

GOVERNMENT OF THE DISTRICT OF COLUMBIA
D.C. Department of Human Resources

District Personnel Manual Issuance System

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E-DPM Instruction No. 8-69, 9-36 & 36-11

SUBJECT: Priority Reemployment Consideration
for Employees Affected by Reduction-
In-Force (RIF)

Date: June 25, 2009

NOTE: This Electronic-District Personnel Manual (E-DPM) instruction supersedes DPM Instruction No. 8-57, 9-28 & 36-6, *subject as above*, dated July 31, 2008.

1. Purpose

- a. To provide general information on the *Agency Reemployment Priority Program (ARPP)* and *Displaced Employee Program (DEP)*, the two (2) priority consideration programs available for eligible Career Service employees who are issued a reduction-in-force (RIF) notice, and who are ultimately separated by RIF (hereinafter collectively referred to as "displaced employees").

[This E-DPM instruction also provides information on the *ARPP for attorneys* in the Legal and Excepted Services who are separated by RIF.]

- b. To explain the *Automated Priority Placement Process (PPP)* recently established by the D.C. Department of Human Resources (DCHR) to facilitate the operation of the *ARPP* and *DEP* (See Paragraphs 5, 10, and 11 of this E-DPM instruction).

2. Authority

- a. Statutory – D.C. Official Code § 1-624.02 (2006 Repl.)
- b. Regulatory – Chapter 24 of the D.C. personnel regulations, Reductions in Force; Chapter 8 of the regulations, Career Service; Chapter 36 of the regulations, Legal Service; and Chapter 3 of the regulations, Residency

NOTE: E-DPM instructions that are strictly procedural in nature have direct applicability only to agencies and employees under the personnel authority of the Mayor. Other personnel authorities or independent agencies may adopt any or all of these procedures or guidance materials for agencies and employees under their respective jurisdictions.

Inquiries: Policy and Planning Administration, DCHR (202) 442-9700

Distribution: Heads of Departments and Agencies, HR Advisors and DPM Subscribers

Retain Until Superseded

3. **Applicability**

a. **Priority Placement Consideration for Career Service Employees**

Career Service employees in *Tenure Groups I and II* shall be eligible for priority consideration under the *ARPP* and *DEP* upon separation from their competitive level due to RIF.

[Note: The provisions for the *ARPP* and *DEP* applicable to Career Service employees separated by RIF are contained in paragraphs 7 through 9 of this E-DPM instruction.]

b. **Priority Placement Consideration for Attorneys in the Legal¹ and Excepted Services**

- (1) The following attorneys shall be eligible for priority consideration under an *ARPP for attorneys* upon separation from their competitive level due to RIF:
 - (a) Line attorneys in the Legal Service (Office of the Attorney General for the District of Columbia (OAG));
 - (b) Supervisory or non-supervisory attorneys in the Legal Service who do not occupy positions in the Senior Executive Attorney Service (SEAS); and
 - (c) Attorneys appointed to the Excepted Service who do not have reinstatement eligibility to the Career Service.
- (2) Except as specified in Paragraph 3b(3) below, *priority consideration* under the *ARPP for attorneys* as described in Subparagraph 3b(1) above shall be limited only to other attorney positions in the service the displaced attorney was serving in at the time of separation that are at grades no higher than the grade held by the employee at the time of separation.
- (3) An attorney as described in Paragraph 3b(1) above who has reinstatement eligibility to the Career Service and who is separated from his or her competitive level by RIF shall be eligible for priority consideration under the “regular” *ARPP* and the *DEP* for positions for which qualified, at grades no higher than the grade last held under a Career Appointment (Permanent) or at any lower grade acceptable to the employee.

4. **Collective Bargaining Agreements**

Any provisions of a collective bargaining agreement (CBA) on this subject shall take precedence over the provisions of this instruction for those employees covered by the CBA, to the extent that there is a difference.

¹ Appropriate staff within the OAG shall ensure that Legal Service line attorneys separated by RIF are given priority consideration for Legal Service positions they qualify for; and for maintaining priority consideration records.

