, job-related evaluation criteria, areas of consideration, and recruitment sources.

Determining the need for paid advertisements.

(4) Supplying panel members for rating and ranking purposes when requested.

(5) Considering all candidates referred and making objective selections.

(6) Considering and applying recruitment and retention incentives when appropriate and, in conjunction with the Directorate of Civilian Personnel, negotiating with candidates when required.

(7) Checking and verifying employment references and appropriate education and training history before notifying the Directorate of Civilian Personnel of a selection.

(8) Preparing adequate documentation to support selection and explaining consideration given to veterans eligible for preference, EEO factors, and recruitment incentive decisions.

(9) Explaining staffing decisions to nonselected candidates when required.

Evaluating employee abilities and potential as required.

Submitting applications for absent employees when requested.

(12) Participating with the Directorate of Civilian Personnel in external recruitment efforts as needed.

c. Employees are responsible for:

(1) Demonstrating their ability and potential for advancement by applying themselves diligently to their assigned duties.

(2) Keeping informed on the provisions of this regulation, following procedures, and observing time limits when applying for consideration under this regulation.

(3) Maintaining current qualifications records if required by centralized referral activities.

(4) Reviewing announcements and submitting the required application forms for positions in which they are interested and for which they feel they meet the announced requirements.

(5) Serving as subject matter experts in the development of evaluation criteria and on evaluation panels when required.

(6) Keeping supervisors informed, in writing, of the positions for which consideration is desired during approved absences.

d. The Directorate of Civilian Personnel is responsible for:

(1) In coordination with selecting officials and the activity career program manager, advising and assisting management in filling vacancies, planning staffing strategies, researching labor markets and recruitment sources, analyzing compensation, and other appropriate services.

(2) Operating, evaluating, and improving the promotion program based on regulatory changes and needs of serviced organizations.

(3) Providing training and assistance on the requirements and procedures of this plan to managers, supervisors, and employees.

(4) Developing job-related criteria in conjunction with subject matter experts to be used in evaluating applicants.

(5) Publishing announcements, evaluating applicants, and making referrals to the selecting official.

Maintaining required records relating to placement actions.

(7) Assisting managers and supervisors in discharging their responsibilities under this regulation.

(8) Notifying applicants of the final disposition of their application.

Furnishing information as required within regulatory limitations.

CHAPTER 2

INTERNAL PROMOTION AND PLACEMENT

2-1. **APPLICABILITY.** This chapter applies to the fill of CIPMS positions by CIPMS employees or employees currently serving on an appointment without time limitation in the competitive or excepted service.

USE OF EXCEPTIONS TO COMPETITIVE PROCEDURES

a. Selecting officials and managers may designate the fill of a position by one of the exceptions listed in Chapter 1, provided the designated employee meets all requirements and there is no other mandatory exception that takes precedence.

b. Supervisors designate the use of an exception by requesting consideration of the desired individual in the requesting office remarks on the SF-52.

c. Exceptions may be used without a designation of an area of consideration.

AREAS OF CONSIDERATION.

a. The area of consideration will be established for each vacancy by selecting officials in conjunction with the Directorate of Civilian Personnel.

b. Internal areas of consideration are established only for those employees who are required to compete under this chapter. Employees not eligible to compete internally (e.g., temporary employees) are automatically excluded from the internal area of consideration and must apply as an external candidates if recruitment is conducted externally.

c. The area of consideration may be prescribed for certain groups of positions by Department of the Army or DOD regulations for positions covered by this regulation. In that case, the prescribed area of consideration will be used as a minimum, but it may be expanded to larger areas after considering the criteria listed above.

d. If the area of consideration does not produce an adequate number of best-qualified applicants, it may be expanded or used again by readvertisement. The decision as to whether an adequate number of best-qualified applicants exists will be made by the selecting official.

ABSENT EMPLOYEES.

a. Applications from Army CIPMS employees absent because of military duty, service with international organizations, or compensable injury which does not exceed one year will be accepted and considered.

(1) The employee must notify the supervisor in writing of the types of positions for which consideration is requested.

(2) The employee must provide the supervisor a copy of a Standard Form 171, Application for Federal Employment.

(3) The employee must provide the supervisor a forwarding address where correspondence about any consideration or requests for further information may be sent.

(4) Supervisors will forward all materials to the Directorate of Civilian Personnel for consideration.

b. Army CIPMS employees in activities serviced by the Directorate of Civilian Personnel who will be temporarily absent (e.g., TDY, leave, detail, training course) may be considered if they notify their supervisors of their desire to apply for specific positions that may be announced while they are absent.

(1) The employee must notify his/her supervisor in writing of the titles, series, and grades in which interested.

