



REPLY TO
ATTENTION OF:

APPE-CP-OC

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY, PACIFIC
CIVILIAN PERSONNEL OPERATIONS CENTER, PACIFIC REGION
600 RICHARDSON DRIVE #6700
FORT RICHARDSON, ALASKA 99505-6700

9 April 1999

Standard Operating Procedure Priority Consideration

1. References:

- a. 5 CFR Part 335.103
- b. AR 690-300, Chapter 335

2. Purpose. To establish procedures granting priority considerations for candidates who were adversely affected due to a procedural, regulatory or program violation.

3. Functional Responsibilities:

a. The CPACs:

1) Advise candidates on proper procedures to apply for vacancies advertised by the Pacific Region Civilian Personnel Operations Center (CPOC).

2) Grant priority consideration status to candidates after reconstruction of the action shows the candidate was adversely affected. Advise the candidate, in writing, of the conditions under which they may receive special consideration and what they must do to claim it.

3) Notify the CPOC when priority consideration has been granted to an individual and the expiration date of that special consideration by providing a copy of the decision/settlement to the CPOC.

b. The CPOC: Reconstruct placement actions and provide the necessary information for the CPAC to make a priority consideration determination. The reconstruction information will indicate if the candidate was in the best-qualified group and if there is evidence that the candidate was potentially adversely affected.

c. The employee: Claim priority consideration by identifying eligibility for that consideration on the self-nomination form.

4. Procedures:

a. Priority consideration should be granted only once for each time proper consideration in a competitive promotion action was not given. The candidate must be given bona fide consideration before consideration is given to candidates under competitive procedures. If the candidate does not satisfactorily meet all the job-related criteria, as determined by local procedures, then the candidate should not be referred and the conditions of an appropriate vacancy have not been met. Additionally, a candidate will not have received a bona fide consideration if, after referral, management decides not to fill the vacancy at that time. In this situation, the candidate will be referred for the next bona fide appropriate vacancy for which they request consideration.

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b. Priority consideration will be granted for the next appropriate vacancy to make up for the consideration lost. The next appropriate vacancy is one that meets all the following conditions:

- 1) A similar type of position in the same pay system as the position for which the candidate failed to receive proper consideration,
- 2) One in which the candidate has clearly requested priority consideration before the closing date of the announcement,
- 3) One at the same grade level with no higher potential than the position for which consideration was lost. If the position has known promotion potential, advancement beyond the entry grade is contingent upon satisfactory performance and not guaranteed by the priority consideration.

c. Order of referral.

Candidates given remedy under 29 CFR 1614 (EEO complaints) are referred before consideration is given to candidates covered by AR 690-300, Chapter 335. However, when remedy is given under section 1614, it will not subsequently be given under Chapter 335.

// Original Signed //
PATRICIA S. PEARSON
Director