



Approved for Release

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Date

**DEPARTMENT OF COMMERCE
OFFICE OF HUMAN RESOURCES MANAGEMENT**

HUMAN RESOURCES (HR) BULLETIN #156, FY12

SUBJECT: Department of Commerce Voluntary Resume Bank

EFFECTIVE DATE: Upon release of this HR Bulletin

EXPIRATION DATE: Effective until canceled or superseded

REVISIONS: This bulletin has been revised to grant operational control of the Voluntary Resume Bank to Servicing Human Resources Offices (SHRO). It clarifies the role of the Office of Human Resources Management (OHRM)/Office of Policy and Programs (OPP) and provides guidance on the reporting requirements for OPP and SHROs.

SUPERSEDES: HR Bulletin #154, FY12, "Department of Commerce Voluntary Resume Bank"

PURPOSE: The bulletin makes available policy guidance on providing special consideration to employees who occupy competitive service positions that have been identified for potential elimination due to proposed budget reductions, lack of work, or reprogramming, and who elect to participate in the Department of Commerce (Department) Voluntary Resume Bank for possible placement opportunities. It also lays out the procedures for requesting participation in the program; posting positions on USAJOBS; maintaining the program; and uploading a list of occupational series and grades that cannot be advertised before participants are considered for those positions. Voluntary placement of eligible employees in vacant, funded positions is desired in lieu of potential involuntary separation through reduction-in-force.

ELIGIBILITY: Employees who occupy competitive service positions and who are notified by the SHRO that their position has been identified for potential elimination due to proposed budget reductions, lack of work, or reprogramming, are eligible to participate in the Department's Voluntary Resume Bank program.

COVERAGE: Provisions of this HR Bulletin are applicable to Department employees who have received notification by their SHRO that their position has been potentially identified for elimination due to proposed budget reductions, lack of work, or reprogramming.

POLICY: On a voluntary basis, a Department employee, whose competitive service position has been identified for potential elimination due to proposed budget reductions, lack of work, or reprogramming, can submit a resume to the Department's Voluntary Resume Bank through their local Resume Bank Point of Contact (POC). Employees participating in the program will be given special consideration for any vacant funded positions within the Department to which they are referred. Participation in the program does not guarantee selection for a position.

Vacant positions matching the occupational series and grade of Resume Bank participants shall not be advertised on USAJOBS until well-qualified participants have been interviewed and no selection was made. Decisions of non-selection by hiring managers must be based on qualifications of the Resume Bank participants, and reasons for non-selection must be submitted in writing to the Director, OHRM, prior to the position being approved by OHRM for posting on USAJOBS. OPP will monitor the USAJOBS site to ensure compliance.

Voluntary Resume Bank participants will be referred to any available competitive service position for which they are well-qualified that: 1) is equivalent to their current occupational series, grade/band level, or equivalent; 2) has no more promotion potential; 3) has the same work schedule; and 4) is within their current local commuting area. Participants may indicate at the time of their resume submissions that they are willing to be considered for lower-graded positions than what they currently hold by indicating (at the time of submission) the additional lower grade level(s) for which they are willing to be considered. Any resulting change to lower grade will be considered voluntary on the part of the employee. Participants may also indicate one additional occupational series for which they wish to be considered. Participants must be found qualified by the SHRO for the additional occupation to be considered. The appropriate SHRO will make qualification determinations based upon the content of the resumes received.

No Voluntary Resume Bank participant will be promoted to a higher grade or pay band, or receive a higher salary as a result of participation in the program.

Oversight of the Voluntary Resume Bank will be conducted by OHRM/OPP. SHROs will manage the operations of the program and will be required to follow the procedures set forth in this bulletin, including regular reports to OPP. OHRM reserves the right to take over the operation of the program for one or more SHRO(s) if it is found they have failed to follow policy and procedures.

Participants in the Voluntary Resume Bank will not receive special consideration for a position when there is a reemployment priority list eligible, priority consideration eligible, or career transition assistance plan (CTAP) eligible.