(2) The supervisor may do either of the following, depending on the circumstances and length of the absence:

(a) Notify employees when desired vacancies are announced so they may submit applications using regular procedures. This method is preferred, especially when employees are still located in the commuting area.

(b) Apply for the employee in absentia by providing the Directorate of Civilian Personnel a copy of the employee's written request for consideration. The employee will either be requested to complete an application at the temporary site or allowed a reasonable amount of time after return to complete the application.

2-5. VACANCY ANNOUNCEMENTS.

a. Internal vacancy announcements for local areas of consideration will be open for receipt of applications for at least 10 calendar days. Longer open periods may be used if desired or needed to reach extended areas of consideration.

b. Open continuous announcements will be used where there is a continuing need to fill positions with the same qualification requirements. These announcements will remain open for extended periods of time, and applicants may apply at any time. The announcement will initially remain open for 10 calendar days before the first referral is made in order to allow applicants an opportunity to apply. Referrals can be made at any time after the initial period as needs arise.

c. Each vacancy announcement will contain the following:

- (1) The area of consideration.

The opening and closing dates for receipt of applications.

- (3) The title, series, and grade of the position, and the known promotion potential if any.

- (4) A summary of the duties of the position.

- (5) Special working conditions (e.g., travel/TDY requirements, security clearance requirements, unusual tours of duty, etc.).

- (6) A summary of the minimum qualification requirements for the position and any selective placement factors.

Forms to be used to apply.

2-6. APPLICATION PROCEDURES.

- a. Applications will not be considered if they are received in the Directorate of Civilian Personnel after the announced closing date unless justifiable reasons for the lateness are presented. Each reason for lateness will be considered on an individual basis.

- b. Applications must be fully completed and signed. Employees will be contacted one time to correct obvious procedural errors or omissions on the application form. Applicants will not be contacted about the content of their descriptions of experience or other information about their qualifications. In the interest of equal competition, applicants are responsible for the adequacy of information about their qualifications.

2-7. MANAGEMENT-DIRECTED REASSIGNMENTS.

- a. Management officials may direct the reassignment of CIPMS employees under their control to other CIPMS positions provided the position has no higher promotion potential than the position currently occupied and the employee meets all qualification and other eligibility requirements. Directed reassignments may also be required to satisfy various assignment rights.

- b. Directed reassignments may be requested by completion of a Standard Form 52 indicating the name of the employee to be reassigned and the position to which reassignment is requested. The request must be approved by the management official who has jurisdiction over both positions.

- c. Directed reassignments are subject to the various mandatory exceptions.

- d. A directed reassignment is normally made after obtaining the employee's consent. If the employee does not consent to the reassignment, the action will be formally proposed to the employee and the employee will have the opportunity to present reasons why the reassignment should not take place.

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The decision to make the reassignment will be made by management officials with the advice and assistance of the Directorate of Civilian Personnel.

CHAPTER 3

EXTERNAL RECRUITMENT

3-1. APPLICABILITY. The procedures in this chapter apply whenever a position is to be filled with an individual who is not currently a permanent employee of the competitive or excepted service.

3-2. LOCATING CANDIDATES.

a. Vacancy announcements will be the means used to accept applications from external candidates for entry into the CIPMS.

b. External vacancy announcements will be constructed similar to internal vacancy announcements or the same announcement may be used for both internal and external candidates.

d. The extent of recruitment for external candidates will be determined by the selecting officials in conjunction with the activity career program manager and the Directorate of Civilian Personnel.

CHAPTER 4

EVALUATION

APPLICABILITY.

a. The procedures in this chapter apply whenever competitive procedures are required to be applied to a particular action. These procedures provide a systematic means of considering applicants in order to ensure that they possess the necessary KSAO to successfully perform the duties of the position.

b. The procedures in this chapter do not prescribe how applicants are to be located, which sources of applicants or exceptions to competitive procedures should be considered, or the order in which applicant sources should be considered.

c. The procedures in this chapter will not be applied to applicants not required to compete under the provisions of this regulation.

d. The procedures in this chapter will not be applied to individuals referred from centralized referral activities.

4-2. REFERENCE POINT FOR DETERMINATIONS. In order to provide a uniform point for determinations, the 60th calendar day after the closing date of the vacancy announcement (or the 60th day after the date of receipt of the application in the Directorate of Civilian Personnel for actions not involving a vacancy announcement) will be used as a reference point to determine all qualifications and other eligibility requirements based on an amount of time.

USE OF QUALIFICATION STANDARDS.

a. All applicants, internal and external, will be evaluated for minimum qualifications on the basis of the same qualification standard.

b. The decision to use an existing OPM or CIPMS standard, to modify a standard, or to develop a local CIPMS standard will be made by selecting officials in conjunction with the Directorate of Civilian Personnel based on the characteristics of the position to be filled.

c. Selective placement factors may be developed for use in filling a position. If selective placement factors are used, their development will be documented and considered as part of the minimum qualification standard.

