

**DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY
BASIC COMBAT TRAINING CENTER OF EXCELLENCE
FORT JACKSON, SOUTH CAROLINA 29207**

FJ Regulation
Number X-X

**Civilian Personnel
MERIT PROMOTION PLAN**

<p>Summary. This regulation provides policy and procedures for promotions and other competitive-placement actions of U.S. citizens at Ft. Jackson, SC for appropriated fund positions, temporary, TERM, and permanent, in the competitive and excepted service. This regulation is consistent with statutory and regulatory guidance issued by the DOD, DA, and the Office of Personnel Management (OPM). This regulation must be used with other applicable policy and regulations, including but not limited to the publications listed in appendix A.</p>
<p>Applicability. This regulation applies to all activities located at Ft. Jackson, SC and other remote locations that are serviced by CHRA, South Central Region and Ft. Jackson CPAC.</p>
<p>Suggested Improvements. The proponent of this regulation is CHRA-South Central Region, Ft. Jackson CPAC. Users may suggest improvements to this regulation by sending DA Form 2028 to the CHRA-South Central Region, Ft. Jackson CPAC, 5450 Strom Thurmond Blvd, Room 229 Ft. Jackson, SC 29207.</p>
<p>Supplementation. Organizations will not supplement this regulation without CHRA-South Central, Ft. Jackson CPAC approval.</p>

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Chapter 1 General

1-1. Purpose

This regulation establishes policy, assigns responsibilities, and prescribes procedures for promotions and other competitive-placement actions of U.S. citizens to appropriated fund positions, temporary, and permanent, in the competitive and excepted services. This regulation must be used with other applicable policy and regulations, including but not limited to Joint Travel Regulations and Local Bargaining Unit Agreements.

1-2. References

Appendix A contains lists of references.

1-3. Definition for abbreviations, acronyms, and brevity codes.

Definitions for abbreviations, acronyms, and brevity codes used in this regulation are in the glossary.

1-4. Policy

Positions covered by this regulation will be filled based on merit without regard to the applicant's age, color, physical or mental disability, marital status, national origin, political affiliation, race, religion, or sex, or and will be based on job-related criteria. This regulation does not conflict with DA, DOD or Office of Personnel Management (OPM) regulations or employment policy the Priority Placement Program (PPP).

Chapter 2 Responsibilities

2-1. CHRA-SC, Ft. Jackson CPAC.

The United States Army Civilian Human Resources Agency, South Central Region (CHRA-SC), Ft. Jackson CPAC will:

- a. Oversee and administer the Merit Promotion and Placement Program to ensure the provisions of this regulation; Title 5, United States Code, as it relates to merit-promotion procedures are met.
- b. Inform employees, supervisors, and managers on the merit promotion regulations and provide guidance on its application.
- c. Provide advice and guidance to serviced organizations on recruitment strategies, staffing, classification, pay-setting, appropriate areas of consideration, supervisory and employee responsibilities, regulatory requirements, and the provisions of this regulation.

d. Maintain records in accordance with requirements established by laws, rules, and regulations.

e. Uphold the merit-system principles identified in section 2301(b), Title 5, United States Code; and guard against prohibited personnel practices identified in section 2302(b), Title 5, United States Code.

f. Advise managers on recruitment strategies (for example, areas of consideration, development of skill criteria, special-emphasis and recruitment requirements, and incentives) during the strategic recruitment conversation.

g. Participate in job fairs and during event provide the applicant pool or labor market on recruitment processes and application procedures.

h. Prepare and distribute vacancy announcements electronically.

i. Evaluate applicant qualifications as required by the recruitment method used.

j. Issue referral lists to selecting officials or designated representatives, as appropriate.

k. Update appropriate systems to inform applicants of the status of their resume and application for employment or placement consideration.

l. Respond to inquiries regarding rating determinations.

m. Obtain eligibility documentation from selectees, verify eligibility for selection, and extend job offers.

n. Inform the CHRA-SC Processing Team of effective dates, and provide selection information, inprocessing forms, and other documentation within established timeframes.

o. Notify employees in writing of the conditions of time-limited appointments, temporary promotions, and temporary reassignments as well as other conditions of employment.

p. Strive to meet CHRA HQ production goals and expectations.

