NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION
WORKFORCE MANAGEMENT OFFICE (WFMO)

HUMAN RESOURCES (HR) GUIDANCE BULLETIN #FY13-005

SUBJECT: Sharing Selection Certificates

EFFECTIVE DATE: Upon release of this HR Guidance Bulletin

EXPIRATION DATE: Effective until canceled or superseded

SUPERSEDES: N/A

BACKGROUND: WFMO has found that various Line and Staff Offices (L/SOs) have advertised similar positions generally within the same timeframe. In an effort to expedite L/SOs' hiring needs, WFMO is allowing the use of shared selection certificates.

PURPOSE: The purpose of this HR Guidance Bulletin is to provide detailed and precise instructions on how L/SOs Hiring Officials can view open selection certificates and associated Job Opportunity Announcements (JOAs) with the goal of making a selection.

Process

Upon identification of a hiring need, Hiring Officials can view JOAs and associated Position Descriptions (PDs) that have open certificates to determine if a selection for their position could be made. The open certificate site can be accessed via:
https://secure.wfin.noaa.gov/noaa_only/open_cert/cert_listing.php.

For an existing, open certificate to be used, the positions must be alike (e.g.: within the same geographic location, same grade/band, require the same qualifications as indicated in the JOA, etc.)

If there is a match and the Hiring Official is interested in using an open selection certificate, the Hiring Official should contact the Advisory Services Division (ASD) to request a copy of the selection certificate.
Upon being contacted, ASD will review the vacant position information to ensure the two positions are the same.

- Provided the positions are the same, the ASD HR Specialist will contact the servicing HR Specialist on the JOA and request a copy of the selection certificate be forwarded to the Hiring Official.
- Should there be a difference between the two positions, the ASD HR Specialist will schedule a consultation meeting with the Hiring Official.

Upon receipt of the selection certificate the Hiring Official can proceed with the selection process.

**Making a Selection**

Provided the selection process has yielded a viable candidate, the Hiring Official will annotate the disposition of each candidate and return the selection certificate and SF-52 to the servicing Staffing Division HR Specialist.

Upon receipt the HR Specialist will review the selection certificate to ensure the selection(s) satisfies regulatory compliance requirements. Should there be any regulatory compliance concerns, the HR Specialist in consultation with the Branch Chief will contact the selecting official for further discussion.

Provided there are no regulatory compliance concerns, the HR Specialist will proceed with the job offer process.

**REFERENCES:** Title 5, CFR, Part 335; 5 CFR 337.303

**FOR ADDITIONAL INFORMATION:** Contact the Policy, Oversight and Accountability Division, (301) 713-6302.