

**From:** Sandra R. Manning [Announcement@noaa.gov]  
**Sent:** Thursday, October 07, 2010 11:32 AM  
**To:** NOAA Rating Officials  
**Subject:** Merit System Principles and Prohibited Personnel Practices



# NOAA NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

UNITED STATES DEPARTMENT OF COMMERCE

**MEMORANDUM FOR:** All Rating Officials

**FROM:** Sandra R. Manning  
Acting Director for Workforce Management

**SUBJECT:** Merit System Principles and Prohibited Personnel Practices

This message is to remind you as a supervisor and/or manager of your continuing responsibility to uphold merit system principles and prevent prohibited personnel practices in the Federal workplace. The following summary of these principles and practices, developed by the Office of Personnel Management, outline your responsibilities.

To carry out the Merit System Principles, you are required to:

- Recruit, select, and advance on the basis of merit.
- Treat employees and applicants fairly and equitably.
- Provide equal pay for equal work; reward excellent performance.
- Maintain high standards of integrity, conduct, and concern for the public interest.
- Use human resources efficiently and effectively.
- Retain or separate employees on the basis of their performance.
- Effectively train and educate employees.
- Protect employees from improper political influence.
- Protect employees from reprisal for their lawful actions.

The following are Prohibited Personnel Practices:

- Illegally discriminate for or against any employee/applicant.
- Seek or use improper recommendations.
- Coerce political activity.
- Obstruct a person's right to compete for employment.
- Encourage a person to withdraw from competition.
- Grant an improper advantage.
- Engage in nepotism.
- Take reprisal for a lawful disclosure.
- Take reprisal for filing an appeal.
- Unlawfully discriminate for off duty conduct.
- Take/fail to take an action in violation of veteran's preference and of the merit principles.

The full text of these principles and practices can be found at the websites below:

Merit System Principles: <http://www.opm.gov/ovrsight/mspidx.asp>

Prohibited Personnel Practices: <http://www.opm.gov/ovrsight/proidx.asp>

For more information, please contact your Workforce Management Office Representative:

[http://www.wfm.noaa.gov/contact\\_lists.html](http://www.wfm.noaa.gov/contact_lists.html)

If you have problems viewing this email, an html format is provided here:  
<http://www.wfm.noaa.gov/emails/MeritSysPrincPractices.html>

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