



Approved for Release

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Date

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

HUMAN RESOURCES (HR) BULLETIN #154, FY12

SUBJECT: Department of Commerce Voluntary Resume Bank

EFFECTIVE DATE: Upon release of this HR Bulletin

EXPIRATION DATE: Effective until canceled or superseded

PURPOSE: The bulletin provides 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 provides procedures for requesting participation in the program, posting positions on USAJOBS, maintaining the program, and providing a list of occupational series and grades that cannot be advertised prior to clearance from the Office of Human Resources Management (OHRM). 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 a competitive service position and who are notified by their Servicing Human Resources Office (SHRO) that their position has been identified for potential elimination due to proposed budget reductions, lack of work, or reprogramming, are eligible to volunteer to participate in the Department's Voluntary Resume Bank program.

COVERAGE: Provisions of this HR Bulletin are applicable to individuals 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 current resume to the Department's Voluntary Resume Bank. Employees participating in the Resume Bank program will be given special consideration for any vacant funded positions within the Department for which they are referred to for consideration. Participation in the Voluntary Resume Bank does not guarantee selection for a position, and participants cannot grieve or appeal a non-selection decision.

Vacant positions matching the occupational series and grade of Resume Bank participants shall not be advertised on USAJOBS until resume bank participants have been interviewed and no selection was made. Non-selection decisions 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. OHRM's Office of Accountability will monitor the USAJOBS site daily to ensure compliance.

Voluntary Resume Bank participants will be referred to any available competitive service position 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 at the time of submission any additional occupational series for which they wish to be considered. The appropriate SHRO will make qualification determinations based upon 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.

The Voluntary Resume Bank will be managed and maintained by OHRM. OHRM will determine, along with the appropriate Principal Human Resources Manager (PHRM), which positions are eligible for participation in the program.

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, requesting participation, posting vacant positions on USAJOBS, resume bank matches, list of positions, termination from the program, and termination of the program or parts thereof.

Notifying Eligibles: Following a determination by OHRM and the appropriate SHRO 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 SHRO of their eligibility to participate in the Voluntary Resume Bank program.

Requesting Participation: Eligible employees who are interested in participating in the Voluntary Resume Bank program must submit an updated resume to resumebank@doc.gov. Employees who request to be considered for positions other than their current occupational series, grade/band level, must also include a written request that provides the additional occupational series, grade/band level the employee seeks consideration.

Prior to Posting Vacant Position on USAJOBS: Prior to posting a vacant position on USAJOBS, the SHROs must contact OHRM's Office of Policy and Programs (OPP) by emailing resumebank@doc.gov or contacting Farhan Qureshy at 202-482-0149 or Sean Lenahan at 202-482-0767 to determine if the competitive service position has a possible Resume Bank applicant match. SHROs must provide OPP the title, series, grade, full performance level, organizational unit, and duty location of the position when requesting clearance to post the position on USAJOBS. OPP will provide a written response to request to post a position within 24 hours of request.

Resume Bank Match Found: If there is a match within the resume bank, the identified resume(s) will be referred to the appropriate SHRO within 24 business hours of contacting OPP. The SHRO will assess the qualifications of the individual(s) referred and make a qualification determination within 24 hours of receiving the resume(s). Hiring Officials should complete interviews with referred individuals within 3 business days of receipt of the resume(s).

List of Positions: A list of current occupational series and grades that cannot be advertised until special consideration is provided will be maintained by OHRM. This list will be updated and sent to the PHRMs the second Friday of every pay period. Occupational series and grade/band levels that do not appear on the list of positions can be advertised without having to contact OPP.

Termination from Program: Participants who decline three job offers made at his or her current grade, within their commuting area, will be terminated from the Voluntary Resume Bank program. OHRM will maintain a current list of Voluntary Resume Bank participants and notify the appropriate SHRO when participants have been terminated from the program. In addition, participants will be removed from the program at the time a retention register, that includes 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.

OFFICE OF POLICY AND PROGRAMS: Valerie Smith, Acting Director,
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PROGRAM MANAGER: Farhan Qureshy, fqureshy@doc.gov, (202)-482-0149