5. Automated Priority Placement Process (PPP)

The *Automated Priority Placement Process (PPP)* in a Nutshell:

John Doe is Issued a RIF Notice and is Subsequently Separated by RIF from Subordinate Agency A

→ **Via electronic mail, the *Automated PPP* will send John Doe's name for priority consideration to hiring subordinate agencies posting Career Service positions on DCHR's website* (based on job series and grade)**

*Displaced employee *John Doe*'s name will be sent to hiring subordinate agencies (not to independent agencies) advertising Career Service positions under the area of consideration "*Open to the Public.*"

Important Notes on the Automated PPP:

- **The *Automated PPP* is not equipped to conduct qualifications analyses of the displaced employees whose names it sends to hiring subordinate agencies for priority consideration.**
- ***Lists of Eligibles* generated via the *Automated PPP* are issued prior to conducting qualification analysis for eligibility for the position. Displaced employees are "*matched*" with open job requisitions (vacancies) based on occupational series and grade(s) entered in the *Automated PPP* for the displaced employees (including lowest grade acceptable to each displaced employee).**
- **Because *Automated PPP Lists of Eligibles* are generated before any qualifications analysis is done, each subordinate agency receiving a *PPP List of Eligibles*, not the DCHR, is now responsible for conducting the qualifications analysis, completing the appropriate Priority Consideration Selection Certificate for displaced employees (*ARPP* or *DEP* Selection Certificate), and referring the displaced employee(s) to the selecting official for priority consideration. Agencies must designate a *PPP Coordinator* (*Agency PPP Coordinator*) to complete these tasks.**
- **In preparing Priority Consideration Selection Certificates for displaced employees, agencies must follow the specific rules and processes delineated in Paragraphs 8 (*ARPP*) and 9 (*DEP*) of this E-DPM instruction.**
- **Because the *Automated PPP* is not equipped to conduct qualification analyses, the fact that a displaced employee's name is sent to an agency does not mean that the person meets all of the qualifications requirements for the particular position, or that the person's name will be referred to the selecting official on a Priority Consideration Selection Certificate.²**

The features and the procedures of the *Automated PPP* are described in more detail in Paragraphs 10 and 11 of this E-DPM instruction.

² The reasons for this are that, while the series, and even the position title(s) for a displaced employee whose name is sent to the hiring agency via the *Automated PPP* may match the series or position title of the advertised job he or she is being "considered for," the position may require specialized experience the displaced employee does not possess, may have a selective placement factor the displaced employee does not meet, etc.

6. Definitions

<p><i>Competitive Area</i> – the organizational boundaries in which a RIF is conducted.</p>
<p><i>Competitive Level</i> – the grouping of similar positions (in a competitive area) within which employees compete for retention.</p>
<p><i>Displaced Employee</i> – a former employee in the Career Service; a line attorney or a supervisory or non-supervisory employee in the Legal Service who does not occupy a position in the SEAS; or an Excepted Service attorney who is separated by RIF.</p>
<p><i>Independent agency</i> – any board or commission of the District government not subject to the administrative control of the Mayor. See D.C. Official Code § 1-603.01(13) (2008 Supp.)</p>
<p><i>Obligated Position</i> – a position to which an employee has restoration rights under the law.</p>
<p><i>Representative Rate</i> – the rate used to determine the nature of a job change when the job change involves different salary/rate schedules. The representative rate is used to determine if the job change is a promotion, change to lower grade, or reassignment, by comparing the representative rates of the different salary or rate schedules involved). A representative rate is the going rate of the jobs or grades between which the employee is being changed.</p>
<p><i>Retention Register</i> – the listing of employees occupying positions in a competitive level by tenure group and RIF service computation date (RIF SCD).</p>
<p><i>Retention Standing</i> – the employee’s standing on the retention register in relation to other competing employees.</p>
<p><i>Temporary Appointment Pending Establishment of Register (TAPER)</i> – a temporary appointment (in the Career Service) pending the establishment of a register of eligibles, made when there are insufficient candidates on a register appropriate for filling a position that will last for more than one (1) year and the public interest requires that the vacancy be filled before eligibles can be certified.</p>
<p><i>Term Appointment</i> – a Career Service appointment with a specific time limitation (duration) in excess of one (1) year but not exceeding four (4) years, unless extended by the personnel authority as specified in Chapter 8 of the regulations.</p>
<p><i>Tenure Group</i> – the retention group in which competing employees are categorized according to their type of appointment at the time of the RIF. There are three (3) <i>tenure groups</i>:</p> <ul style="list-style-type: none"> • <i>Tenure Group I</i> – each employee (other than employees in <i>groups II</i> or <i>III</i>) who is <u>not</u> serving a probationary period; • <i>Tenure Group II</i> – each employee serving a probationary period; and each employee who has completed a probationary period and who is in an obligated position; and • <i>Tenure Group III</i> – each employee serving under an indefinite appointment, a <i>TAPER</i>, or a term appointment.

