

## STAFFING

- 1. REASON FOR ISSUE:** To revise Department of Veterans Affairs (VA) procedures regarding staffing and recruitment.
- 2. SUMMARY OF CONTENTS/MAJOR CHANGES:** This handbook contains mandatory procedures on staffing. This revision provides procedures to pass over a preference eligible with a compensable service-connected disability of 30 percent or more. The pages in this issuance replace the corresponding page numbers in VA Handbook 5005. Revised text is contained in [brackets]. These changes will be incorporated into the electronic version of VA Handbook 5005 that is maintained on the [Office of Human Resources Management Web site](#).
- 3. RESPONSIBLE OFFICE:** The Recruitment and Placement Policy Service (059), Office of the Deputy Assistant Secretary for Human Resources Management.
- 4. RELATED DIRECTIVE:** VA Directive 5005, Staffing.
- 5. RESCISSIONS:** None.

**CERTIFIED BY:**

**BY DIRECTION OF THE SECRETARY  
OF VETERANS AFFAIRS:**

/s/Stephen W. Warren  
Acting Assistant Secretary for  
Information and Technology

/s/Rafael A. Torres  
Acting Assistant Secretary for  
Human Resources and Administration



principles of veteran preference must be followed, as far as administratively feasible. At the discretion of the Secretary, the evaluation and rating process resulting in a numerical rating by the Board may be applied in filling Schedule C positions.

(2) **Former Federal Employee Applicants.** Any veteran preference applicant meeting the qualification requirements of the excepted position may be given an “eligible” rating by the appointing officer, or representative, provided the applicant had prior civilian service in the executive branch of the Federal Government. Such an applicant may be referred by the appointing officer and be selected without regard to the “rule of three.”

(3) **Purchase and Hire Employees.** Modification of the examining procedure above may be made for purchase and hire employees when the number of qualified applicants does not exceed the number of jobs to be filled. In this case the applicants may be given an “eligible” rating by the appointing officer, or representative, and be considered for appointment in order of their preference, i.e., 10 percent or more compensably service-connected disabled veterans, other 10-point preference eligibles, 5-point preference eligibles, and non-preference eligibles, in keeping with 5 CFR 302.304(b)(5)(i).

f. **Reasons for Nonselection.** When requesting pass over of a preference eligible with a compensable service-connected disability of 30 percent or more in favor of lower ranking preference or non-preference eligibles, appointing officers must follow the procedures contained in [5 U.S.C. 3312 and 3318; and,] 5 CFR 332.406 and 339.306(b). [The Office of Personnel Management (OPM) retains exclusive authority to approve a request to pass over a preference eligible with a compensable service-connected disability of 30 percent or more. HR Offices must send these pass over requests to OPM for adjudication. Requests must include a completed SF 62 form and all required supporting documentation.]

g. **Placement Follow-up.** A placement follow-up will be used to evaluate the appropriateness of specific placement and employment actions in excepted service positions. Follow-ups will be made for all initial appointments and significant position changes. After the employee has completed at least 90 days in the assignment, a human resources management office staff member will forward a placement follow-up form to the supervisor to obtain information about the employee’s performance, his/her adjustment to the job, and any training or other needs or outstanding work that warrants attention for further placement consideration. Where deficiencies are reported, the employee should also be interviewed to further explore the courses of action that may be taken to overcome them. The follow-up form, VA Form 5-97, Notice of Pending Personnel Action, will be annotated to show that the follow-up was made, and only significant results will be recorded. These procedures are minimum requirements and where possible, extension of the follow-up interview for all placement actions is encouraged. For example, a follow-up of all promotions can be a valuable aid in assessing the results of the facility’s promotion plan and the validity of the evaluation and selection process. Also, separate placement follow-ups with employees can be a valuable source of placement information as well as being an effective employee relations technique.

h. **Trial Period Certification.** Excepted service employees appointed to positions lasting more than 1 year (indefinite) are required to serve a trial period of 1 year. The trial period is a most important part of the examining procedure. This is the period when new employees are tested on the job for qualities and characteristics essential for satisfactory performance. To meet this responsibility supervisors must:

- (1) Establish reasonable standards of performance and conduct for trial period employees to meet.
- (2) Inform trial period employees about the standards and requirements.
- (3) Help trial period employees to meet standards through necessary training and guidance.