2-2. Managers and hiring officials of civilian appropriated fund positions serviced by CHRA-SC, Ft. Jackson CPAC.

Managers and hiring officials will:

a. Comply with this regulation and provide information on its provisions to employees.

b. Anticipate personnel requirements and initiate appropriate action early enough to allow effective recruitment. Managers will respond to questions posed by the CPAC representative during the Strategic Recruitment Discussion (SRD) to process recruitment actions.

- c. Submit requests for personnel actions (RPAs) promptly for noncompetitive actions, including but not limited to career-ladder promotions, extensions of temporary or term appointments, and accelerated compensation for developmental position (ACDP) increases.
- d. Review and monitor selection procedures to ensure compliance with Affirmative Action Program goals and objectives; merit-system principles identified in section 2301(b), Title 5, United States Code.
- e. Help employees apply for vacancies. Managers will assist legitimately absent employees (for example, employees on approved leave, detail, military duty, and training) with the application process if the employee requests this support in writing. Employees will be “self-nominated” for vacancies announced during their absence. Employees must have an active resume in Resumix, and USA Staffing and specify in writing the types of positions for which they want to be considered.
- f. Establish panel matrix and identify panel members well before the closing date of the vacancy announcement, when paneling is required by their organization commander.
- g. Return referral list selections to the CPAC in a timely manner (normally within 14 calendar days). If an extension to the referral date suspense date is required, managers will send an email the justification for an extension to their servicing CPAC Specialist. Examples of justification include but are not limited to hiring official or panel members on temporary duty, or lengthy interview scheduling.
- h. Annotate the referral list with reasons for the selection and nonselection of individuals when applicable.
- i. Obtain required organizational approvals and necessary reviews by the equal employment opportunity (EEO) officer or higher management officials for recruitment actions.
- j. Uphold the merit-system principles identified in section 2301(b), Title 5, United States Code; and guard against prohibited personnel practices identified in section 2302(b), Title 5, United States Code.

2-3. Employees serviced by CHRA-SC, Ft. Jackson CPAC.

Employees will:

- a. Submit and maintain a current, active resume in the Army centralized database, preferably through the Army Resume Builder (<https://cpolst.belvoir.army.mil/public/resumebuilder/builder/index.jsp>). Resumes that are sent by e-mail or surface mail must comply with the guidance in the Army Job Application Kit (<http://www.cpol.army.mil/library/employment/jobkit/>).
- b. Review job announcements and applying for positions for which they are interested, available, and qualified by following instructions specified in the announcement within required

timeframes.

c. Inform the CPAC representative within 3 workdays after receiving a job offer, regardless of their intent to accept or decline the offer. Applicants who fail to notify the CPAC representative within 3 workdays without an approved extension will be considered to have declined the job offer.

d. During periods of legitimate absence (see 2-2, e), asking their manager in writing to “self-nominate” them for vacancies. To self-nominate during periods of legitimate absence, the employee must:

(1) Have an active resume in the Resumix database and the USA Staffing database.

(2) Inform the manager of the specific titles, series, and grades for which he or she wants to be considered and include all information required for the manager to submit the self-nomination.

e. Seek advice and assistance from their supervisor and CPAC representatives on the provisions of this regulation.

2-4. Equal Employment Opportunity (EEO) Officers who service employees also serviced by CHRA-SC, Ft. Jackson CPAC.

EEO officers will:

- a. Consult with the CPAC on the provisions and applications of this regulation.
- b. Advise managers and supervisors on affirmative-action goals and responsibilities.
- c. Develop, execute, and assess programs to support affirmative employment.

**Chapter 3
Competition**

3-1. Exceptions to Competition. The following are exempted from the requirement for competitive procedures in this regulation:

a. Promotions resulting from—

(1) The upgrading of a position without significant change in the duties and responsibilities based on a new classification standard or the correction of an initial classification error.

(2) The employee’s position being reclassified at a higher grade or pay band because of additional duties and responsibilities. These actions are considered as upgrading the employee’s

existing position, not filling a vacancy. The employee will continue to perform the same basic duties of his or her former position. (see appendix B). The propriety of all effected noncompetitive promotions rests with the Ft. Jackson CPAC, not the manager. Such promotion may take place if:

(a) There are no other employees at the same grade in the unit supervised by the selecting official who are performing substantially the same duties as those performed by the employee prior to addition of the new duties and responsibilities.

