



DEPARTMENT OF THE NAVY  
UNITED STATES NAVAL ACADEMY  
ANNAPOLIS, MARYLAND 21402

USNAINST 12335.1A  
24/EmplDiv  
26 May 1983  
CH-1

USNA INSTRUCTION 12335.1A

From: Superintendent

Subj: Merit Staffing Policy and Procedures

Ref: (a) Federal Personnel Manual (FPM) 335 Promotion and Internal Placement  
(b) Civilian Personnel Instruction (CPI) 335 Department of the Navy Merit Staffing Policy

(R)

Encl: (1) Merit Staffing Policy and Procedures Guidelines  
(2) Naval Academy Career Ladders

1. Purpose. To establish and promulgate a revised merit staffing policy and procedure for civilian employees of activities receiving personnel services from the Naval Academy.

2. Cancellation. USNAINST 12335.1

3. Background. The Office of Personnel Management (OPM) issued new instructions in reference (a) governing the requirements for promotion and internal placement. These instructions were augmented by reference (b). This instruction with enclosures (1) and (2), redefines this activity's policy in compliance with Office of Personnel Management (OPM) and Department of the Navy (DON) regulations on merit staffing.

4. Action. Addressees shall ensure compliance with the provisions of this instruction.

J. R. POOLE  
Deputy for Operations

Distribution:  
AA  
CPD (50)

MERIT STAFFING POLICY AND PROCEDURES GUIDELINES

1. POLICY. It is the policy of the Naval Academy to foster the recruitment, promotion, and retention of capable employees; to attain a high level of employee proficiency and productivity; and to create employee satisfaction. To this end:

a. All employees shall have the opportunity to receive fair and appropriate consideration for announced career opportunities and higher level positions.

b. Recognition and credit shall be provided those employees who demonstrate high levels of performance and progressive self-development of their skills, knowledges, and abilities.

c. Highly qualified candidates from whom to choose shall be brought to the attention of management officials on a timely basis to assure the maximum utilization of employees and to achieve staffing from among the available candidates who are most capable of performing the duties of the positions to be filled.

d. Identification, qualification, evaluation, and selection will be made without discrimination for any nonmerit reason such as race, sex, color, religion, national origin, age, nondisqualifying physical handicap, political affiliation, marital status, or membership or nonmembership in an employee organization, favoritism, personal relationship (nepotism), or patronage and will be based solely on job related criteria.

e. It is the inherent responsibility of management to seek the best qualified individual available for each position. When, in the exercise of this responsibility and through their overview of the needs of the organization, it is considered prudent and wise, management may elect to fill positions by methods other than promotion, (without advertising through the Merit Staffing Plan in accordance with Office of Personnel Management procedures) such as transfer from activities outside the Navy, reassignment, appointment, demotion, or reinstatement. The fact that action may be initiated to fill a position through the promotion procedures does not require that the position be filled, nor that it be filled by promotion. Rights of employees are not infringed upon when consideration is given concurrently to persons who are not employees of this activity and the vacancy is filled by selection of an individual outside the activity who is considered to be as well or better qualified.

f. Employees will be kept informed of current merit staffing policies. Each employee will receive a copy of the Naval Academy Merit Staffing Plan at the time of initial implementation. New employees will be provided a copy at the time of their entrance on duty. Changes to the plan will be promulgated by a change transmittal to this instruction and announced in the Weekly Administrative Bulletin. Copies of the change will also be available in the Civilian Personnel Department (CPD).

