

PS3000.02C HUMAN RESOURCE MANAGEMENT MANUAL (CN-02 to 10)



Change Notice

DIRECTIVE BEING CHANGED: 3000.02
CHANGE NOTICE NUMBER: CN-10
DATE: July 13, 1995

1. PURPOSE AND SCOPE. To update the Human Resource Management Manual to include policy on Recruitment Bonuses and Retention Allowances.
2. SUMMARY OF CHANGES. Section 339.3 has been added to provide guidance on the usage of recruitment bonuses and retention allowances. These guidelines will provide procedures on issuing recruitment bonuses to newly appointed Bureau employees and retention allowances to current employees with unusually high qualifications or special organizational needs making it essential to retain the employee.
3. TABLE OF CHANGES.

<u>Remove</u>	<u>Insert</u>
Table of Contents pages i through v	Table of Contents pages i through vi
	Chapter 3, pages 86 to 90
	Attachments 3-22 to 26
4. ACTION. This Change Notice shall be filed in the front of P.S. 3000.02, Human Resource Management Manual.

\s\
Kathleen M. Hawk
Director



Change Notice

DIRECTIVE BEING CHANGED: 3000.02
CHANGE NOTICE NUMBER: CN-09
DATE: May 30, 1995

1. PURPOSE AND SCOPE. To provide information regarding the value of job related Cross Development Courses for promotion board consideration.
2. SUMMARY OF CHANGES. The Human Resource Management Manual is being changed to instruct promotion boards not using Knowledge, Skills and Abilities procedures to credit points toward an employment rating for an applicant's completion of job-related Cross Development Courses. The appropriate point value is cited in the changed attachment.
3. TABLE OF CHANGES

Remove

Attachment 3-12, Page 1

Insert

Attachment 3-12, Page 1

4. ACTION. File this Change Notice in front of Program Statement 3002.02, the Human Resource Management Manual.

\s\
Kathleen M. Hawk
Director



Change Notice

DIRECTIVE BEING CHANGED: 3000.02
CHANGE NOTICE NUMBER: CN-08
DATE: May 22, 1995

1. PURPOSE AND SCOPE. To update the Human Resource Management Manual.

2. SUMMARY OF CHANGES. P.S. 3000.02, the Human Resource Management Manual (HRMM), is being updated to reflect a change in the employment authority for veterans used in vacancy announcements. The current language refers to veterans who are eligible for appointment under the Veterans Benefits Improvement Act of 1984 (as amended).

This Act contains a variety of sections addressing, in addition to noncompetitive hiring of veterans, issues not pertaining to employment. It specifically refers to the Veterans Readjustment Appointments (VRA) authority. By replacing Veterans Benefits Improvement Act of 1984 (as amended) with VRA authority, the specific authority being used is directly referenced.

3. TABLE OF CHANGES

<u>Remove</u>	<u>Insert</u>
Chapter 3, Pages 29 - 30A (CN-04 (11/18/94))	Chapter 3, Pages 29 - 30
Chapter 3, Pages 43 - 44 (CN-06 (03/27/95))	Chapter 3, Pages 43 - 44

4. ACTION. File this Change Notice in front of the Human Resource Management Manual.

\s\
Kathleen M. Hawk

Director



Change Notice

DIRECTIVE BEING CHANGED: 3000.02
CHANGE NOTICE NUMBER: CN-07
DATE: May 3, 1995

1. PURPOSE AND SCOPE. To update the Human Resource Management Manual.
2. SUMMARY OF CHANGES. The Human Resource Management Manual is being updated to:
 - a. Require Associate Wardens upon reaching grade 14, and Executive Assistants upon reaching grade 13, to serve temporarily, not to exceed one year, prior to consideration for permanent promotion;
 - b. Allow Regional Directors to approve permanent promotions for Executive Assistants;
 - c. Correct Attachment 2-1 to indicate the delegation of authority for the selection of GS-12 positions at Staff Training Centers is made by the Deputy Assistant Director, Human Resource Management and selection of positions below the GS-12 is made by the Director, Staff Training Center;
 - d. Clarify the selection authority of the Director, Assistant Directors, Regional Directors, Wardens, Human Resource Managers; and
 - e. Designate which office has the responsibility of preparing the SF-52, Notice of Personnel Action, for these selections.

Additionally, the Human Resource Management Manual is being updated to correct an error in delegation of classification authorities. The text in Chapter 2 was changed to make it consistent with Attachment 2-1. This change reflects that Pay and Position Management has classification authority over UNICOR Factory Managers, Assistant Factory Managers, General Foreman, Business Managers, Assistant Business Managers, and Quality

Assurance Managers.

