

**Operation Hiring Solutions  
Management Identification of Candidates (MloC)  
Hiring Manager Guide**

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**Department of the Navy  
Office of Civilian Human Resources**

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## Table of Contents

REFERENCES .....	2
PURPOSE .....	2
BACKGROUND .....	2
BENEFITS AND FEATURES .....	2
STEP 1 MEET WITH COMMAND ADVISOR .....	2
STEP 2 DETERMINE AREA OF CONSIDERATION (AOC) .....	2
STEP 3 INITIATE A REQUEST FOR PERSONNEL ACTION (RPA).....	3
STEP 4 DETERMINE HOW TO EVALUATE CANDIDATES .....	3
STEP 5 DETERMINE RESPONSE TYPE .....	3
STEP 6 COMMUNICATE THE VACANCY .....	3
STEP 7 NOTIFY OCHR OPERATIONS CENTER TO CLOSE PPP .....	4
STEP 8 MAKE YOUR SELECTION.....	4
STEP 9 KEEP DOCUMENTATION .....	4
SAMPLE MIOC EMAIL.....	5
SAMPLE MIOC PROCESS.....	6
DEFINITIONS.....	7
MIOC HIRING MANAGER CHECKLIST.....	8



### References

- A. Merit System Principles 5 U.S.C. 2301
- B. Prohibited Personnel Practices 5 U.S.C. 2302
- C. Uniform Guidelines on Employee Selection 29 CFR 1607 & 5 CFR 300

### Purpose

The purpose of this guide is to provide a step-by-step process, examples, and clarification on the Department of the Navy (DON) Management Identification of Candidates (MIOc) process to help hiring managers become more familiar with and comfortable using MIOc to help expedite their internal hiring process.

### Background

Management Identification of Candidates (MIOc also abbreviated as MIC) is one method for filling jobs under Merit Promotion. MIOc is not new to the DON; it has been an option for hiring managers to use for filling internal jobs for many years. Use of MIOc should be considered any time the AOC remains internal to the organization's permanent federal civilian workforce and there are at least 2 qualified job candidates.

### Benefits and Features

MIOc is an alternative form of competition that does not require a formal USAJOBS job opportunity announcement (JOA) posting or require a certificate of eligibles to be issued from an OCHR Operations Center. It does not violate Merit System Principles, it is not a Prohibited Personnel Practice, nor does it violate Uniform Guidelines on Employee Selection. It does allow Command control of the process leading to a speedier selection decision. Using this methodology hiring managers may select a candidate for promotion when the area of consideration (AOC), e.g., a specific Organization Code or group of codes within a Unit Identification code (UIC), is small enough that the hiring manager has knowledge of all of the potential applicants.

**Note: There may be Command policies or local bargaining unit agreements that would affect how the MIOc is run. Please consult the Command Human Resources Office (HRO) advisor for additional information.**

### Step 1 Meet with Command HR Advisor

Meet with the Command HR Advisor to discuss with you command policies and any bargaining unit agreement terms that may apply, as well as help you through this process.

### Step 2 Determine Area of Consideration (AOC)

Determine the Area of Consideration (AOC); for example, a work unit or a specific organization code, or codes, within a UIC



1. Make sure the AOC is small enough that all potential candidates are known to you. (If you need to review a resume, MIOC is not for you)
2. Make sure the AOC has at least 2 qualified current federal civilian candidates to ensure competition

### Step 3 Initiate a Request for Personnel Action (RPA)

Follow the Command's process to initiate a Request for Personnel Action (RPA) in order to begin the Priority Placement Program (PPP) process. **Note: This must be done before employee solicitation or consideration. This RPA will also be used to initiate the final personnel action.**

### Step 4 Determine How to Evaluate Candidates

Determine and document how candidates will be evaluated for selection:

1. Experience (including details, special projects, temporary promotion)
3. Education/training (check with your HRO Advisor regarding positive education requirements)
4. Awards
5. Previous performance awards
6. Any other job-related measure

### Step 5 Determine Response Type

Determine the type of response required of the candidates. This step is optional, but encouraged. Examples include:

1. Email request for interest with Yes/No response (no further information necessary)
2. A brief response to a flyer or Interest Announcement showing how candidates are qualified for the position

### Step 6 Communicate the Vacancy

Communicate the vacancy within the organization. Unless required by the Command Merit Promotion Plan or bargaining unit agreement, solicitation of applicants is not required. Candidates may be identified without advertising or accepting any form of application. Management may make a selection decision based upon knowledge of the candidates' experience and the requirements of the position. Refer to your organization's guidance.

*Note: Include absent employees, e.g., Absent Uniformed Service or other extended leave, on detail or temporary assignment to another area. If they cannot be reached, consider them as if they have expressed interest in the position.*



### Step 7 Notify OCHR Operations Center to Close PPP

Notify your OCHR Operations Center when you have a list of at least 2 candidates so PPP can be closed. The list can be generated by:

1. A list of responses to the solicitation
2. An HR Link Activity Report (Standard Reports folder, Position Data Reports folder, List by Series, PER-016 Employee Lookup by Series) showing the candidates considered
3. A written list of all the candidates known to be qualified for the position
4. Number the list in accordance with the activity's MIOc numbering convention. If the activity does not have a MIOc numbering convention, number the list in a manner that easily identifies the MIOc. For example: MIOc-0801-13-A

### Step 8 Make a Selection

Make a selection, complete the MIOc Manager's Checklist, attach the selectee's current PD and the new PD to the RPA and send it to the OCHR Operations Center. **Examples** of valid selection criteria include:

1. Selectee exceeded performance objectives on most recent performance appraisal.
2. Selectee received an award for a recent work product.
3. Selectee attended training directly relating to the duties of the vacant position
4. Selectee actively participated in or led special projects
5. Selectee performed well in an interview
6. Selectee has a high level of specific experience related to the job

### Step 9 Keep Documentation

Keep all documentation for two years in case a third party needs to review the selection

1. List of candidates
2. The criteria you used to make the selection (see Step 8, what job-related factors made this candidate stand out from the others?)