Definitions (Continued)

Subordinate Agency – any agency under the direct administrative control of the Mayor, including but not limited to the subordinate agencies listed in D.C. Official Code § 1-603.01 (17).

Term Appointment – a Career Service appointment with a specific time limitation (duration) in excess of one (1) year but not exceeding four (4) years, unless extended by the personnel authority as specified in Chapter 8 of the regulations.

7. Eligibility, Enrollment, and Length of Eligibility – ARPP and DEP

- a. Displaced employees in *Tenure Groups I and II* who are separated from their competitive level are eligible for participation in the *ARPP* and *DEP*.
- b. Displaced employees in *Tenure Groups I and II* will be entered automatically on the *ARPP List* immediately after it has been determined that such employees are to be adversely affected by a RIF, but not later than issuance of the RIF notice.
- c. Automatic enrollment in the *DEP* will be effected no later than the date of separation from the competitive level.
- d. Each displaced employee in *Tenure Group I and II* is eligible for referral to positions for which qualified at his or her current grade level and at any lower grade acceptable to the employee.
- e. *Tenure Group I* employees shall remain on the *ARPP* and the *DEP lists* for two (2) years from the date of separation.
- f. *Tenure Group II* employees shall remain on the *ARPP* and the *DEP lists* for one (1) year from the date of separation.

8. Agency Reemployment Priority Program (ARPP) – Career Service

The *ARPP* in a Nutshell:

<p>John Doe is Issued a RIF Notice and is Subsequently Separated by RIF from <u>Subordinate Agency A</u></p>	<p>→</p>	<p>Under the <i>ARPP</i>, John Doe is to be referred for priority consideration to Career Service positions for which he qualifies <u>in Subordinate Agency A</u></p>
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- a. An *ARPP* is established for each agency in which *Tenure Groups I and II* employees are displaced.
- b. Under the *ARPP*, displaced employees are entitled to priority consideration for reemployment in the agency from which they were separated by RIF.

c. When a qualified person is available on the *ARPP list*, a Career Service position within the competitive area (that is, the agency in which the RIF is conducted) shall not be filled by the following:

- (1) *A new appointment;
- (2) *Transfer; or
- (3) *Reemployment of a person not on the appropriate *ARPP* list.

***[Includes competitive and non-competitive new appointments, transfers, or reemployment actions.]**

d. *ARPP* Consideration ***BEFORE SEPARATION:**

- (1) Employees who are issued a RIF letter are to be given priority consideration for all agency vacancies that are open during the RIF notice period (before separation).
- (2) In selecting employees on the *ARPP* from among those adversely affected by RIF but who have not yet been separated, offers of employment shall be made according to the employees' relative standing in their competitive levels. In this regard, a lower standing employee shall not be offered a position if a higher standing employee qualifies for the position, unless the employee with the higher standing declines the position.
- (3) The *Agency PPP Coordinator* shall be responsible for preparing *ARPP* selection certificates (D.C. Standard Form (DCSF) ARPP-93-326; copy attached) in accordance with the following guidelines:
 - (a) When referrals are made in the order of retention standing, as provided in Paragraphs 8d(3)(c) and 8e(1) below, employees are to be referred ONE (1) AT A TIME. In those instances, the selection certificate does not need to indicate if the candidate is a residency-preference candidate, as credit for residency preference is provided by virtue of the order of referral.
 - (b) When referrals are made by *Tenure Group*, as provided in Paragraph 8e(2) below, only qualified *Tenure Group I* candidates whose retention standing includes one (1) additional year of service credit for residency preference are to be referred and the designation "RP" placed after their names. If there are no qualified "RP" candidates, then non-RP candidates in *Tenure Group I* are to be referred before qualified *Tenure Group II* "RP" candidates.

