

## **PROCEDURES FOR RECONSTITUTED SELECTION BOARD U.S. DEPARTMENT OF COMMERCE**

This document sets forth the procedures to be used for a reconstituted selection board.

**Membership:** The members of the reconstituted board are to be chosen on the same basis as the members of the original board, as prescribed by the USDOC Selection Board Precepts. Persons who served as the rating or reviewing officer of the grievant while he/she was in present class (or class in the year under review, if different) shall not be selected for board membership. Persons who served as members of the original selection board or of a subsequent selection board which reviewed the file in question shall not be selected for membership on the reconstituted board.

**Precepts and Procedures:** To the maximum extent possible, the reconstituted board is to observe the precepts and procedures for the original board. Members are to take the formal oath of office prescribed by the precepts of the original board.

**Representative Sample:** The selection board will review a representative sample. In addition to the grievant's performance folder, the Board will examine the files of the four persons immediately above the previous selection board's promotion line and three persons immediately below it. Thus, the Reconstituted Selection Board will consider a minimum of eight files.

If the previous selection board recommended the employee for promotion but the grievant rank was below management's line and above the board's line, the reconstituted board will only rank order the list of officers.

If the grievant was ranked below the selection board promotion line, then the candidates will be ranked and a promotion line will be drawn.

**Recommended Decision:** The reconstituted selection board will render a rank order decision based on the evaluation of folders in the representative sample. If the grievant is ranked or recommended for a promotion into Class 01 and below, the Director General will approve the promotion for processing. If the promotion is into or within Senior Foreign Service, then the recommendation will be forwarded through Departmental channels for Secretarial approval, Senate confirmation and presidential attestation through the U.S. Department of State.