

Q&A's on Use of Professional Registration for Corps of Engineers Positions

1. Are CPOCs supposed to screen current USACE jobs using the narrative identified as requiring registration. **NO. That is the manager's responsibility.**
2. Are supervisors responsible for telling CPOCs when registration is a selective placement factor? **YES.**
3. When CPOCs are notified by the supervisor, will the job of record also be amended if professional registration is not currently included in the job? **YES. The two go hand in hand.**
4. As a selective placement factor, will professional registration be included as an in/out qualification requirement in the vacancy announcement? **YES. Any applicant who does not include in their resume evidence of a professional license/registration should not be referred. This requirement should be stated as boldly and plainly as possible in the PVA.**
5. Will an applicant who fails to provide specific information concerning registration be rated not qualified and consequently not referred? **YES. The resume must indicate the applicant possesses the registration. They do not need to produce any documentation other than the resume until the job offer is extended. As long as the resume indicates they have the registration, they can self-certify at the application stage.**
6. If a job is identified with a requirement for professional registration, must all noncompetitive candidates meet the requirement as well as competitive candidates - including accretion, reinstatements, etc, etc.? **YES.**
7. Since this is a special qualification requirement, will they be assigned different competitive levels? **YES. However, most jobs will be so individualized they would be on a separate competitive level any way.**
8. How will the waiver process work and how will CPOCs know when one has been granted? **The manager would have to obtain a waiver prior to filling a job and the job would have to be announced without the professional registration requirement. Managers are responsible for obtaining this waiver from HQUSACE. The waiver must be provided to the CPOC before the position can be advertised. This might be the case for a non-competitive action involving a current employee but these waivers should be few and far between. This is the only way this can work as you can't have a selective placement factor in the announcement and then refer candidates that don't meet it in the hopes they may get a waiver. This would mess up PPP and be too burdensome on CPOCs. The waiver would be for the position at the time of announcement, not for an applicant who applies without the requisite license.**