



Department of Energy  
Washington, DC 20585

SEP 4 2012

MEMORANDUM FOR HUMAN RESOURCES DIRECTORS

FROM:

  
KENNETH T. VENUTO, DIRECTOR  
OFFICE OF HUMAN CAPITAL MANAGEMENT

SUBJECT:

POLICY GUIDANCE MEMORANDUM # 28  
Requirements for Non-Competitive Reassignments into Supervisory  
and/or Managerial Positions

To ensure compliance with merit system principles and to promote consistency throughout the Department, beginning on the effective date of this memorandum, an employee cannot be placed into a supervisory or managerial position without competition (either formal or informal competitive procedures) unless the employee:

1. Currently occupies a supervisory position; OR
2. Previously held a supervisory position in the Federal Civil Service.

A non-competitive reassignment into a supervisory or managerial position will be allowed if the employee meets one of the above criteria in addition to any other eligibility and/or qualification requirements for the position. If employees do not meet one of the above criteria but are at the same grade level as the vacant position, at a minimum, informal competitive procedures will be required. However, formal competitive procedures may be used at the selecting official's discretion (i.e., vacancy announcement in USA jobs).

When informal competitive procedures are used, the notification may be limited to the organizational component only. The notification can be an "expression of interest" notification issued via email or through organizational bulletins as long as employees within the organization are afforded an opportunity to be considered for the supervisory or managerial position. When formal competitive procedures are used, the servicing Human Resources Office's merit promotion or category rating guidance must be followed, as appropriate.

Although the Department is requiring some form of competition for movement into supervisory and managerial positions, selectees will not be required to serve a new probationary period if they fully meet the requirements outlined in Title 5 CFR 315.901 and DOE Order 320.1.

Should you have further questions or need clarification regarding this policy guidance, please contact Tiffany Wheeler of the Human Capital Policy Division at 202-586-8481.

