



UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
OFFICE OF OCEANIC AND ATMOSPHERIC RESEARCH
Environmental Research Laboratories
1335 East West Highway
Silver Spring, Maryland 20910

APR 27 1993

MEMORANDUM FOR: ERL Supervisors

FROM:

Alan R. Thomas
Director

SUBJECT: Revised Procedures for Form 53-38

This responds to the concerns identified by the Department's Personnel Management Evaluation (PME) Report of the Mountain Administrative Support Center. The following interview policy and revised procedures for using the updated Affirmative EEO Efforts Summary Report form, and its attachment, the Selection Report form, will go into effect immediately for all permanent and temporary (except 30-day special needs) staffing in the Environmental Research Laboratories (ERL).

1. It is the policy of the NOAA/OAR/Environmental Research Laboratories to interview, when feasible, all Merit Assignment Program (MAP) candidates referred for selection by the Personnel Office for grades GS/GM-5 or WG-2 (or KPP to these levels) and above. (Student Q and Coop vacancies are also included in this policy.)

A selecting official may also choose to consider for selection, non MAP candidates, regardless of source (e.g., OPM certificate, reinstatement, reassignment, VRA, etc.) referred for selection by the Personnel Office. When considering these candidates, if one candidate is interviewed from a particular source of candidates, all candidates must be interviewed, when feasible.

2. Attachment 1 is a copy of the revised Affirmative EEO Efforts Summary Report form. Each block identifies the office or official responsible for entering the information on the form.
3. Attachment 2 is a copy of the revised Selection Report form. This form is to be completed by the selecting official.
4. When a tentative selection is made, the selecting official will forward the referral certificate(s) and the completed two attached forms to the EEO Office. The EEO office will review the recruitment and selection process for compliance with ERL policies, and forward the certificate and the Affirmative EEO Efforts Summary Report form to the Personnel office. The Personnel Office may not extend a job offer if there is no EEO signature indicating ERL EEO review.

Attachments