4-4. COMPONENTS OF THE EVALUATION PROCESS. The evaluation process consists of the following elements:

a. A job analysis to determine the KSAO that are essential for successful performance and which distinguish the superior from the acceptable applicant.

b. Evaluation of candidates on the basis of relevant measures to insure that minimum qualification and other regulatory limitations are met.

c. Distinguishing among candidates on the basis of quality levels in a and consistent manner based on the KSAO developed through job analysis.

d. Documentation of the process to allow audit and reconstruction.

4-5. JOB ANALYSIS. The job analysis and the criteria developed from it may cover a single position or a group of positions with similar characteristics. At least one subject-matter expert must provide information for the job analysis that is conducted by the personnel specialist. The subject-matter expert must be at or above the grade level of the position to be filled and must be knowledgeable of the requirements of that position. If possible, subject-matter experts other than the selecting official should be used to enhance objectivity in the overall evaluation process; however, use of selecting officials as subject matter experts is not prohibited.

4-6. CREDITING PLANS. A crediting plan will be developed for each position or group of positions. This crediting plan will be a summary of the candidate evaluation methods to be used.

EVALUATION OF INTERNAL CANDIDATES.

a. When there are fewer than 10 qualified and eligible candidates from internal applicant sources they will be considered as Best Qualified and referred for consideration.

b. The number of candidates to be referred for consideration will be influenced by the nature of the position, the size and nature of the total applicant pool, the need for affirmative action to reduce underrepresentation, and the ability of the selecting official to review and consider candidates promptly and efficiently. However, if more than 10 best-qualified candidates are produced as a result of a promotion announcement, the number of best-qualified candidates will not be reduced to less than 10 candidates.

EVALUATION OF EXTERNAL CANDIDATES.

a. The same evaluation criteria and crediting plan will be used to evaluate internal and external candidates.

b. Candidates eligible for veterans preference will not receive additional credit in the application of the crediting plan.

c. The number of candidates to be referred for consideration will be influenced by the nature of the position, the size and nature of the total applicant pool, the need for affirmative action to reduce underrepresentation, and the ability of the selecting official to review and consider candidates promptly and efficiently. However, if more than 10 best-qualified external candidates are produced as a result of an announcement, the number of best-qualified candidates will not be reduced to less than 10 candidates.

CHAPTER 5

REFERRAL AND SELECTION

USE OF DA FORM 2600.

- a. DA Form 2600 contains the list of the names of candidates referred to the selecting official for a specific vacancy. A separate DA Form 2600 will be issued for internal and external candidates. Referrals from centralized referral activities will be provided separately.
- b. DA Forms 2600 listing individuals entitled to a mandatory exception to competitive procedures that permits selection will contain the names of all individuals entitled to that mandatory exception, and the selecting official is entitled to select from among them.
- c. Where competitive procedures are used, the DA Form 2600 will contain only the names of the best-qualified candidates as determined by the evaluation process. Candidates will be listed in alphabetical order.
- d. External candidates entitled to veterans preference will be identified on the DA Form 2600.

APPLICATION OF VETERANS PREFERENCE.

- a. Applicants who are identified as having veterans preference will be identified on referral lists from external sources.
- b. Entitlement to veterans preference will be considered as a positive factor by selecting officials when considering external applicants. Preference eligibles should be selected where qualifications of applicants are equal.
- c. Referrals from external sources for guard, messenger, and custodial worker positions will be limited to preference eligibles if they are available.

5-3. INFORMATION TO ACCOMPANY REFERRAL. Each DA Form 2600 will be accompanied by information on the qualifications of each of the candidates. In most cases, this information will consist of the application and supplemental material submitted by the candidate. In some cases (e.g., mandatory exceptions, RIF placements, etc.) the selecting official will only receive information on the candidate's work history, training, education and awards. The selecting official may also review material contained in each candidate's Official Personnel Folder if it is maintained by the Directorate of Civilian Personnel. Selecting officials can make appointments for reviewing Official Personnel Folders by calling the Technical Services Division of the Directorate of Civilian Personnel.

5-4. INTERVIEWS. Interviews of candidates may be used as deemed necessary by the selecting official. Interviews are neither required nor prohibited for

any candidate on any referral list. Selecting officials, not the Directorate of Civilian Personnel, will make arrangements for interviews. Failure to be interviewed will not be the basis for nonselection; consideration will be based on the material submitted. Interviews may be in person or by other means such as the telephone.

AUTHORITY OF SELECTING OFFICIAL.

a. The selecting official retains the right to select or not select from any appropriate source at any point in the selection process, unless mandatory exceptions are in effect.

b. Selecting officials may seek the advice or recommendations of others and may use techniques such as a panel interview. The selecting official, however, may not delegate selection authority and must make the final decision based on his/her judgment of job-related factors.

