ADS Chapter 469

Civil Service Personnel Recruitment

Functional Series 400 – Personnel
ADS 469 – Civil Service Personnel Recruitment
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(This Chapter supersedes Handbook 25, Chapter 1, in its entirety.)

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469.1   OVERVIEW
            Effective Date: 09/18/2002

This Chapter provides the policies, essential procedures, and regulations, which govern the recruitment of applicants for competitive service positions in USAID.

469.2   PRIMARY RESPONSIBILITIES
            Effective Date: 09/18/2002

a.   The **Office of Human Resources, Personnel Operations Division (OHR/POD)** is responsible for:

> **(1)**   Developing internal and external recruitment plans in accordance with Agency requirements.

> **(2)**   Publishing external announcements on the US Office of Personnel Management's Federal Job Opportunities Listing.

> **(3)**   Processing all applications, including referrals from USAID offices and other sources.

> **(4)**   Reviewing applications to determine knowledge, skills and abilities of applicants, which are referred to Agency Bureaus and offices.

> **(5)**   Keeping systematic records of facets of the recruitment/selection process.

> **(6)**   Requesting, as appropriate, certification of eligible from the US Office of Personnel Management (OPM).

b.   The **Office of Human Resources, Personnel Operations Division, Recruitment and Staffing Branch (OHR/POD/RS)** is responsible for handling items a. through e., as stated in 469.3 paragraph 1), OHR/POD, for the following programs: the Student Career Experience Program, the Volunteer Intern Program, the Student Temporary Employment Program, the Summer Employment Program and the Presidential Management Intern (PMI) Program.

c.   The **Office of Policy, Planning and Information Management (OHR/PPIM)** is responsible for:

> **(1)**   Projecting external recruitment necessary for staffing competitive service positions.

> **(2)**   Collecting and analyzing data and pertinent statistics for Agency recruitment purposes.

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d. **Bureaus/Independent Offices (B/IOs)** are responsible for:

(1) Informing OHR/POD of the Agency's recruitment needs.

(2) Forwarding all applications received to OHR/POD for processing.

469.3 **POLICY DIRECTIVES AND REQUIRED PROCEDURES**
Effective Date: 09/18/2002

The following are the official Agency policies and corresponding essential procedures.

469.3.1 **Recruitment/Selection**
Effective Date: 09/18/2002

USAID shall endeavor to fill Civil Service Positions with the best qualified applicants available, either from within the Agency or through planned external recruitment activities.

Applicants for competitive positions shall be processed and selected in accordance with the procedures outlined in the Civil Service Merit Promotion Program (see **ADS 418, Civil Service Merit Promotion Program**).

469.3.2 **Equal Employment Opportunity Compliance**
Effective Date: 09/18/2002

Applicants are considered without regard to race or national origin, color, creed, religion, marital status, sex, age, political affiliation, mental or physical handicap, and in compliance with equal employment opportunity laws, regulations, and procedures.

469.3.3 **Selective Service Registration**
Effective Date: 09/18/2002

Agencies must require applicants born after December 31, 1959 who are or were required to register under Section 3 of the Military Selective Service Act to provide proof before appointment to a Federal position.

A Re-Appointment Certification Statement for Selective Service Registration must be completed by covered applicants who have not been employed previously in a Federal position.

Certifications are permanent employment records and are maintained in the Official Personnel Folder.

469.3.4   Citizenship
        Effective Date: 09/18/2002

Candidates for competitive service positions must be United States citizens at the time of their appointment to USAID.

469.3.5   Age Requirements
        Effective Date: 09/18/2002

Competitive Service appointees must have reached the minimum age of 18 years old, except as provided below.

  a.   The minimum age is 16 years for non-high school graduates who have completed formal training programs designed to prepare them for gainful employment and who have been out of school at least three months beyond summer vacation, and for whom school authorities have agreed in writing to permit their employment.

  b.   The minimum age is 16 years for employment of secondary school students during vacation.

  c.   The minimum age for part-time employment for secondary school students during the school year is 16 years old provided school authorities agree to the student's work schedule and certify that the student is capable of maintaining good academic standing and continues schooling on a satisfactory basis.

  d.   High school graduates under the age of 18 years may be employed.

  e.   There is no maximum age requirement for positions in the competitive service.

469.4   MANDATORY REFERENCES

469.4.1   External Mandatory References
        Effective Date: 09/18/2002

a.   **5 CFR 213, Excepted Service**

b.   **5 CFR 330, Recruitment, Selection, and Placement (general)**

c.   **5 CFR 338, Qualification Requirements (general)**

d.   **5 USC 33, Examination, Selection, and Placement**

e.   29 CFR 1613, Equal Employment Opportunity Act in the Federal Government

f.   29 USC 633a, Nondiscrimination on account of age in Federal Government Employment

g.   Section 501 of the Rehabilitation Act of 1973 as amended 29 USC 701

h.   Section I622, Defense Authorization Act of 1986

469.4.2   Internal Mandatory References
      Effective Date: 09/18/2002

There are no Internal Mandatory References for this chapter.

469.5   ADDITIONAL HELP
      Effective Date: 09/18/2002

There are no Additional Help documents for this chapter.

469.6   DEFINITIONS
      Effective Date: 09/18/2002

The terms and definitions listed below have been incorporated in the ADS Glossary. See the **ADS Glossary** for all ADS terms and definitions.

Presidential Management Intern Program
This is an excepted service appointment which includes developmental rotational assignments. After successfully completing the two year appointment, Presidential Management Interns (PMIs) are eligible for a career or career-conditional appointment. (**Chapter 469**)

Student Career Experience Program
This is a salaried program for full time high school, college undergraduates and graduate students. It combines classroom learning directly related to practical on-the-job experience. (**Chapter 469**)

Student Temporary Employment Program
This program enables high school, college undergraduate and graduate students to earn a salary while continuing their studies. Job assignments are clerical/administrative support. (**Chapter 469**)

Summer Employment Program
Salaried Summer internships for high school and college undergraduates and graduate students who will continue their education upon completion of the internship. Job

assignments are clerical/administrative support for high school students, directly related to field of study above that level. (**Chapter 469**)

Volunteer Intern Program
An intern program of ten weeks to six months in duration for college undergraduate and graduate students who will continue their education upon completion of the internship. Their work upon completion of assignment are related to their field of study. (**Chapter 469**)

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