- (c) When referrals are made PRIOR to the established date of release from the competitive level, affected employees are to be referred ONE (1) AT A TIME, to vacant positions for which they qualify, according to their relative standing in their competitive level. In this regard, a lower standing employee may not be referred if there is a higher standing employee who qualifies for the position.

***[Note: While the *Agency PPP Coordinator* should have access to all RIF information, including competitive levels and retention standing of affected employees, he or she should contact the DCHR DEP Coordinator if this kind of information is needed.]**

e. ***ARPP* Consideration AFTER SEPARATION:**

When referrals are made AFTER the date of release from the competitive level, displaced employees are to be referred in the following order:

- (1) To vacant positions in the competitive level from which separated, ONE (1) AT A TIME in order of their relative standing. A lower standing employee may not be referred if a higher standing employee is on the agency reemployment priority list unless the higher standing displaced employee declines the position.
- (2) To vacant positions for which they qualified in other competitive levels, by tenure group regardless of relative standing within their tenure group; i.e., ALL qualified *Tenure Group I* employees will be referred and appropriate action taken by the selecting official prior to the referral of qualified *Tenure Group II* employees.

f. Agency displaced employees are referred for priority consideration/selection via an *ARPP* Priority Consideration Selection Certificate; and selection is mandatory, unless:

- (1) The selecting official submits a written justification for non-selection to the DCHR, and the DCHR approves the justification; or
- (2) The displaced employee declines the job offer.

g. A person who is not on the *ARPP list* or a person with lower standing than others on the list may be appointed when it is necessary to obtain an employee for duties that cannot be taken over without undue interruption to the agency by a person on the list with higher standing than the person appointed. See section 2428.6 of Chapter 24 of the regulations

9. **Displaced Employee Program (DEP) – Career Service**

The *DEP* in a Nutshell:

<p><i>Jane Doe</i> is Issued a RIF Notice and is Subsequently Separated by RIF from <u>Subordinate Agency A</u></p>	→	<p>Under the <i>DEP</i>, <i>Jane Doe</i> is to be referred for priority consideration to Career Service positions for which she qualifies in <u>Subordinate Agencies other than Subordinate Agency A</u>.</p>
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- a. The DCHR must establish and maintain a *DEP list* for priority placement referral of displaced employees to all subordinate agencies.
- b. When a qualified person is available on the *DEP list*, a Career Service position shall not be filled by the following:
 - (1) *A new appointment;
 - (2) *Transfer; or
 - (3) *Reemployment of a person not on the *DEP list*.

***[Includes competitive and non-competitive new appointments, transfers, or reemployment actions.]**
- c. The displaced employee's name shall be entered on the *DEP list* for all positions for which qualified as follows:
 - (1) At the employee's grade level at the time of separation; and
 - (2) At any lower grade acceptable to the employee.
- d. The **Agency PPP Coordinator** shall be responsible for preparing *DEP* Priority Consideration Selection Certificates (DCSF DEP-93-326; copy attached) in accordance with the following guidelines:
 - (1) Displaced employees may only be referred for positions for which they qualify.
 - (2) Qualified *Tenure Group I* employees whose retention standing includes one (1) additional year of service credit for residency preference are to be referred first (1st) and the designation "RP" placed after their names.
 - (3) If there are no qualified "RP" candidates in *Tenure Group I*, then non-RP candidates in *Tenure Group I* are to be referred before qualified *Tenure Group II* "RP" employees.

- e. Individuals are referred for priority consideration/selection via the *DEP* Priority Consideration Selection Certificate; and selection is mandatory, unless:
 - (1) The selecting official submits a written justification for non-selection to the DCHR, and the DCHR approves the justification; or
 - (2) The employee declines the job offer.

