

TAB

APPLICANTS IN PROCESS

QUESTION

Should applicants in process for staff positions be reflected on the PCR? If so, where should they be shown?

BACKGROUND

Approximately ten years ago, the practice of reporting applicants in process against specific positions on the PCR was discontinued. There were several reasons for this:

1. Frequent reorganizations caused elimination of positions from the PCR against which applicants were in process and there was no provision for reentering them on the new positions established.
2. The actual position the applicant would eventually fill was generally a guess, at best.
3. There was not much discipline in record keeping and applicants which had long since canceled kept appearing on the PCR's.

DISCUSSION

1. The present Request for Security Clearance does not provide for position number. It does provide for division code but, except for CTP, Placement Division codes them all to the office - General or to the Development Complement. The Request for Personnel Action, from which the information for the security request is taken, usually carries the organizational breakdown, so that it could be coded with little additional work.
2. Apparently, there is a current tendency to process certain categories of personnel for several possible positions rather than a specific position.
3. Applicants processed by the Office of Personnel on a contingency basis for unspecified future vacancies would have to be shown somewhere.
4. Carrying applicants on the PCR should tend to eliminate some of the present discrepancies we now have but there are other ways of solving this problem.
5. In the survey conducted by [REDACTED] only the Office of Logistics requested applicants be shown. Their situation is somewhat unique in that a bulk of their applicants are clearly earmarked for specific flexible positions.
6. Although most offices keep statistics on applicants in process, few have requested or are provided with any statistics from the central record. It would be simple to prepare any required statistics.

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7. The question of reporting applicants on the PCR was included on the questionnaire to office and area division personnel officers.

RECOMMENDATION

1. Unless the central Office of Personnel has strong preferences one way or another, it is recommended that we wait for the returns of the questionnaire and let the majority rule.

2. If the majority of the office and area division personnel officers want them reported on the PCR, list them as applicants after the Development Complement at the end of a division.

3. Change the procedures in Placement Division to require coding to the division level.

4. Do not include provision for slot identification inasmuch as it probably will be different from actual EOD slot in many cases.

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