## Sample MIOC Email

Greetings,

As you are aware Jim will be out of the office for a while, as such Mr. George Jones is detailing me as Acting Policy & Programs Department Director position likely through January. In order to ensure support and coverage, I am seeking individuals at the GS-14 or 15 level within Code 01 who might be interested in a 120-day detail to the associate director position to assist me in the daily operations of the Department. The incumbent of the position will be responsible for supporting me directly and the Division Heads (note you may take a few items from their current position with you). Ideal candidates for this position will be able to perform the following duties:

- Oversee the daily administrative operations of the Department (includes preparing briefings, managing taskers, reviewing format and content of correspondence packages, etc.)
- Serve as the backup for the Director
- Serve as liaison with other Associate Directors

Interested? Please submit a narrative in response to the questions below, **ALONG WITH A SAMPLE** of an Info Paper or Briefing Slide, to me no later than COB Wednesday, 10 December.

Questions:

1. What is one knowledge, skill or ability you have that others don't know?
2. Describe how you would handle a situation if you were required to finish multiple tasks by the end of the day, and there was no conceivable way that you could finish them.
3. What makes you a better candidate for the Associate Director detail than other candidates?

Very Respectfully,

//s//

Faye Smith

Acting Director, HR Policy and Programs



## Sample MIOc Process

Sam is the Program Manager of the IT Department at Commander, Navy Region Northwest

Sam supervises 12 employees:

- 1 Supervisory Information Technology Specialist, GS-2210-13
- 4 Computer Information Technology, GS-2210-12
- 5 Computer Information Technology, GS-2210-11
- 2 Computer Assistants, GS-0335-7

The Supervisory Information Technology Specialist, GS-13 has just accepted a promotion to a job with another agency. Sam determines this is an ideal situation to use Management Identification of Candidates (MIOc) because there are 4 GS-12s in the work group whose skills she is completely familiar with and for which she would like to provide a promotional opportunity.

Sam makes an appointment with her servicing HRO Advisor to talk about the situation and brings her organizational chart with her to the meeting.

After reviewing the command merit promotion plan and the relevant bargaining unit agreement, the advisor tells Sam she's good to go and creates an RPA to send to the OCHR Operations Center to initiate PPP.

He also suggests that Sam should start considering how she's going to back-fill the GS-12 vacancy that will be created. Does she want to use the MIOc procedure again or does she want to announce the job to a broader Area of Consideration? Making a decision now will enable Sam to fill the upcoming vacancy faster.

Sam decides to use MIOc again to fill the GS-12 vacancy and in addition, decides to fill the vacant GS-11 position by announcing a GS-7/9/11 position with a broader AOC, to give her Computer Assistants an opportunity to apply as well as veterans and applicants from other agencies.

Sam sends an email to the 4 GS-12s asking them to indicate their interest in the GS-13 position and using one page or less, tell her why they would be good candidates for the promotion.

Three of the four candidates are interested; one isn't interested in being a supervisor. Sam notified the OCHR Operations Center that she'd received her list of candidates and they could close PPP.

Sam reviewed their submissions and in addition, reviewed their performance appraisals, training and awards for the previous year. The selectee expressed strong interest in supervision and submitted a succinct, well-written response to her email. This person had also attended a leadership course a few months ago, as well as exceeding performance expectations in both communications and teamwork. Sam notified the Ops Center of her decision.



### **Definitions**

#### **Area of Consideration (AOC)**

The Organizational Code, Work Unit, Unit Identification Code (UIC) in which a search is made for eligible candidates for a specific position.

#### **Priority Placement Program (PPP)**

A DOD program established to assist employees who are adversely impacted by management decisions regarding reorganization, realignments, base closures, etc.

#### **Merit System Principles**

Requires hiring managers to recruit, select and advance on merit after fair and open competition and to treat employees fairly and equitably.

#### **Prohibited Personnel Practices**

Prohibit hiring managers from discriminating for or against any employee or applicant for employment and violating veteran's preference or merit system principles.

#### **Uniform Guidelines on Employee Selection**

Hiring managers should make decisions based on job related criteria. They should identify the basic duties and responsibilities of the position; the knowledge, skills and abilities required to perform those duties and responsibilities and the factors that are important in evaluating candidates.



## MIOC Hiring Manager Checklist

Submit this checklist with the Request for Personnel Action to process your selection.

Recruitment is for Position Description # \_\_\_\_\_ (PD is attached to RPA)

1. Area of Consideration is:

- Activity UIC \_\_\_\_\_
- Organization Code \_\_\_\_\_
- Other (please explain) \_\_\_\_\_

2. To create a list of candidates I:

- Requested an organization report of all employees in the AOC and considered them all
- Sent out an email requesting a reply of interest and considered all those who replied
- Other (please explain) \_\_\_\_\_

3. List Name/Number: \_\_\_\_\_

4. Selection Name: \_\_\_\_\_

5. Selection Criteria  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 6.  I met with the HRO Advisor to discuss this action and to certify qualifications and time-in-grade requirements were met.
- 7.  Bargaining Unit requirements and Command policy were followed.
- 8.  The DoD Priority Placement Program (PPP) was cleared.
- 9.  The selectee's name and current PD is attached to the RPA.