

GSA ORDER

SUBJECT: Selection and Placement

1. Purpose. This Order issues and transmits General Services Administration (GSA) policy and procedures governing employment in the competitive service. This Order authorizes GSA to make appointments in the competitive service. It also establishes GSA's plan for filling jobs in the competitive service workforce and permanent competitive service employees serving under career or career-conditional appointments, in tenure group I or II, in accordance with 5 CFR 330.

2. Background. This policy incorporates relevant information from 5 CFR 330, United States Code, prevailing policy and other appropriate legislation. This Order is the foundation for sound recruitment, selection and placement activities within GSA.

3. Scope and Applicability.

a. The Office of Inspector General (OIG) has independent personnel authority. See Section 6 of the Inspector General Act of 1978, (5 U.S.C. App. 3), as amended (Inspector General is authorized "to select, appoint, and employ, such officers and employees as may be necessary for carrying out the functions, powers, and duties of the Office of Inspector General") and GSA Order [ADM 5450.39D GSA Delegations of Authority Manual \(Delegations Manual\)](#), Chapter 2, Part 1 ("the Inspector General has independent authority to formulate policies and make determinations concerning human capital issues within the [OIG] and GSA determinations/delegations do not limit that authority"). Similarly, GSA specifically recognizes that the Inspector General has independent authority to formulate policies and make determinations concerning training, employee development, and career management.

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b. This Order applies to the Civilian Board of Contract Appeals (CBCA) only to the extent that the CBCA determines it is consistent with the CBCA's independent authority under the Contract Disputes Act, and it does not conflict with other CBCA policies or the CBCA mission.

4. Cancellation. This Order cancels and supersedes GSA Order, HRM 9330.2, Selection and Placement, dated February 7, 2020.

5. Nature of Revisions.

- a. Section 6(b) is revised to change “future promotions” to “future employment or promotions.”
- b. Section 6(c) is revised to change “Any discussion of promotion opportunities” to “Any discussion of employment or promotion opportunities.”

6. Implementation Action. Implementation under this issuance must be carried out in accordance with applicable laws, regulations, and bargaining agreements.

7. Labor Organizations. Implementation of this Order as it affects employees represented by a labor organization is contingent upon meeting and completion of related labor relations obligations.

8. Signature.

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TRACI DIMARTINI
Chief Human Capital Officer
Office of Human Resources Management (OHRM)

SELECTION AND PLACEMENT

1. Introduction. This policy establishes the framework for Selection and Placement within GSA.
2. Reference. 5 CFR 330, Recruitment, Selection and Placement (General)
3. Definitions.
 - a. Component. The first major subdivision of an agency, separately organized, and clearly distinguished in work function and operation from other agency subdivisions.
 - b. Permanent Competitive Workforce and Permanent Competitive Employees. Agency employees serving under a career or career conditional appointments, in tenure group I (i.e., career employees who are not serving a probationary period) or tenure group II (i.e., career conditional employees and employees serving a probationary period, respectively).
 - c. Vacancy. A vacant position in the competitive service regardless of whether the position will be filled by permanent or time-limited appointment, for which an agency is seeking applications from outside its current permanent competitive service workforce.
4. Responsibilities. The selection and placement functions are integral parts of human capital management. Selection and placement functions are the responsibility of all who plan, direct, or supervise the work of employees. In order to carry out their share of the responsibility for an effective selection and placement program, the selecting official shall:
 - a. Plan their staffing needs as far in advance as possible and advise the human resources office of anticipated needs so that there is ample time to recruit the best qualified persons to meet both immediate and long-range needs;
 - b. Collaborate with the human resources office in the development of minimum qualification standards for positions under their jurisdiction when such standards have not been issued by the Office of Personnel Management or when existing standards are inadequate;
 - c. The selection criteria will be documented and securely maintained. To provide a sound basis upon which employees may efficiently discharge the responsibilities of their positions, the selecting official shall:
 - (1) Advise the human resources office of any special physical, personal, or experience qualifications that are essential to the requirements of specific positions;

(2) Advise employees how the duties and responsibilities of their positions relate to the assigned functions of the unit and to the total objectives of GSA;

(3) Reach an understanding with employees as to what constitutes satisfactory performance in their particular jobs and assist them in achieving the standards which have been set; and

(4) Assist the human resources office in evaluating the work performance and demonstrated aptitudes and abilities of employees so that they may be accorded opportunities for progressive development, or that adjustments may be made in assignments of individuals to ensure maximum utilization of skills.

5. Methods of Filling Vacancies. GSA fills vacancies in the competitive service through competitive examination, the Reemployment Priority List, the Priority Placement Plan, the Career Transition Assistance Plan, and the Interagency Career Transition Assistance Plan. Other methods in filling vacancies include non-competitive appointment under special authority, reinstatement, transfer, reassignment, change to lower grade, or promotion. GSA must exercise its discretion in each personnel action solely on the basis of merit and fitness.

6. Commitments. No official or supervisor shall make any commitments to appoint any individual prior to clearance of appointment papers by the human resources office and final approval of the appointing authority.

a. Appointment commitments can only be made by the human resources office.

b. No official or supervisor shall make statements to prospective appointees that might be interpreted as commitments regarding future employment or promotions.

c. Any discussion of employment or promotion opportunities with candidates shall be confined to general information regarding the types of positions available in the organization involved, the nature of the work program, and any training agreement provisions.

7. Documentation and Record-Keeping Requirements. Necessary selection and placement documentation shall be maintained by each human resources division office and/or within the recruitment automated system.