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**Approved for Release**

**Date**

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**Director, Office of Human Resources Management and  
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**DEPARTMENT OF COMMERCE  
OFFICE OF HUMAN RESOURCES MANAGEMENT  
HUMAN RESOURCES (HR) BULLETIN #257, FY22**

**SUBJECT:** Voluntary Resume Bank

**EFFECTIVE DATE:** Upon release of this HR Bulletin

**EXPIRATION DATE:** Effective until canceled or superseded

**SUPERSEDES:** HR Bulletin #156, FY12, "Department of Commerce Voluntary Resume Bank"

**REVISIONS:** Revisions include an updated OMB Max webpage for the Resume Bank, <https://community.max.gov/display/DOC/Voluntary+Resume+Bank>. This page can be accessed with a max.gov account. The Resume Bank webpage includes an updated Occupational List, which has positions that cannot be advertised on USAJOBS before participants are considered for the position; a tracking log of Employee Information that details if a position has been offered or accepted; and an established page, Resume Bank Resumes, where resume files can be uploaded.

**PURPOSE:** The bulletin provides special consideration to Department of Commerce (Department) employees who occupy competitive service positions that have been identified for potential elimination due to proposed budget reductions, lack of work, reprogramming, etc., and who **elect** to participate in the Department's Voluntary Resume Bank for possible placement opportunities. It also describes the procedures for requesting participation in the program; posting positions on USAJOBS; maintaining the program; and uploading a list of occupational series and grades/bands 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 (RIF).

**BUREAU/OPERATING UNIT RESPONSIBILITY:** Each bureau/operating unit (OU) must establish at least one Resume Bank POC (POC) that updates/maintains the Resume Bank webpage as needed.

**ELIGIBILITY:** Department employees who occupy competitive service positions and who are notified by their Servicing Human Resources Office (SHRO) or Enterprise Services (ES), as appropriate, that their position has been identified for potential elimination due to proposed budget reductions, lack of work, reprogramming, etc., and have **NOT** received a specific RIF notice, are eligible to participate in the Department's Voluntary Resume Bank program.

**POLICY:** On a voluntary basis, an eligible employee, can submit a resume to the Department's Voluntary Resume Bank through their bureau/OU's Resume Bank POC. Employees participating in this program will be given special consideration for vacant funded positions in the Department for which they are referred. **Participation in the program does not guarantee selection for a position.**

Vacant positions matching the occupational series and grade/band or equivalent of Resume Bank participants shall not be advertised on USAJOBS until qualified participants have been interviewed and not selected. Decisions of non-selection by hiring managers must be based on qualifications of participants, and the reason for non-selection must be submitted in writing to the Principal Human Resources Managers (PHRMs), prior to posting on USAJOBS. PHRMs must provide updates on non-selections to the Director, Office of Human Resources Management and Chief Human Capital Officer (Director, OHRM), upon request.

Voluntary Resume Bank participants will be referred to any available competitive service position for which they are 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 submission, on their resume, if they are willing to be considered for lower-grade/band positions than they currently hold by indicating (at the time of submission) the additional lower grade/band level(s) for which they would like to be considered. This information will be maintained in the OMB Max webpage. (Any resulting change to a 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/ES, as appropriate, for the additional occupation to be considered. The appropriate SHRO/ES will make qualification determinations based on the content of the resumes received.

No Voluntary Resume Bank participant will be promoted to a higher grade/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/Office of Policy and Programs (OPP). The SHRO/ES, as appropriate, will manage the operations of the program and are required to follow the procedures set forth in this bulletin. OHRM reserves the right to take over the operation of the program from a SHRO/ES 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 (RPL) eligible (placement priority), or a Career Transition Assistance Plan (CTAP) (selection priority) eligible.

**PROCEDURES:** The following provides procedures for notifying the eligibles; uploading resumes on the OMB Max website; posting job opportunity announcements (JOA) on USAJOBS; resume bank matches; reporting requirements; occupational list; grade conversions; declination of job offers; termination from the program; termination of the program; and Privacy Act Notice.

