Management Identification of Candidates (MIoC)
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Background

Management Identification of Candidates (MIoC, also abbreviated as MIC) is one method for filling jobs in the most efficient and effective way possible and adheres to Federal laws, rules and regulations. This FactSheet was developed to provide hiring managers with information to become more familiar and comfortable with using MIoC to help expedite internal hiring processes.

Features

MIoC is not new to the Department of the Navy (DON). It has been an option for hiring managers to use for filling internal jobs for many years, but it is used less frequently than it could be. Use of MIoC may be considered any time the area of consideration remains small, internal to the organization and there are at least two qualified federal employee candidates. *Consult with Command Human Resources (HR) advisors to ensure there are no Command policies or local bargaining unit agreements that would impact how the MIoC process is conducted.*

Benefits

- MIoC is an alternative form of competition that does not require a formal USAJOBS job opportunity announcement (JOA) posting

- No certificate, or referral of candidates, is produced by the OCHR Operations Centers

- Command control of the process and a speedier selection decision

- Hiring managers may select a candidate for promotion when the area of consideration (e.g., a specific organization code or codes within a UIC) is small enough that the hiring manager has knowledge of all the potential candidates

Steps in the MIoC Process

1. Meet with (or call) the servicing HR advisor
2. Determine the area of consideration
3. Submit a Request for Personnel Action (RPA) to the OCHR Operations Center through the normal chain to inform of the intent to use MIoC and open Priority Placement Program (PPP) clearance
4. Determine the evaluative criteria to be used in making the selection
5. Determine the form of response required from candidates (Optional)
6. Solicit interest from among employees (Optional)
7. Notify the OCHR Operations Center when a list of candidates is available to stop PPP clearance
8. Make the selection and communicate the decision to the OCHR Operations Center (via the HR Office, if appropriate)
9. Keep all documentation for two years

Frequently Asked Questions

Q. How will this process make filling internal positions faster?

A. MIoC does not require a formal announcement on USAJOBS. This means no waiting to open an announcement, no rating applicants, or creating a certificate for your use in selection.

Q. Does this process violate Merit System Principles?

A. If you follow the process outlined in the MIoC Hiring Manager Guide you will be adhering to Merit System Principles. Your HR advisor will help you through the process.

Q. Why do I have to keep documentation of my selection, isn't it just more paperwork?

A. Documentation is kept in case a third party needs to review the file. It is difficult to remember the facts of a particular case several months after the fact, especially if you have filled several jobs during that period of time.

Q. What documents should be maintained in the file?

A. It is important to retain the list of candidates considered as well as the selection criteria used to make the selection.

Q. How long must I keep the documentation?

A. Documentation should be retained for two years.

Q. Can I use MIoC to hire a contractor who works in my office?

A. No, MIoC is used when the potential candidate pool are federal employees.

Q. Does that mean I can consider military members?

A. MIoC is for current federal civilian employees. Military members may be hired using other authorities.

Getting Started

MIoC is available now and is another best practice provided to you by the Office of Civilian Human Resources in an effort to provide the resources needed to fill civilian jobs in the most efficient and effective way possible while adhering to Federal laws, rules and regulations. Contact Command HR offices for details and to begin the process.

Management Identification of Candidates Does Not Violate:

- Merit System Principles
- Prohibited Personnel Practices
- Uniform Guidelines on Employee Selection

Where to Find Additional Information

Additional information regarding Management Identification of Candidates (MIoC) can be found on the DON HR website at www.public.navy.mil/donhr.

Still Need Assistance?

For additional questions on MIoC, email the DON HR FAQ box at DONhrFAQ@navy.mil.

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