2. DEFINITIONS

a. Area of Consideration. The area in which the Academy directs its search for candidates (where it is anticipated that highly qualified candidates can be located, where the vacancy announcement is distributed, and from which candidates' applications will be accepted). For purposes of this instruction "Naval Academy" will include those activities receiving personnel services from the Naval Academy Civilian Personnel Department.

b. Evaluation of Candidates. A process of assessing candidates' qualifications for a vacancy (R and the degree to which they possess the knowledges, skills, and abilities, and other characteristics (KSAO's) needed for successful performance in the job to be filled. For each qualified/eligible candidate, the end product of the evaluation is a rating indicative of his/her demonstrated and/or potential ability to do the job.

c. Ranking of Candidates. A process of arranging eligible candidates, in order of merit, relative to each other in accordance with their ratings.

d. Qualified/Eligible Candidates. Those applicants who meet the qualification standard for the position, including any appropriate selective factors, and all legal and regulatory requirements.

e. Highly Qualified Candidates. Those eligible/qualified candidates whose experience, training, and potential substantially exceed the qualification standard for the position to a degree that indicates that they are likely to be able to perform in the job to be filled in a superior manner.

f. Best Qualified Candidates. Those eligible candidates who rank at the top when compared with other candidates and who are referred to the selecting official on a merit staffing certificate (although normally highly qualified candidates, this group may, under certain conditions, contain both highly qualified and qualified candidates or just qualified candidates).

A) g. Selecting Official. This is the individual with authorization to make final selection for designated positions by signing the promotion certificate. In accordance with sound management principles, the selecting official will be the first level supervisor or another supervisor in the chain of command in all instances unless otherwise designated by a Cost Center Head. Designations of officials above the first level supervisor must be in writing addressed to the Employment Officer.

h. Selective Factors. These are knowledges, skills, or abilities that are essential for satisfactory performance on the job and represent an addition to the basic standard for a position. These must be documented in the position description.

D) 3. REVIEW. As necessary, the Superintendent may appoint a committee to formally evaluate the currency and effectiveness of the program and to propose, for approval, any revisions they deem necessary. On a continuous basis, CPD will receive, consider, and reply to any views presented by employees and employee groups on promotion matters. Additionally, it will be the responsibility of CPD to timely propose for approval changes to this program brought about by regulatory changes or their continuous review of the day-to-day operation of the program.

4. COVERED PERSONNEL ACTIONS. Competitive procedures will be applied to all promotions made under Section 335.102 of civil service regulations (unless made under one of the exceptions or exclusions in paragraph 5 or 6), and to the following actions:

a. Temporary promotion of more than 120 days (prior service under all temporary promotions and details to higher graded positions during the previous 12 months count toward this limitation).

b. Selection for detail for more than 120 days to either a higher graded position or to a position with higher known promotion potential.

c. Selection for training required for promotion.

d. Reassignment or demotion to a position with more potential than the employee's current position (except as permitted by reduction-in-force regulations).

e. Transfer of an employee of another agency to a higher graded position.

f. Reinstatement to a permanent or temporary position at a higher grade than the last grade held under a non-temporary appointment in the competitive service.

g. Selection of a person from the Reemployment Priority List (RPL) to a position at a higher grade than that from which separated.

5. COMPETITIVE PROCEDURES DO NOT APPLY TO:

A) a. A promotion resulting from the upgrading of a position without significant change in the duties and responsibilities due to the issuance of a new classification standard or the correction of an initial classification error, or the application of a classification appeal decision rendered by the Office of Personnel Management (OPM) or the Department of the Navy (DON).

b. A position change permitted by reduction-in-force regulations.

6. ACTIONS IN LIEU OF COMPETITIVE PROCEDURES

a. Management has the right to take the following actions in lieu of announcing vacancies. The selecting official may decide, prior to announcement, to invoke any of these items.

(1) Selections from OPM registers.

(2) Reinstatement to the same or lower grade level than the last held permanent grade level.

(3) Reassignments or demotions of employees to positions with no higher potential than the currently held position.

(4) Selection from the RPL at the same or lower grade level than the position from which separated.

(5) Transfers of employees of other Federal agencies to the same or lower level with no higher potential than the currently held position.

(6) Selections from the Department of Defense Stopper Lists.

b. Exceptions. The following actions will be taken noncompetitively provided that they are in accordance with Appendix A of reference (b) as determined by the Employment Officer.