10. Procedures for the Automated Priority Placement Process

The *Automated PPP* is operated through PeopleSoft and will be utilized by the DCHR to:

- a. Establish and maintain Master List of all eligible displaced employees (by agency);
- b. Maintain electronic copies of the DC 2000 Employment Applications of each eligible displaced employee;
- c. Generate Lists of Eligibles for priority consideration based on job requisitions “Open to the General Public;”
- d. Inform displaced employees via email when their names are sent to a subordinate agency for priority consideration (thru job requisition matches);
- e. Maintain information on *ARPP* and *DEP* priority consideration referrals of displaced employees; and
- f. Generate *Automated PPP reports* as needed.

11. Responsibilities

- a. D.C. Department of Human Resources
 - (1) The DCHR is responsible for establishing, maintaining, and administering the *ARPP* (including *ARPP* for displaced attorneys, as needed) and *DEP* for priority placement referral of eligible displaced employees.
 - (2) The DCHR DEP Coordinator shall be responsible for:
 - (a) Monitoring the operation of the *Automated PPP*;
 - (b) Maintaining communication with displaced employees (to obtain updated employment application, etc.);
 - (c) Establishing and maintaining *ARPP* and *DEP Master Lists* and electronic databases to locate and evaluate displaced employees qualifications against specific recruitment requests;
 - (d) Monitoring priority placement referrals of displaced employees;

- (e) Reviewing for *ARPP/DEP* clearance each non-competitive Career Service Term appointment (also referred to as a “*Name-Select*” action) being considered by a subordinate agency, and either:
 - 1. “Clear” the appointment (allow the agency to proceed with the intended *Name-Select* action); or
 - 2. Notify the hiring agency that the *Name-Select* action cannot proceed because a displaced employee qualifies for the position and must be considered; and prepare a *ARPP/DEP* Priority Consideration Selection Certificate to refer a displaced employee for the Term appointment and forward the certificate to the selecting official; and
 - (f) Reviewing justifications for non-selection of displaced employees referred via *ARPP/DEP* Priority Consideration Selection Certificates; and making a recommendation to the Supervisory HR Specialist for Staffing & Recruitment on the justification submitted by the agency.
 - (g) Maintaining appropriate *ARPP/DEP* files for each action taken.
 - (h) Generating *ARPP/DEP* and *Automated PPP* reports as needed.
- (3) Supervisory HR Specialist (Staffing & Recruitment)

The Supervisory HR Specialist for Staffing & Recruitment shall render final decisions on management justifications for non-selection of displaced employees referred for consideration; and inform selecting officials of final decisions.

b. Agency PPP Coordinators

Agency PPP Coordinators shall be responsible for:

- (1) Stressing the importance of the *ARPP* and *DEP* among selecting officials within the agency, including the fact that displaced employees referred under the *ARPP* and *DEP* shall be given due consideration for selection.
- (2) Upon receiving a *List of Eligibles* via the *Automated PPP*, the *Agency PPP Coordinator* shall:
 - (a) Conduct the qualifications analysis to identify qualified candidates from the *List of Eligibles* generated by the *Automated PPP*. [*DCSF 1210A, Applicant Qualifications Rating Record* (copy attached), is used to conduct the qualification analysis.]
 - (b) Develop an *ARPP*³ or *DEP* Priority Consideration Selection Certificate,

³ An agency that has conducted a RIF shall consider its own displaced employees (under the *ARPP*) before considering employees displaced from other agencies. The *List of Eligibles* generated by the *Automated PPP* will identify an employee displaced from the particular agency by adding the acronym “*ARPP*” by the individual’s name; employees displaced from other agencies are identified by adding the acronym “*DEP*” by their names. The referral of an *ARPP* candidate is made in the order of retention standing, ONE (1) AT A TIME.

as applicable, as specified in Paragraph 8 (*ARPP*) and Paragraph 9 (*DEP*) of this E-DPM instruction;

- (c) Forward *ARPP/DEP* Priority Consideration Selection Certificates to the agency selecting official for appropriate action, and provide copy to the DCHR DEP Coordinator once action is taken;
- (d) Ensure that written justifications for non-selection of displaced employees referred to agency selecting officials are forwarded to the DCHR for review and disposition (approval/disapproval);
- (e) Enter into PeopleSoft the final disposition of actions involving displaced employees selected from *ARPP/DEP* Priority Consideration Selection Certificates; and
- (f) Maintain appropriate *ARPP/DEP* files and reports (as needed) for each action taken.

