

IPS 3-09 NON-COMPETITIVE ELIGIBILITY

Effective Date: April 30, 2009

MS 620, *Peace Corps Merit Selection and Promotion*

Responsible Office: M/HRM

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1.0 AUTHORITY

Executive Order 11103; 28 Fed. Reg. 3571 (1963); 5 CFR 315.605

2.0 PURPOSE

This Interim Policy Statement (IPS) sets out the policies and procedures for non-competitive selection of applicants for Peace Corps employment.

3.0 DEFINITIONS

A *Non-Competitive Eligible* is an applicant for employment who meets the criteria for non-competitive selection of recently returned Peace Corps Volunteers set forth in E.O. 11103 and MS 285.5.

A *Selecting Official* is an Agency employee who has been delegated authority to select a candidate for a particular vacant position.

4.0 NON-COMPETITIVE SELECTION POLICY

Non-competitive eligibility may be used to select applicants for an Agency position only as set out in this policy.

5.0 ELIGIBILITY

5.1 To be eligible for non-competitive selection under this section, an applicant must be certified by the Country Director pursuant to MS 285.5. The Country Director may issue certification to a Volunteer (a)

who has satisfactorily completed a full term of service or (b) (1) who has satisfactorily served for at least twelve months, including training, and (2) whose termination is determined to be for reasons beyond the Volunteer's control.

5.2 The Agency may hire an applicant non-competitively under this authority for up to one year after the applicant completes his or her Peace Corps service, except that this period may be extended at the Agency's discretion to a total of not more than three years if the person, after the qualifying service, is:
in the military service;
studying at a recognized institution of higher learning (e.g., Master's International, Fellows/USA); or
in another activity which, in the Agency's view, warrants extension, (e.g., Americorps service).

5.3 Non-competitive eligibility may only be used for selection for an initial appointment. Any individual who has been appointed to a position with the Agency is not eligible to use non-competitive eligibility status to be appointed to another position within the Agency.

6.0 NON-COMPETITIVE HIRING PROCESS

6.1 Selection Process for Positions with an Entry Grade of FP-5 or Lower

Selecting Officials may use non-competitive eligibility to fill vacancies with an entry grade of FP-5 or lower without first having to advertise the vacancy through the standard MS 620 process whenever they determine that it is in the Agency's best interest to do so. Upon submission of the request for personnel action, Selecting Officials may inform HRM of their intention of hiring using the non-competitive process. HRM will provide a list of eligible and qualified applicants who have indicated an interest in the type of position the Selecting Official is attempting to fill.

6.1.1 Application Process

Peace Corps Volunteers who have completed service or will be completing service within the next sixty days and who are or will be eligible for non-competitive hiring may submit applications to HRM indicating general areas of employment interest through HRM's non-competitive process. Applicants who apply through this process may also apply for specific vacancies using the regular application process. COS dates may not be advanced if a Volunteer has remaining responsibilities in the host country. A Volunteer's COS date should not be advanced to meet personal, educational, professional, or employment opportunities, including an assignment with Peace Corps Response or employment with the Peace Corps or any foreign affairs agency. See MS 281 Section 2.0

6.2 Selection Process for Positions with an Entry Grade of FP-4 or Higher

The Director of Human Resource Management (HRM) must review and approve non-competitive selections for positions with an entry grade of FP-4 or higher. To qualify for a position at the FP-4 or above, the applicant will generally need to have had specialized experience in addition to his or her volunteer service.

6.2.1 Application Process for Entry Grade FP-4 or Higher

RPCVs with non-competitive eligibility will be required to submit a request for consideration to the manager of the position in which they are interested. The request will include their non-competitive eligibility end date and a summary of their qualifications for the particular position. A resume is also required. If the manager wishes to select the RPCV, he or she will forward the application to HRM to determine if the RPCV meets the job and eligibility requirements.

6.3 Time Limit

A selecting official will have the option to request an RPCV NCE roster of applicants and simultaneously post the vacancy to the public. A selecting official requesting only an RPCV NCE roster must make a selection from the roster within 21 days if they have not posted to the public simultaneously and, if no selection has been made, must post the position for competitive selection or cancel the request for recruitment. An extension of 7 days may be requested outlining the reasons to the Director of HRM prior to the end of the 21 days.

6.4 Use of Regular Selection Process

A Selecting Official may at any time decide not to use the non-competitive selection process and request that a position be posted for competitive selection.

7.0 INSTRUCTION

This shall be integrated into MS 620 *Peace Corps Merit Selection and Promotion*, in a timely manner.

8.0 EFFECTIVE DATE

The effective date is the date of issuance. This Interim Policy Statement will be re-evaluated six months after issuance.