(1) The promotion of an employee whose position is classified at a higher grade level due to the accretion of duties which are directly related to the employee's major (and grade controlling) duties when there is no change in organizational entity (immediate supervisor) and where there is no addition of supervisory duties to a nonsupervisory position. Appendix A-1 of reference (b) contains additional requirements and guidance on these cases.

(2) Career promotions of employees when competition was held at an earlier date either through appointment from an OPM register or through internal merit promotion procedures (including the initial appointment of students in cooperative education programs and in the Federal Junior Fellowship Program). Enclosure (2) contains Naval Academy career ladder information.

(3) Temporary promotions of not more than 120 days.

(4) Details of not more than 120 days to higher graded positions or to positions with known promotion potential.

(5) The repromotion, to a level no higher than that from which demoted, of an employee who was demoted, through no fault of his/her own and not at his/her own request.

(6) Selections of permanent government employees from OPM registers for higher graded positions or positions with known promotion potential.

(7) The promotion of an employee to any position and/or grade level which he/she formerly held on a permanent basis.

(8) The promotion of an employee to a position with a representative rate which is the same or lower than that of the position currently held, which because of pay setting policies results in a technical promotion only.

(9) The reinstatement of a former Federal employee to a position with known promotion potential but which is no higher than and has the same promotion potential as the last held permanent position.

(10) The position change (either reassignment, demotion, or promotion) of any Federal permanent employee from a position having known promotion potential to a position having no higher potential.

(11) The selection of an employee who did not receive proper consideration in a prior promotion case due to a procedural regulatory or a program violation.

c. Temporary Promotions. No temporary promotion may be made to a supervisory position for less than 31 days. Temporary promotions may be made noncompetitively if the employee has not served in either a detail(s) to a higher graded position(s) or on other temporary promotions during the preceding 12 months which cumulatively exceeds 120 days. All temporary promotions must be terminated and the employee returned to his/her permanent position before any action is taken to permanently assign the employee to any position other than the one to which temporarily promoted.

d. Prior Consideration for Placement. The Employment Division will maintain a listing of employees entitled to prior consideration and before taking any action to fill a vacant position either competitively or noncompetitively (except the placement of an employee with statutory or regulatory rights) will refer employees entitled to prior consideration for placement. The following order of precedence for referral is to be followed:

(1) Activity employees under Civil Service Reform Act (CSRA) grade and pay retention, CSRA pay retention only or under salary retention accorded prior to 14 January 1979. (To be eligible for referral employees under pay or salary retention must have been demoted for reasons not stemming from personal cause or request. Such consideration does not extend to those employees who accept a change to lower grade to enter formal developmental or upward mobility positions nor to those who accept change to lower grade as a result of solicitation for a hard-to-fill position.) These employees will be referred for each position for which fully qualified and interested in the pay plan from which demoted which is at or below the saved grade level or the level from which demoted and above the level of the position to which assigned. Eligibility terminates when entitlement to pay/salary retention terminates.

(2) Employees who did not receive proper consideration for promotion in a prior case due to a procedural, regulatory, or program violation. Such employees will be awarded prior consideration for the next appropriate vacancy. This privilege will be granted for a 1-year period upon written request of the employee.

(3) Priority Placement Program registrants in priorities 1, 2, 2R, and 3. Prior consideration rights do not apply to positions which offer higher known promotion potential.

Eligible employees are entitled to bona fide consideration for appropriate vacancies before other equally proper means of filling the position are instituted. There is no "entitlement" to selection. Appropriate documentation will be maintained on employee eligibility and consideration by the Employment Division.