3. TABLE OF CHANGES

Remove

Chapter 2, Pages 1-4
Attachment 2-1

Insert

Chapter 2, Pages 1-4A
Attachment 2-1

4. ACTION. File this Change Notice in front of the Human Resource Management Manual.

\s\
Kathleen M. Hawk
Director



Change Notice

DIRECTIVE BEING CHANGED: 3000.02

CHANGE NOTICE NUMBER: CN-06

DATE: March 27, 1995

1. PURPOSE AND SCOPE. To update the Human Resource Management Manual.

2. SUMMARY OF CHANGES. Program Statement 3000.02, Human Resource Management Manual is being revised to update the Merit Promotion Plan for Bargaining Unit and Supervisory/Managerial Positions.

3. TABLE OF CHANGES.

Remove

Chapter 3,
pages 43, CN-04 & 44, CN-04

Insert

Chapter 3,
pages 43 & 44

4. ACTION. This Change Notice shall be filed with the Human Resource Management Manual (P.S. 3000.02), behind the Table of Contents.

\s\
Kathleen M. Hawk
Director



Change Notice

DIRECTIVE BEING CHANGED: 3000.02

CHANGE NOTICE NUMBER: CN-05

DATE: March 27, 1995

1. PURPOSE AND SCOPE. This Change Notice refines and clarifies the procedures and policies regarding PC-TARE time and attendance reporting.

2. SUMMARY OF CHANGES. Responsibilities regarding time and attendance reporting under PC-TARE have been expanded and clarified. Leave adjustment procedures have been added.

3. TABLE OF CHANGES

Remove

Chapter 6, pages 1 - 3

List of Attachments

Insert

Chapter 6, pages 1 - 3c

List of Attachments

Attachment 6-6

Attachment 6-7

4. ACTION. File this Change Notice in front of the Human Resource Management Manual.

\s\
Kathleen M. Hawk
Director



Change Notice

DIRECTIVE BEING CHANGED: 3000.02

CHANGE NOTICE NUMBER: CN-04

DATE: November 18, 1994

1. PURPOSE AND SCOPE. To update the Human Resource Management Manual.

2. SUMMARY OF CHANGES. Program Statement 3000.02, Human Resource Management Manual is being updated to include a standard mobility requirement statement for all Central Office controlled trainee positions. Selectees must be willing to relocate within the Bureau of Prisons to meet the needs of the agency.

3. TABLE OF CHANGES.

Remove

Chapter 3,
pages 29, 30, 43 & 44

Listing of Attachments

Insert

Chapter 3,
pages 29, 30, 30A,
43 & 44

Listing of
Attachments

Attachment 3-21

4. ACTION. This Change Notice shall be filed with the Human Resource Management Manual (P.S. 3000.02), behind the Table of Contents.

\s\
Kathleen M. Hawk
Director



Change Notice

DIRECTIVE BEING CHANGED: 3000.02
CHANGE NOTICE NUMBER: CN-03
DATE: October 27, 1994

1. PURPOSE AND SCOPE. To update P.S.3000.02, the Human Resource Management Manual concerning appointment to a law enforcement position.

2. SUMMARY OF CHANGES. P.S. 3000.02, the Human Resource Management Manual is being revised to reflect the exemption of Jewish Rabbis from the maximum entry age requirements.

3. TABLE OF CHANGES

Remove

Insert

Chapter 3, Pages 77-78

Chapter 3, Pages 77-78

4. ACTION. File this Change Notice in P.S. 3000.02, the Human Resource Management Manual, behind the Table of Contents.

\s\Calvin R. Edwards for\
Kathleen M. Hawk
Director



Change Notice

DIRECTIVE BEING CHANGED: 3000.02

CHANGE NOTICE NUMBER: CN-02

DATE: September 29, 1994

1. PURPOSE AND SCOPE. To update the Human Resource Management Manual.

2. SUMMARY OF CHANGES. Program Statement 3000.02, Human Resource Management Manual (HRMM), is being updated to reflect a change in the accessibility of the open-continuous Nationwide Vacancy Announcements for GS-007 Correctional Officer supervisory positions. The open-continuous announcement system instructions will reflect this change and the open-continuous vacancy announcements Attachments 3-14, 3-15, and 3-16 will be replaced by SENTRY under Mail ID "BOP Vacancy." Also, vacancy announcements for the GS-11/12/13 grade levels on SENTRY include one additional knowledge, skill, and ability (KSA). The use of SENTRY will allow for easy access and posting of these announcements.

Additionally, Program Statement 3000.02, the Human Resource Management Manual, is being updated to correct an error in the number of points allowed for fully successful ratings and awards for Wage Boards. The maximum allowable points were erroneously printed for the fully successful ratings and omitted entirely for awards under the Wage Board Instructions for Promotions Boards (Attachment 3-13).

3. TABLE OF CHANGES

Remove

Listing of Attachments
Chapter 3, Pages 56 - 57
Attachment 3-13
Attachments 3-14 - 3-16

Insert

Listing of Attachments
Chapter 3, Pages 56 - 57
Attachment 3-13

4. ACTION. File this Change Notice with the Human Resource Management Manual (P.S. 3000.02), behind the Table of Contents.

\s\Wade B. Houk for\
Kathleen M. Hawk
Director