COMPLETION OF DA FORM 2600.

a. Selecting officials are required to state their reasons for expecting the candidate to perform successfully on the DA Form 2600. Since reasons for selection may be used as evidence in future complaints, selecting officials should take care to include all reasons for selection on the DA Form 2600.

b. If an individual is entitled to veterans preference and is not selected from an external referral, the reasons for nonselection will be recorded and may be provided to the unsuccessful preference eligible upon request.

c. Selecting officials will return DA Form(s) 2600 to the Directorate of Civilian Personnel for review and notification. Selecting officials will not notify selected employees or arrange for release dates.

5-7. REISSUE OF DA FORM 2600. DA Form(s) 2600 may be issued to the same or other selecting officials within a 90-day period after the date of the initial selection provided the position has the same title, series, grade, and minimum qualification requirements (including selective factors) as the position for which referral was originally made.

RECRUITMENT INCENTIVES.

a. The Directorate of Civilian Personnel will serve as the primary point of contact with selectees regarding payment of various discretionary recruitment incentives such as payment of interview expenses, recruitment bonuses, advanced salary rates, etc.

b. Decisions regarding payment of recruitment incentives will be the responsibility of the selecting official. Selecting officials will ensure that payment of recruitment incentives is based on job-related criteria and is not denied on the basis of any of the factors listed in paragraph 1-4a.

CHAPTER 6

RELEASE OF EMPLOYEES

6-1. NOTIFICATION OF SELECTED EMPLOYEES

a. The Directorate of Civilian Personnel will review each selection action before commitment to ensure that no regulatory or procedural violations has occurred in the recruitment process.

b. Selectees will not be notified until the Directorate of Civilian Personnel receives written clearance from the appropriate security office.

c. Notification of selection and commitment is made by the Directorate of Civilian Personnel, not the selecting official. The Directorate of Civilian Personnel will arrange for release of selected employees.

6-2. RELEASE OF FSH EMPLOYEES. Selected employees serviced by the Fort Sam Houston Directorate of Civilian Personnel will be released to enter on duty in the new position no later than the beginning of the second pay period following the pay period in which the release date was requested by the Directorate of Civilian Personnel. An earlier or later release date may be arranged by mutual agreement between the selecting official and the employee's current supervisor. If a later release date is agreed to and a promotion is involved, the promotion action will still be effected not later than the beginning of the second pay period as described above. Later effective dates of promotion actions may also be approved for a maximum of two additional pay periods in order to take advantage of the awarding of within-grade increases.

6-3. RELEASE OF NON-FSH EMPLOYEES. The release of Federal employees who are not serviced by the Fort Sam Houston Directorate of Civilian Personnel will be by mutual agreement of the respective personnel offices. The provisions described for employees serviced by the Fort Sam Houston Directorate of Civilian Personnel will be used as guidelines in negotiation; however, those guidelines are not binding on the other activity or agency.

CHAPTER 7

RESOLVING DISPUTES

7-1. EXTERNAL RECRUITMENT RATING APPEAL PROCEDURES.

a. Oral inquiries or statements are not considered as appeals for purposes of these procedures. Candidates whose problems cannot be resolved on an informal basis will be advised to submit an appeal in writing specifically detailing the contested determination. No specific forms are required.

b. Appeals received after 10 calendar days of notification of disposition will be considered only if the late submission is due to factors beyond the control of the candidate.

c. Appeals will be considered by the team leader of the staffing team or unit involved. The team leader will present findings to the Chief, Recruitment and Placement Division.

d. The Chief, Recruitment and Placement Division will review the material and issue a written notice of decision, provide reasons for the decision, and notify the candidate of the final level of review.

e. Candidates may seek a review of the decision of the Chief, Recruitment and Placement Division. Applications for review must be submitted in writing to the Director of Civilian Personnel within five calendar days after the date of the notice of decision from the Chief, Recruitment and Placement Division.

f. The decision of the Director of Civilian Personnel is final. Candidates will be notified of the decision.

7-2. INTERNAL PROMOTION AND PLACEMENT DISPUTES. Disputes will be resolved through the provisions of the Army Grievance System. Nonselection from a properly constituted referral list is not grievable.

7-3. DISCRIMINATION COMPLAINTS. Allegations of unlawful discrimination from both internal and external candidates are made under the Army Equal Opportunity Complaint Procedures.

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The proponent of this regulation is the Directorate of Civilian Personnel, Fort Sam Houston. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to HQ, Fifth U.S. Army and Fort Sam Houston, ATTN: AFZG-CP, Fort Sam Houston, Texas 78234-5000

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