(3) Obtaining *ARPP/DEP* Clearance for Non-Competitive Career Service Term Appointments:

The *Agency PPP Coordinator* must ensure that all non-competitive Career Service Term Appointments personnel actions for new hires (*Name-Select* actions) are **cleared** by the DCHR *DEP* Coordinator prior to any offers of employment are made.

c. Selecting Officials in Subordinate Agencies

Selecting officials in subordinate agencies shall:

- (1) Give due consideration for selection to displaced employees referred under the *ARPP* or *DEP*; and
- (2) Prepare written justifications for any non-selection of displaced employees referred to them for priority consideration under the *ARPP* and *DEP*.

12. Termination from the *ARPP* and *DEP*

Enrollment in the *ARPP* and *DEP* will cease when a displaced employee:

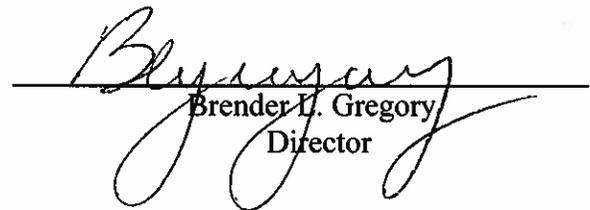
- a. Submits a written request that placement assistance be terminated;
- b. Declines any non-temporary position with a tour of duty similar to and a *representative rate* the same as or higher than that of the position from which separated, in the same *competitive area* (for *ARPP*), or when the displaced employee declines any non-temporary position with a tour of duty similar to and a

representative rate the same as or higher than that of the position from the position from which separated (for *DEP*); or

- c. Accepts and is placed in a non-temporary position with a tour of duty similar to and a *representative rate* the same as or higher than that of the position from which separated, in the same *competitive area* (for *ARPP*), or when the displaced employee accepts and is placed in a non-temporary position with a tour of duty similar to and a *representative rate* the same as or higher than that of the position from the position from which separated (for *DEP*).
- d. Ceases to be eligible for participation as specified in Paragraph 7 of this E-DPM instruction (once the displaced employee's period of priority consideration eligibility ends).

13. **Effective Date**

This E-DPM instruction is effective immediately.


Brender L. Gregory
Director

Attachments:

- *D.C. Standard Form ARPP 93-326 – ARPP Priority Consideration Selection Certificate (Rev. 6/09)*
- *D.C. Standard Form DEP 93-326 – DEP Priority Consideration Selection Certificate (Rev. 6/09)*
- *D.C. Standard Form 1210A – Applicant Qualification Rating Record (Rev. 11/08)*

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
D.C. Department of Human Resources**

Reference No.: _____

Position No.: _____

PRIORITY CONSIDERATION SELECTION CERTIFICATE
AGENCY REEMPLOYMENT PRIORITY PROGRAM (ARPP)

Position Title, Series, Grade(s), Organization, and Location	Date Referred to Selecting Official	Date Received by DCHR from Selecting Official
Selecting Official (NAME)		

INSTRUCTIONS AND INFORMATION FOR AGENCY SELECTING OFFICIALS

This certificate is issued in accordance with sections 2427 and 2428 of Chapter 24 of the D.C. personnel regulations, Reductions In Force. The candidate(s) referred is/are entitled to priority consideration as indicated. When a qualified candidate is available on the *ARPP List*, an agency may not fill a position in the Career Service except as provided in section 844, *Priority Placement Categories and Order of Priority*, of Chapter 8 of the regulations, Career Service. The selecting official is required to give preference in accordance with sections 2428.3 and 2428.4 of Chapter 24 of the regulations. An exception to this order of selection may be made only upon written justification by the selecting official stating that the duties of the position cannot be performed by the candidate with the higher standing without undue interruption to the agency's operations. Explanation of key terms: *Tenure Group I* – Career Service (Permanent) Displaced Employee; *Tenure Group II* – Career Service (Probational) Displaced Employee.