PROCEDURES: The following provides procedures for: notifying eligibles; uploading resumes on the OMB Max website; posting vacant positions on USAJOBS; resume bank matches; list of positions; and termination from the program.

Notifying Eligibles: Following a determination by the appropriate Resume Bank POC that competitive service positions within a bureau/operating unit have been identified for potential elimination based on the criteria above, employees encumbering those positions will be notified by their Resume Bank POC of their eligibility to participate in the Voluntary Resume Bank program.

Uploading Resumes on OMB Max Website: Each bureau with potentially impacted employees will designate a Resume Bank POC to serve as primary touch point for the Voluntary Resume Bank program. Following a determination by the Resume Bank POC that an employee is eligible for the Voluntary Resume Bank, and after the employee gives consent, the POC will upload the resume on the Department-wide OMB Max website page, DOC Voluntary Resume Bank. The employee's resume must contain the following information: 1) full name; 2) phone number; 3) e-mail address; 4) position title; 5) bureau; 6) work schedule; 7) full performance level; 8) duty location; 9) salary; and 10) one additional occupational series for which the employee wishes to be considered. POCs are responsible for removing resumes of employees who have been placed, reassigned, terminated from the program, or no longer wish to participate.

Prior to Posting Vacant Position on USAJOBS: Prior to posting a vacant position on USAJOBS, the SHROs must check the occupational list on the OMB Max DOC Voluntary Resume Bank homepage to determine if the competitive service position has a possible Resume Bank applicant match. A match also includes an additional occupational series for which the employee wishes to be considered.

Resume Bank Match Found: If there is a match within the resume bank, the SHRO will assess the qualifications of the individual(s) referred and make a qualification determination normally within 24 hours of receiving the staffing action. Hiring officials should complete interviews and make a hiring decision with referred individuals normally within five business days of receipt of the resume(s).

If no match is found, the SHRO may post and advertise the announcement on USAJOBS.

Reporting Requirements: SHROs will be responsible for the following:

POCs will update a tracking log on the OMB Max Voluntary Resume Bank page as resume bank matches are confirmed and hiring manager decisions are executed. The tracking log will be developed by OPP and is subject to change based upon OPP reporting needs. The tracking log will track the date the resume bank matching process was initiated; if the applicant was interviewed; if the applicant was extended an offer; and any other pertinent information related to the matching process.

OPP will be responsible for the following:

1. OPP will send tracking reports to the Director, OHRM, and the Resume Bank POCs on a monthly and/or as-needed basis.
2. OHRM will send all reports to the Chief Financial Officer/Assistant Secretary for Administration on a monthly basis.
3. OPP will maintain a record of all non-selections by hiring managers for review by the Director, OHRM.
4. OPP will periodically cross-reference USAJOBS postings with the Resume Bank occupational list to ensure compliance with the policy.

Occupational List: A list of current occupational series and grades that may not be advertised until special consideration is given to Resume Bank participants will be maintained by each designated Resume Bank POC on the centralized OMB Max Voluntary Resume Bank Homepage. The occupational list will be a real-time document that will include a Department-wide list of occupations that have been identified for elimination. When positions are identified for elimination, the Resume Bank POC will add the targeted positions to the occupational list. The occupational list will include the following elements:

1. Title, Occupational Series, and Grade
2. Full performance-level of position
3. Geographic location
4. Salary
5. Work schedule (full-time or part-time)

Grade Conversions: For purposes of determining a match, conversions to and from General Schedule (GS) and pay-banded personnel systems will be conducted in accordance with the appropriate governing Alternative Personnel System Operating manual and/or instructions.

Termination from Program: Participants that decline three job offers will be terminated from the Voluntary Resume Bank program. OHRM is responsible for issuing a final determination when a participant should be terminated from the program based on declination of job offers. SHROs will notify OPP and remove participants from the program at such time as a retention register, including their position, is established in preparation for a reduction-in-force procedure.

Termination of Program: The Department has the right to terminate this program in its entirety or any part thereof at any time, for any reason.

Privacy Act Notice: All employees that participate in the Resume Bank Program will have personal information they provide in their resumes forwarded and viewed by DOC HR Staffing Specialists.

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