



DEPARTMENT OF DEFENSE
Defense Commissary Agency
Fort Lee, VA 23801-1800

DIRECTIVE

Merit Staffing Plan

DeCAD 50-26
April 20, 2012

Human Resources
OPR: DeCA/BEHS

References: (a) DeCAD 50-26, "Merit Staffing Plan," February 22, 2007 (hereby rescinded)
(b) DeCA Manual 50-26.1, "Merit Staffing Plan Manual," April 18, 2012
(c) Part 335 of Title 5, Code of Federal Regulations
(d) DeCA Directive 70-2, "Internal Control Program," December 17, 2007
(e) DoD Directive 5105.55, "Defense Commissary Agency (DeCA)," March 12, 2008

1. REISSUANCE AND PURPOSE. This Directive:

- a. Replaces DeCAD 50-26, "Merit Staffing Plan," (Reference (a)) and establishes DeCA Manual 50-26.1, "Merit Staffing Plan Manual," (Reference (b)).
- b. Is established in compliance with references listed above.
- c. Establishes the policies for promotions and other competitive placement actions for all positions within the Defense Commissary Agency (DeCA), with the exception of Senior Executive Service positions.

2. APPLICABILITY. This Directive applies to DeCA activities worldwide.

3. POLICY. It is DeCA policy that:

- a. The identification, qualification, evaluation, and selection of candidates shall be made in accordance with (IAW) merit system principles, based solely on job-related criteria, and without regard to political, religious, or labor organization affiliation or nonaffiliation, marital status, race, color, sex, national origin, nondisqualifying physical handicap, age, or sexual orientation. DeCA provides reasonable accommodations to qualified applicants with disabilities. Automated tool(s) may be used to complement the merit staffing process to the extent practicable and feasible.
- b. The following placement actions must be accomplished IAW guidance in Reference (b) and Part 335 of Title 5, Code of Federal Regulations (Reference (c)):

(1) Permanent promotion to a higher graded position or to a position with more promotion potential than a position previously held on a permanent basis in the competitive service.

(2) Reassignment, demotion, transfer, reinstatement, or other position change to a position with more promotion potential than position previously held on a permanent basis in the competitive service, except as permitted by reduction-in-force regulations.

(3) Temporary promotions and/or details to higher graded duties exceeding 120 days (unless to a grade equal to or less than a grade previously held on a permanent basis).

(4) Selection for formal training which is part of an authorized training agreement, part of a promotion program, or required by regulation, before an employee may be considered for promotion.

c. Qualification standards published by the Office of Personnel Management will be used to determine eligibility for promotion or placement.

d. Management has the right to determine the method by which positions will be filled and to determine the appropriate recruitment sources to meet mission objectives and affirmative action goals.

e. Supervisors may not advocate the selection of a relative. Advocating includes the referral of an application of a relative for consideration for promotion or placement. If a relative of a selecting official is among the candidates certified for selection, the selecting official must disqualify himself/herself and selection authority must be designated at a higher level in the chain of command.

f. This Directive must be applied in conjunction with applicable collective bargaining agreement (CBA) provisions. Whenever this Directive and the CBA cover the same subject, the CBA prevails for positions covered by the CBA.

4. RESPONSIBILITIES. All responsible parties listed below shall conform to the guidelines described in Reference (b).

a. Director, Human Resources (HR). The Director, HR, shall:

- (1) Establish and oversee the DeCA Merit Staffing Program;
- (2) Monitor program administration for regulatory compliance;
- (3) Develop policy and procedures for DeCA's staffing related programs.

b. Director, Equal Employment Opportunity (EEO). The Director, EEO, shall:

- (1) Consult with HR and HR service providers on the provisions and applications of this plan;
- (2) Identify positions/occupations which are underrepresented, aid in developing recruitment strategies, and aid in communicating job opportunity information to sources of qualified candidates;
- (3) Advise managers and supervisors on affirmative action goals and responsibilities;
- (4) Develop, execute, and assess programs designed to support affirmative employment;

(5) Review and monitor selections to ensure compliance with the spirit and intent of affirmative action program goals and objectives.

c. Supervisors and Managers. Supervisors and managers shall treat candidates in a fair and equitable manner without regard to nonmerit factors. They are responsible for:

- (1) Fair and open competition;
- (2) Evaluation and selection based on merit factors;
- (3) Making selections in a timely manner.

d. HR Service Providers. The HR service providers are responsible for the day-to-day management and administration of all staffing functions. This includes executing staffing plans and programs for all serviced populations, providing job information and accepting applications, recruiting/filling positions, and processing placement actions.

e. Employees. Employees shall:

(1) Apply for positions they are interested in, following the specific instructions in the vacancy announcement.

(2) Notify their supervisor, in writing, of job opportunities for which they are interested in applying during periods of legitimate absence.

5. MANAGEMENT CONTROL SYSTEM. This Directive contains internal management control provisions that are subject to evaluation and testing as required by DeCAD 70-2, "Internal Control Program," December 17, 2007, (Reference (d)) and DoD Directive 5105.55, "Defense Commissary Agency (DeCA)," March 12, 2008, (Reference (e)).

6. RELEASABILITY – UNLIMITED. This Directive is approved for public release and is located on DeCA's Internet Web site, www.commissaries.com.

7. EFFECTIVE DATE. This Directive is effective immediately.



Teena P. Standard
Chief, Executive Services Division