NAME	TENURE GROUP	INTERVIEWED		REMARKS	ACTION TAKEN
		YES	NO		
1.					
2.					
3.					
4.					
5.					

CERTIFICATION BY SELECTING OFFICIAL

By my signature below, I certify that I have not unlawfully discriminated in selecting the candidate indicated by the "S" in ACTION TAKEN column.			
NO SELECTION MADE: <input type="checkbox"/> [Check if Applicable; Attach "Non-Selection Justification Memorandum" to DCHR]			
Other (Briefly Explain)			
Date	Signature of Official who Conducted Selection Interviews	Date	Signature of Selecting Official
Signature of Agency PPP Coordinator		Signature of Agency HR Advisor (As Applicable)	
FOR FURTHER INFORMATION, PLEASE CONTACT:		at:	
Date Received by DCHR DEP Coordinator		Signature of DCHR DEP Coordinator	

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
D.C. Department of Human Resources**

Reference No.: _____

Position No.: _____

**PRIORITY CONSIDERATION SELECTION CERTIFICATE
DISPLACED EMPLOYEE PROGRAM (DEP)**

Position Title, Series, Grade(s), Organization, and Location	Date Referred to Selecting Official	Date Received by DCHR from Selecting Official
Selecting Official (NAME)		

INSTRUCTIONS AND INFORMATION FOR AGENCY SELECTING OFFICIALS

This certificate is provided in accordance with sections 2429 and 2430 of Chapter 24 of the D.C. personnel regulations, Reductions In Force. The candidate(s) referred is/are entitled to priority consideration as indicated. When a qualified candidate is available on the *DEP List*, an agency may not fill a position in the Career Service except as provided in section 844, *Priority Placement Categories and Order of Priority*, of Chapter 8 of the regulations, Career Service. The selecting official is required to give preference to *Tenure Group I* employees over *Tenure Group II* employees. An exception to this order of selection may be made only upon written justification by the selecting official stating that the duties of the position cannot be performed by the candidate with the higher standing without undue interruption to the agency's operations. Explanation of key terms: *Tenure Group I* – Career (Permanent) Displaced Employee; *Tenure Group II* – Career Service (Probational) Displaced Employee.

NAME	TENURE GROUP	INTERVIEWED		REMARKS	ACTION TAKEN
		YES	NO		
1.					
2.					
3.					
4.					
5.					

CERTIFICATION BY SELECTING OFFICIAL

By my signature below, I certify that I have not unlawfully discriminated in selecting the candidate indicated by the "S" in ACTION TAKEN column.					
NO SELECTION MADE: <input type="checkbox"/> [Check if Applicable; Attach "Non-Selection Justification Memorandum."]					
Other (Briefly explain)					
Date	Signature of Official who Conducted Selection Interviews		Date	Signature of Selecting Official	
Signature of Agency PPP Coordinator			Signature of Agency HR Advisor (As Applicable)		
FOR FURTHER INFORMATION, PLEASE CONTACT: _____ at: _____					
Date Received by DCHR DEP Coordinator			Signature of DCHR DEP Coordinator		

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
D.C. Department of Human Resources**

**APPLICANT QUALIFICATIONS RATING RECORD
(Competitive & Non-Competitive Recruitment)**

A. Agency: _____ Reference Number: _____

Position Title/Series/Grade: _____

Applicant's Name: _____

Current/Previous Position Title, Series and Grade: _____

B. Position Qualification Requirements:

Qualification Standard Used: _____

Number of Years of Experience Required: Specialized _____ General _____ Total _____

Selective Placement Factor (If applicable): _____

C. Qualifying Experience (list qualifying experience only): If needed, use a separate sheet for additional experience.

From	Dates To	Position Title/Series/Grade and Type of Experience	General		Specialized	
			Yrs	Mos	Yrs	Mos
TOTALS:						

D. Education: (Include college/university degree, date, and major subject areas)

E. List any training and/or awards relevant to the position: (Include date and type of award)

E. Qualification Decision:

QUALIFIED NOT QUALIFIED

Remarks: _____

Signature of HR Specialist: _____

Date: _____

(OVER)