Notifying Eligibles: Once employees have received notification from their SHRO/ES that their position has been potentially identified for elimination, the appropriate Resume Bank POC will

notify the employees of their eligibility to participate in the Voluntary Resume Bank program. The SHRO/ES will determine the appropriate method and timing of the notification.

Uploading Resumes on the OMB Max Website: 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 their resume onto the Department-wide OMB Max website page, Voluntary Resume Bank (<https://community.max.gov/display/DOC/Voluntary+Resume+Bank>). All resumes should be uploaded to the established page – Resume Bank Resumes.

The employee's resume must contain the following: (1) full name; (2) contact information (phone number and/or email address); (3) bureau/OU; (4) position title, series, grade/band, and equivalent; (5) full performance level; (6) duty location; (7) salary; (8) work schedule; and (9) one additional occupational series for which the employee wishes to be considered, and any lower grade/band the employee wishes to be considered, if provided.

Resume Bank POCs are responsible for removing resumes of employees who are no longer eligible (i.e., have been reassigned, declined three job offers, no longer employed with the Department, no longer wish to participate, received a specific RIF notice, position is no longer identified for potential elimination, etc.). Notes on whether an employee declined or accepted a position should be kept in the "Employee Information" section of the Excel spreadsheet on the max.gov page.

Occupational List Email Notification: OPP will email staffing partners with a status update, via email, of the current occupational list on a monthly basis, or when changes occur.

Prior to Posting a JOA on USAJOBS: Prior to posting a JOA on USAJOBS, the SHRO/ES must review the latest email notification from OPP on the status of the Occupational List. The SHRO/ES may also check the Occupational List on the OMB Max Voluntary Resume Bank webpage to determine if the vacant position has a possible match with a Resume Bank participant. A match may also include an additional occupational series for which the employee wishes to be considered.

Resume Bank Match Found: If there is a match in the Resume Bank, the SHRO/ES will assess the qualifications of the participant(s) referred and make a qualification determination, normally within 24 hours of receiving the recruitment action request. Hiring officials should complete interviews and make a decision on the referred participants within 5 business days from receiving the resume(s). If a participant is not selected, the hiring manager must submit the reason for non-selection in writing to the Director, OHRM, through their SHRO/ES.

If no match is found, the SHRO/ES may post the JOA on USAJOBS.

Reporting Requirements: The SHRO/ES will be responsible for the following:

The POCs will update the established tracking log on the OMB Max Voluntary Resume Bank page, "Employee Information," as matches are confirmed and hiring manager decisions are made. The tracking log will capture 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. The tracking log is subject to change based upon OPP

reporting needs. 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 reports to the Chief Financial Officer and Assistant Secretary for Administration upon request.
3. OPP will maintain a record of all non-selections by hiring managers for review by the Director, OHRM upon request.
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/bands that may not be advertised until special consideration is given to Resume Bank participants will be maintained by the Resume Bank POCs on the centralized OMB Max Voluntary Resume Bank webpage. The occupational list is a real-time document that includes a Department-wide list of occupations that have been identified for elimination and for which an impacted employee has volunteered to participate in the Voluntary Resume Bank. Resume Bank POCs will add and remove positions as warranted. The occupational list will include the following elements:

1. Title, Occupational Series, and Grade/Band (a new row on the spreadsheet should be filled out for an additional occupational series and/or a different grade/band levels an individual has included in their resume)
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 (Commerce Alternative Personnel System (CAPS), and NIST's Alternative Personnel Management System (APMS) will be conducted in accordance with the appropriate governing alternative personnel system operating manual and/or instructions.

Declining Job Offers: Participants who 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.

Termination from the Voluntary Resume Bank: The Resume Bank POCs will remove participants from the program who are no longer eligible (i.e., have been reassigned, declined three job offers, no longer employed with the Department, no longer wish to participate, received a specific RIF notice, position is no longer identified for potential elimination, etc.).

Termination of the Voluntary Resume Bank: 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 participating in the Voluntary Resume Bank program will have personal information they provide in their resumes forwarded and viewed by Department HR specialists, and hiring managers.

**OFFICE OF POLICY AND BENEFITS:** [OPBservices@doc.gov](mailto:OPBservices@doc.gov)