7. METHODS OF LOCATING CANDIDATES

a. Management has the right to select from any proper source. In deciding which source or sources to use, selecting officials have an obligation to determine which is most likely to best meet the Department of the Navy and activity's mission objectives, including the infusion of fresh ideas and new viewpoints and consideration of affirmative action and Federal Equal Opportunity Recruitment Program Goals and objectives.

b. Announcing Vacancies

(1) Vacancies to be filled through the competitive process which will have an area of consideration wider than the Naval Academy will be advertised via a vacancy announcement. Vacancy announcements will contain sufficient information for candidates to understand what evaluation methods are to be used (including the knowledges, skills, abilities, and other personal characteristics candidates will be evaluated against) and what the candidates have to do in order to apply. When it is not practical to put all the information on the announcement, in total, the candidates will be told where the information can be obtained.

(2) Vacancy announcements will remain open for a minimum period of 5 workdays when advertised Naval Academy-wide. The minimum open time for wider areas of consideration will be 10 workdays.

(3) Any employee initially appointed/advanced/assigned to a supervisory and/or managerial position is required to serve a 12-month probationary period before the appointment will be considered final.

c. Area of Consideration. Selecting officials, with the approval of the Employment Officer, will set areas of consideration that are sufficiently broad to insure the availability of highly qualified candidates and which will provide for successful accomplishment of Affirmative Action Program Plan goals and the requirements of the Federal Equal Opportunity Recruitment Program. In no case will the area of consideration be less than Naval Academy-wide. Consideration of candidates solicited through vacancy announcements will be limited to those in the categories and from the areas specified.

d. Acceptance of Applications

(1) All appointable DON employees within the area of consideration who apply will be considered.

(2) Any application will be accepted from a candidate who is appointable, meets the legal and regulatory requirements, and whose application the activity solicited without specifying any other preconditions.

(3) Handicapped employees serving under Schedule A appointments are not eligible for consideration under the competitive merit staffing process; however, any who are qualified and indicate interest in the vacancy by application will be referred separately to the selecting official who may then select them. In this case, the position becomes excepted for the duration of the incumbency period or until conversion to career or career-conditional appointment.

(4) In the event an announcement is used to establish a register that will be used for a period in excess of 60 days, new applications will be added at least every 6 months and candidates remaining on the register will be permitted to update their applications.

(5) Employees absent for legitimate reasons (i.e., on detail, leave, at training courses, etc.) during the majority of time the announcement is open may receive consideration by notifying the Employment Division, Civilian Personnel Department of those positions and grade levels in which they have interest. An application for each such position must be provided at the time of notification by the employee. The Employment Division will insure that the employee receives the desired consideration should an appropriate vacancy be advertised during his/her absence. Such an employee may also submit an application within 5 workdays of return. This application will be fully considered provided that the ratings/ranking has not yet started by time of receipt. Applications may be rejected if:

(a) They are from outside the area of consideration and concurrent consideration was not extended.

(b) They are from non-status candidates except when using delegated examining authority.

- (c) There is not enough information to make a qualifications determination.
- (d) The candidate falsified the application.
- (e) Untimely filed.

(D)

8. QUALIFICATIONS. To be eligible for promotion or placement, candidates must meet the minimum qualifications standards prescribed by OPM plus any appropriate selective factors established as being essential for immediate satisfactory performance on the job.

9. EVALUATION OF CANDIDATES

a. General

(1) Candidates will be formally evaluated by a staffing specialist from the Civilian Personnel Department or a panel against the knowledge, skills, abilities, and other characteristics (KSAO's) determined to be important to the position being filled. These KSAO's will be identified through a job/task analysis process and documentation of this analysis will be retained.

(2) When evaluating candidates on the basis of training and experience backgrounds, the crediting plans will be developed in accordance with DON's Standardized Methodology for Crediting Plan Development Manual. The development of crediting plans is an equally shared responsibility of Cost Centers and the Employment Division.

(3) Length of service or experience or level of formal education may be used in the evaluation process only when there is a clear and positive relationship with the requirements of the position.

(4) In addition to evaluating candidates' training and experience background, other instruments/methods may be used such as interviews and approved written and performance tests.

