

## **EXECUTIVE MERIT STAFFING BOARD (EMS)**

OHRM Executive Resources staff sends a request each quarter for Executives to volunteer for the Executive Merit Staffing Boards.

### **Purpose**

Executive Merit Staffing Boards (EMSs) are required by U.S.C. 3393(b) to conduct the merit staffing process for career appointments in the SES, including reviewing the executive and technical qualifications of candidates. 5 CFR 317.501 (a)

The EMSB conducts the merit staffing process that results in the selection of a candidate for initial career appointment in the SES. The EMSB assesses the technical or professional and the executive qualifications of the candidate, and makes the final determination about whether the candidate meets the technical job-specific requirements.

The EMSB, as a group, will determine which applicants will be referred to the recommending official as the Best Qualified (BQ) list. The panel must ensure that the applicants on the BQ list, as reflected by their scores, are comparable, and that there is a defensible break between the scores on the BQ list and the other applicants that are not referred.

The EMSB does not make the final determination about the candidate's executive qualifications this determination is made by the independent Qualifications Review Board (QRB) administered by OPM.

**The discussions and recommendations of the EMSB are confidential.**