Management Identification of Candidates (MloC)  
Issued: 06 February 2015

Background
Management Identification of Candidates (MloC, 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 MloC to help expedite internal hiring processes.

Features
MloC 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 MloC 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 MloC process is conducted.

Benefits
- MloC 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 MloC 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 MloC 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
Getting Started

MloC 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 (MloC) can be found on the DON HR website at www.public.navy.mil/donhr.

Still Need Assistance?

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