(5) Applicants' current annual performance appraisal will be used in the evaluation process.

b. Abbreviated Procedure

(1) An abbreviated procedure may be used that reduces the amount of time required to evaluate promotional candidates. This procedure is the development of a screening element which summarizes the established KSAO's of the position. This summary/screen out KSAO will be a rough reflection of the established KSAO's of the position and enable the rater to judge whether or not an applicant has the overall ability to perform the duties of the position, i.e., "Ability to satisfactorily perform the duties and responsibilities of the position without more than normal supervision." (D)

(2) Large Number of Candidates. When the number of applications greatly exceeds the number of positions, the summary/screen out KSAO may be applied to all qualified promotional candidates and those who score 2 (out of 4) or 3 (out of 5) would then be identified as fully satisfactory. Those fully satisfactory candidates would then be further evaluated against each established KSAO. (R)

c. Panels

(1) Unless imposed by special program requirements (e.g., career programs, upward mobility) panels are not required. They are, however, permitted for any level/type of position. Panels will be arranged and conducted by the Employment Division. If the supervisor is also the selecting official, he/she may not serve on the rating/ranking panel.

(2) Panels will include at least one member who is experienced in the occupation and is at or above the grade level of the position. In unusual instances, this requirement may be waived by the Employment Officer. Panels will normally consist of a maximum of 3 individuals, excluding the personnel advisor and the Equal Employment Opportunity (EEO) observer. There will be an EEO observer on each panel. The EEO observer may also be a rating member if qualified. All panel members will be given training in the evaluation of candidates by the personnel specialist.

10. REFERRAL OF CANDIDATES

a. Candidates eligible for noncompetitive selection may be referred on a separate list for the selecting official's consideration at any time. That is, they will be referred before rating and ranking of promotional candidates or at any other point in the process at the request of the selecting official. These candidates will not be formally evaluated.

b. Normally, only the best of the highly qualified candidates (formally evaluated) will be certified for selection. Promotional candidates referred will be listed in alphabetical order within groupings of highly qualified or qualified.

c. Selecting officials will be given all qualification information available on certified candidates and will be informed of any awards received by these candidates.

#### 11. Selection

a. The selecting official is entitled to select any candidate certified or to nonselect all candidates. Each candidate certified must be given full consideration and the selection made based on who will best fill management's needs in terms of productivity and the total objectives of the organization, including affirmative action and equal opportunity. Interviews by the selecting official are optional, but equity must be observed; i.e., if one candidate is interviewed all must be interviewed. Telephone interviews are permitted. Unavailability of candidate for interview within 10 days should be documented on the promotion certificate. This will negate the interview requirement. Selecting officials, when filling supervisory or managerial positions, must give consideration to the candidate's current performance rating. Selections from certificates should be made in a timely manner. Selections from certificates issued should be made within 10 workdays. However, extensions may be granted by the Employment Officer.

A) b. Certificates from which a selection was made will be valid for a period of 120 days from the date of issuance. This will enable managers to make selection of certified candidates for vacancies identical to the one for which the certificate was originally issued. Reannouncement for such vacancies will not be required. When subsequent selection is made from a certificate, all previously certified candidates will be informed.

12. NEPOTISM. Supervisors and other public officials, as defined in FPM 310, are prohibited from participating in the rating, ranking, or selection process if a relative is under consideration. Neither may supervisors or public officials advocate the selection of a relative. This does not preclude a supervisor, when necessary, from responding to an appraisal on a relative, provided the supervisor refrains from advocating, as long as he/she notes the relationship on the appraisal form. Relative is defined as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, stepbrother, stepsister, half brother, or half sister.

a. Advocating also includes the referral of an application of a relative for consideration for employment, promotion, and the like.

b. If a panel is used, all members of the panel are considered to be officials, even though they may not occupy supervisory positions.

c. A selecting official must disqualify himself/herself and selection must be made at the next higher level or by another supervisor in the chain of command if a relative is under consideration.