(b) The employee continues to perform the same basic functions as those in the former position and the duties of the former position are administratively absorbed into the new position.

(c) The addition of the duties and responsibilities does not result in an adverse impact on another encumbered position, such as abolishing the position or reducing the known potential of another position.

(d) The employee meets all eligibility and qualification requirements for the position.

b. Placements made during or in place of a reduction in force (RIF) as permitted by applicable regulations.

c. Actions involving statutory, regulatory, or administrative placement (including actions directed by higher level commands); arbitration, court, discrimination-complaint, and Merit Systems Protection Board (MSPB) decisions; and negotiated settlements.

d. Promotions of any employee without further competition when the employee was appointed in the competitive service from a civil-service register, by direct hire, by noncompetitive appointment or noncompetitive conversion, or under the competitive promotion procedures in this regulation for an assignment intended to prepare the employee for the position being filled (career-ladder promotion). The intent of the career ladder must be officially documented.

(1) According to DA policy, a noncompetitive career-ladder promotion will be made effective the first full pay period after the employee becomes eligible for promotion. Eligibility requires management's certification that the employee is performing satisfactorily, that all training and qualification requirements have been met, and that funds are available

(2) The manager is required to initiate an RPA for career-ladder promotions 30-days before the effective date of the action.

(3) When the career-ladder promotion is effected retroactively, the CPAC representative must include the following statement in the remarks section of the RPA: *RPA processed in accordance with DA memorandum, 25 October 2000, subject: Policy for Career Ladder Promotions.*

e. Promotions to a grade or pay band previously held on a permanent basis in the competitive service (or in another merit system with which the OPM has an interchange agreement) from which the employee was separated or demoted for other than performance or conduct reasons.

f. Promotions, reassignments, changes to lower grade, reductions in band, transfers, reinstatements, or details to a position having no greater promotion potential than that of—

(1) The position an employee currently holds.

(2) A position the employee held on a permanent basis in the competitive service from which the employee was separated or demoted for other than performance or conduct reasons.

g. Reassignments or reductions in band of a term employee in an NSPS position to another term NSPS position if the not to exceed (NTE) date of the new appointment does not exceed the original NTE date. These movements will be processed as conversions to new appointments as explained in chapter 14 of the Department of Defense National Security Personnel System (NSPS) Guide to Processing Personnel Actions Supplement.

h. Reassignments of a temporary employee in an NSPS position to another temporary NSPS position if the NTE date of the new appointment does not exceed the original NTE date. These movements will be processed as conversions to new appointments as explained in chapter 14 of the Department of Defense National Security Personnel System (NSPS) Guide to Processing Personnel Actions Supplement.

i. Temporary promotions or details to a position in a higher grade of 120 days or less. Service during the preceding 12 months under noncompetitive, time-limited promotions and noncompetitive details to position in a higher grade or pay band position count toward the 120-day or 180-day total. Employees need not meet time-in-grade or minimum-qualification requirements (other than positive education requirements) to be detailed to another position.

j. Placements of employees who have repromotion or reemployment eligibility through special consideration programs.

k. Promotions or placements of an employee entitled to noncompetitive priority consideration as a corrective action for failure to be given proper consideration under the requirements of this regulation.

l. Noncompetitive appointments of an eligible veteran with a disability of 30 percent or more from a time-limited provisional appointment and promotions after conversion to a competitive appointment if the position occupied has documented potential to a higher grade or pay band.

m. Noncompetitive appointments of veterans recruitment appointment (VRA) eligible or

Federal Career Intern Program (FCIP) eligible personnel and promotions after conversion to a competitive appointment if the position occupied has documented potential to a higher grade or pay band.

n. Noncompetitive conversions of a severely disabled individual and promotions after conversion if the position occupied has documented potential to a higher grade or pay band.

o. Noncompetitive appointments of—

(1) An OPM interchange-agreement eligible to the same or lower representative rate of pay.

