



U.S. Department of Justice
Federal Bureau of Prisons

PROGRAM STATEMENT

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Management Preference Profile System

/s/

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1. PURPOSE AND SCOPE

To provide guidance on completing and maintaining a Management Preference Profile.

Submission and maintenance of the Management Preference Profile is mandatory for all non-bargaining unit employees who are GS-11 department heads or GS-12 and above.

Information from the Management Preference Profile System (MPPS) is used to track, to identify an employee's career development goals, and to project long-term human resource needs.

a. Summary of Changes

Directive Rescinded

P3040.04 Management Preference Profile System (11/6/2008)

This update revises the program objectives section, requirements for employees, and timing for completing updates prior to Executive Staff meetings.

b. Program Objectives. The expected results of this program are:

- The MPPS will provide employees with an easily accessible online tool to document and plan their personal career development.
- The MPPS will permit employees to communicate their personal career information and goals directly to upper management.
- MPPS data will provide the Executive Staff with an automated workforce planning tool that contains timely and accurate information.

2. MANAGEMENT PREFERENCE PROFILE SYSTEM

The MPPS provides the Executive Staff with a “Profile” of personal career preferences, along with additional information on experience and background, which is submitted by all eligible employees and contains information on an employee’s:

- Bureau position history (including temporary duty assignments lasting three or more months).
- Position preferences for the next 10 years.
- BOP primary and secondary background fields.
- Specialized Work Experience(s).
- Location preferences (1=Desirable, 2=Neutral, 3=Undesirable).
- Willingness to transfer.
- Foreign language skills.

The National Finance Center (NFC) and the BOP-Learn systems provide additional personnel and training information, such as:

- Performance evaluations.
- Government service dates.
- Education (highest level and college major).
- Cross-development and selected executive training completed by the employee.

Information in the MPPS is labeled “SBU – Sensitive But Unclassified.” Access to the database is limited by password.

The MPPS is maintained by the Workforce Systems and Evaluation Section (WSES), Personnel and Staff Development Branch, Human Resource Management Division, located in Central Office.

3. REQUIREMENTS FOR EMPLOYEES

Upon appointment to a MPPS-covered position (non-bargaining unit GS-11 department heads and GS-12 and above), employees complete their Profile and subsequent annual updates. This requirement applies to the above-defined employees even if they are not covered by law enforcement retirement or are not willing to transfer.

Employees in the MPPS are obligated to keep their personal preferences and position history current. Employees who fail to complete a Profile or fail to keep it up-to-date, at least during annual updates, will be presumed mobile and have neutral (“2”) preferences for all locations. Preferences range from “1” (desirable) to “3” (undesirable).

Employees in the MPPS may be considered by the Executive Staff for noncompetitive (reassignment) selection for GS-11 Department Head or GS-12 and above positions. In making reassignment placements, the needs of the Agency may require reassignment to a position or location not reflected in the employee's position and location preferences.

4. NEW PROFILE SUBMISSION OR UPDATING AN EXISTING PROFILE

Human Resource Managers will notify new, transferred, or promoted staff of the requirement to submit or update profiles and assist in reconstructing Bureau position histories if needed.

New Profiles can be submitted at any time by an employee in a position covered by the MPPS. Mandatory update periods are announced once a year. All employees in the MPPS must complete an annual update when announced. Additional updates may be done at any time. It is recommended that employees plan their MPPS updates and submissions by reviewing the schedule posted on the MPPS Web site, and that staff complete updates and new profiles six weeks before each quarterly Executive Staff meeting. Both new profiles and updates are done using the MPPS Web site, which is accessible via Tools – Login Screens on Sallyport.

REFERENCES

ACA Standards

None.

Records Retention Requirements

Requirements and retention guidance for records and information applicable to this program are available in the Records and Information Disposition Schedule (RIDS) on Sallyport.