13. LEGAL AND REGULATORY REQUIREMENTS. Normally candidates must meet the time-in-grade requirements, qualification requirements or time-after-competitive appointment requirements by the closing date of the announcement. In rare instances, the selecting official, with the approval of the Employment Officer may specify a later date. If this option is exercised, the vacancy announcement will specify the date by which all requirements must be met.

#### 14. RELEASE OF EMPLOYEES/EFFECTIVE DATES

a. Employees selected under competitive merit procedures (either for promotion, reassignment, demotion, or detail) are to be released in accordance with the following:

(1) Promotion (temporary or permanent) within the Naval Academy, permanent to another activity/agency, or details to higher graded positions or positions with known promotion potential within the agency - must be released within 2 weeks except in unusual circumstances with the approval of the Employment Officer.

(2) Reassignment or demotions and details to the same or lower grade within the Naval Academy - normally 2 to 4 weeks. However, the time may be extended upon mutual agreement between the selecting official and releasing official. If disputes arise, the decision of whether to release will then be made by a Cost Center Head who has the authority to determine if the proposed action would or would not be in the best interest of the activity. The Deputy for Management normally has such authority. The Deputy for Operations will decide in the case of a dispute involving the Deputy for Management.

(3) Reassignments or demotions to another activity/agency - release within 30 days, unless there is a mutual agreement between the two activities.

(4) Overseas employees are to be released within 45 days.

b. A position change cannot be made effective before the position has been classified or graded (as applicable to GS or WG), the employee has met legal and qualification requirements and applicable advance-notice requirements have been met if the position change involves reduction in grade or pay. Promotion actions will normally be effective on the Sunday of the beginning of a pay period. In unusual instances and with the approval of the Employment Officer, promotions may be made effective at other times. Change to lower grade actions from temporary promotions will be processed as of close of business of the last day that pay is to be received.

15. RECORDS. Temporary records of each promotion which are sufficient to allow reconstruction of the promotion action will be maintained. Each competitive action record will identify the position and the plan under which it was filled. These records will be maintained for two years or until an OPM evaluation (whichever comes first). This is providing that the time limit for grievances has elapsed or if one is in process, 60 days after finalization. Applications and related papers received in connection with vacancy announcements will neither be returned to applicants nor will they be copied for applicants. Unsuccessful applicants for positions will be notified in a timely manner of their non-selection. The Employment Division will maintain all records in accordance with the specific requirements of Appendix C of reference (b).

16. DISCLOSURE OF MERIT STAFFING INFORMATION

a. All candidates will have equal access to information on merit staffing (i.e., merit promotion processes and procedures, types of and levels of qualifications required, experience creditable, and job-related evaluation criteria). The first consideration given is to the protection of the privacy of the individuals. Care will be taken to see that information that might give some candidates an unfair advantage is not released.

b. The contents of this section in no way restrict the right of an employee who has official responsibility for investigating, examining, or adjudicating a complaint from access to needed information. Even though a "routine use" provision has been made for the disclosure of information considered to be relevant and necessary to recognized labor organizations, personal or sensitive matters about an individual will only be released with the written consent of the individual concerned. FPM Supplement 711-1, Appendix C provides additional guidance.

c. Candidates are entitled to be shown/told the following information after completion of the merit staffing case (a conference situation is the preferable way of meeting this requirement):

- (1) Whether or not they were found to be qualified.
- (2) Whether or not they were in the group from which selection was made.
- (3) Who was selected.
- (4) In what areas, if any, they can improve to increase their chances for future selection (normally this would not be applicable for those candidates certified for selection). (D)
- (5) The evaluation factors (knowledges, skills, and abilities needed for successful performance in the position) used; weights (points) used, and the procedures used in arriving at the cut scores, final scores, and certification.
- (6) Their own rating/scores on the evaluation factors (names of other candidates and panel members/raters must be deleted).
- (7) Their written test scores (if utilized).