(2) A reinstatement eligible to a grade or pay band no higher or with no more promotion potential than previously held on a permanent basis in the competitive service.

p. Promotions or details of a DCIPS employee to a grade or pay band no higher than previously held on a permanent basis in either the competitive or the excepted service.

q. Reassignments, changes to lower grades, and reductions in band in excepted service to a grade or pay band no higher or with no more promotion potential than previously held on a permanent basis.

r. Noncompetitive appointment of Military Spouse eligibles under Executive Order (EO) 13473, providing that the public notice requirement has been met.

s. Noncompetitive conversion of students under Student Career Experience Program and promotion after conversion provided the position has an established full performance level (career ladder).

t. Other types of actions not specified above that are permitted by regulation and consistent with the merit principles in Title 5, United States Code.

3-2. Competitive Actions.

The following actions must be made according to the competitive procedures in this regulation:

a. Permanent promotion to a position in a higher grade or pay band or to a position with more promotion potential than any position previously held on a permanent basis.

b. Reassignment, change to lower grade, or reduction in band to a position with more promotion potential than any position previously held on a permanent basis (except as permitted by RIF regulations).

c. Appointment, transfer, or reinstatement to a position at a higher grade or pay band or with more promotion potential than previously held on a permanent basis.

e. Time-limited promotion and detail for more than 120 days (or more than 179 days to

maintain continuity of essential functions during base closures and major drawdowns) to a position in a higher grade.

(1) Service during the preceding 12 months under noncompetitive, time-limited promotions and noncompetitive details to positions in a higher grade count toward the 120-day total.

(2) A temporary promotion may be made permanent without further competition if both of the following apply:

(a) The temporary promotion was originally made under competitive procedures.

(b) The fact that the promotion may be made permanent was made known to all potential candidates in the area of consideration.

(3) Competitive, time-limited promotions and details will not be considered when computing the 120-day or 180-day limit.

(4) Competitive, time-limited promotions may be made for up to 5 years.

f. Selection for training that is part of an authorized training agreement, part of a promotion program, or required by regulation before an employee may be considered for a promotion.

Chapter 4 Locating Candidates

4-1. Area of Consideration.

The area of consideration:

a. Must be broad enough to ensure the availability of a reasonable number of high-quality candidates.

b. May be restricted to Ft. Jackson, SC or the local commuting area of the vacancy being filled.

c. Must take into consideration the nature and level of the position being filled, merit principles, EEO affirmative-action goals and objectives, and applicable regulations.

d. Must be identified in the vacancy announcement.

e. Except as stated in subparagraphs g and h below, the minimum area of consideration must include the following:

(1) Permanent status employees in the organization or directorate with the vacancy.

(2) Current DA employees with competitive status.

(3) Eligible DA DCIPS employees.

f. The minimum area of consideration may be expanded to include other sources, such as the following:

(1) Veterans Employment Opportunity Act eligibles.

(2) Interagency Career Transition Assistance Plan (ICTAP) eligibles.

(3) Military spouses eligible under EO 13473.

(4) Military spouses eligible under EO 12721.

(5) Transfer eligibles.

(6) Reinstatement eligibles.

(7) VRA eligibles.

(8) 30-percent Disabled Veteran (30% DAV) eligibles

(9) Nonappropriated fund employees eligible for appointment under the DOD/OPM Interchange Agreement.

(10) Non-Army DCIPS interchange agreement employees, when agreement is in place and available.

(11) Individuals eligible under other special appointing authorities, as appropriate.

g. For competitive details and temporary promotions of more than 120 days, but not to exceed 1 year, managers may limit the area of consideration to in-service Army employees in the organization or directorate with the vacancy.

h. For competitive promotions as a result of a reclassification action of a position whereby a noncompetitive promotion is not permitted (see 3-1a(2) managers may limit the area of consideration to in-service Army employees in the organization with the vacancy.

i. When filling temporary and term positions, the area of consideration will be as follows:

(1) VRA eligibles.

(2) 30% DAV eligibles.

(3) ICTAP eligibles.

(4) Reinstatement eligibles.

(5) All Federal employees serving on a career or career-conditional appointment.

(6) Military spouses eligible under EO 13473.

(7) Military spouses eligible under EO 12721.