d. A candidate who is a grievant/complainant and/or his/her representative is entitled to see additional information providing that it is relevant to the issue(s) (this information can be provided earlier if it will resolve the grievance or complaint at an informal stage). However, due to the Privacy Act, unless written permission is obtained from the individual in question, all personal identifying information will be obliterated first. If it is not possible to completely sanitize these records, a narrative statement will be provided instead. The following, sanitized as appropriate, will be provided only when relevant to the issue(s):

- (1) Rating sheets on other candidates.
- (2) Application forms and supplemental questionnaires.
- (3) Supervisory appraisals.
- (4) Point value/quality level/levels of possession of knowledges, skills, and abilities of activity developed crediting plans.

e. The following information will not be released:

- (1) Identifiable material on other candidates or any information which would be an invasion of privacy.
- (2) Test material.
- (3) "Internal Qualification Guides" which supplement Civil Service Commissions Handbook X-118 or activity crediting plans which copy or reference these guides.

17. GRIEVANCES. Matters of dissatisfaction are to be resolved under the Department of the Navy grievance system in accordance with USNAINST 12771.1 or the negotiated grievance procedures, as applicable.

NAVAL ACADEMY CAREER LADDERS

<u>SERIES</u>	<u>TITLE</u>	<u>TARGET LEVEL</u>	<u>ENTRY LEVEL</u>	
GS-203	Personnel Staffing Clerk Employee Development Assistant	GS-05 GS-07	3/4 5/6	(A
GS-204	Military Personnel Clerk	GS-05	3/4	(A
GS-212	Personnel Staffing Series	GS-9/11	5/7/9	
GS-221	Position Classification Series	GS-11	5/7/9	
GS-332	Computer Operation Series	GS-7	3/4/5/6	
GS-334	Computer Specialist Series	GS-11/12	7/9	
GS-343	Management Analyst (Deputy for Management)	GS-11	5/7/9	(R
GS-361	Equal Opportunity Assistant	GS-06	4/5	(A
GS-510	Accounting Series	GS-11	9	
GS-525	Accounting Technician Series (Comptroller Department)	GS-4/5	3/4	
GS-530	Payroll Clerk	GS-5	3/4	(A
GS-560	Budget Administration Series (Comptroller Department)	GS-11	7/9	(R
GS-800	Prof Engineering Series (Public Works)	GS-11	5/7/9	(R
GS-802	Engineering Technician Series (Tech Spt Dept, Eng & Wpns)	GS-7 GS-10	5/6 7/8/9	(R
GS-856	Electronics Technician Series (TSD) (Computer Services)	GS-7 GS-9	5/6 5/6/7/8(A	
GS-1081	Public Information Series	GS-9	5/7	
GS-1150	Industrial Specialist Series	GS-11	5/7/9	(R
GS-1411	Library Technician Series	GS-3 GS-4 GS-5	2 3 3/4	
GS-1670	Equipment Specialist Series	GS-11	5/7/9	(R

Enclosure (2)



DEPARTMENT OF THE NAVY  
UNITED STATES NAVAL ACADEMY  
ANNAPOLIS, MARYLAND 21402

USNAINST 12335.1A CH-1  
24/Empl. Div.  
3 June 1985

USNA INSTRUCTION 12335.1A CHANGE TRANSMITTAL 1

From: Superintendent

Subj: MERIT STAFFING POLICY AND PROCEDURES

Encl: (1) New pages 5 and 6 of enclosure (1)  
(2) New enclosure (2)

1. Purpose. To issue change 1 to subject instruction.
2. Action. Make the following changes:
  - a. Delete old pages 5 and 6 of enclosure (1) and add enclosure (1) (new pages 5 and 6). ✓
  - b. Delete old enclosure (2) and add new enclosure (2). ✓
3. Cancellation. When the required action has been taken.

  
W. D. STRAIGHT  
Deputy for Operations

Distribution:  
AA  
CPD (50)