4-2. Eligibility for Employment

a. Only U.S. citizens may be placed in U.S. appropriated-fund competitive service positions.

b. Non-U.S. citizens may be hired only in the excepted service (Schedule A, authorized by 5 CFR 213.3102(bb) and in rare cases (reference 5 CFR 338.101/316.601). Such appointments require approval by OPM and the agency must show the lack of qualified and available U.S. citizens with a documented recruitment history.

c. Employees on term appointments may compete for other term vacancies according to Part 316, Title 5, Code of Federal Regulations. Employees on term appointments may not be promoted to or noncompetitively placed in permanent positions unless otherwise eligible for a 30% DAV or VRA.

4-3. Vacancy Announcements.

a. Vacancy announcements must be open for at least 5 workdays. To open announcements for less than 5 workdays, management must provide a statement of justification to the Ft. Jackson CPAC Director. The open period must be long enough to give the public adequate notice of the job announcement.

b. Open continuous announcements or standing registers and inventories may be used when deemed appropriate.

c. Unless otherwise indicated by management, the salary range posted on NSPS vacancy announcements will include the minimum of the pay band. The maximum of the salary range posted on NSPS vacancy announcements will be determined by management according to local pay-setting policy.

Chapter 5

Candidate Evaluation, Referral and Selection

5-1. Candidate Evaluation and Referral.

a. For most positions, CHRA-SC, Ft. Jackson CPAC uses USA Staffing to fill positions. **USAJobs/Application Manager (AM)**, applicants can create and store up to 5 Resumes in USAJobs, allowing customized resumes to be used for specific vacancies. Applicants will have clear instructions on what documentation is required depending on the claimed eligibility, qualifications requirements, other requirements. Applicants can upload these documents one time and can select for reuse on any future applications. Status tracking of all applications,

including in-progress ones, will be available in AM. All status notifications will be viewable in AM, as well as emailed to applicants if email address is provided. Responses to questionnaires are required as part of the application package and must be submitted before closing to be considered. 'Best Qualified' determination is based on the self-reported assessment responses.

Application Package : Instead of only being required to submit a resume (and self-nomination), applicants will now respond to questionnaires and provide any required documents at the time of application. All aspects of the application package must be submitted before the close of the announcement for an applicant to be considered.

b. To be eligible for promotion or placement under this regulation, applicants must meet all eligibility requirements and minimum qualification requirements prescribed by DOD and OPM within 30 calendar days after the closing date of the announcement or within 30 calendar days after the date of the rating for open continuous announcements. For applicants for promotion or placement into a job having greater growth potential than their current job (or one previously held) must have a rating of fully successful or higher in their most recent annual performance appraisal. In the absence of an appraisal, applicants will be presumed to have a rating of fully successful or valued performer.

c. The selecting official will identify the knowledge, skills, abilities, and competencies required for the position, and work with the CPAC representative to identify required and desired skills. The resume of applicants who are self-nominated will be matched to the required and desired skills. To be eligible for referral, candidates must be among the best qualified. Best qualified is defined as meeting the skill criteria, the OPM minimum qualifications, any special placement requirements, time in grade, and other applicable criteria.

d. There is no minimum or maximum number of applicants that must be referred. A referral list is considered valid if it includes at least three available candidates. A referral list with fewer than three available candidates is also valid when the selecting official chooses to accept the list and make a selection from it.

e. When fewer than three candidates are referred, management may request a supplemental referral list.

f. The Ft. Jackson CPAC Director will consider all requests for supplemental referral lists based on the facts of the case and determine if a subsequent referral is warranted. When reviewing requests for subsequent referrals, the CPAC Director will ensure merit-promotion principles are upheld. A request for an additional referral because a known applicant did not apply in a timely manner or a name request did not appear on the referral list will not be approved. Requests for supplemental referral lists will be approved based on the following reasons:

(1) After reviewing the referral list, management determines that there are fewer than three available candidates remaining on it. The selecting official must annotate the reason each candidate is not available on the referral list. The CPAC representative will review the annotated referral list.

(2) Management provides justification that identifies reasons that candidates are minimally but not highly qualified for the position. If sustained by the CPAC Director that the desired or required skills were not appropriate to produce a high-quality referral list, the CPAC representative will assist management in identifying desired and required skills that will produce high-quality candidates.

(3) Referred candidates have poor character references.

(4) On a case-by-case basis, other reasons determined justified by management and approved by the CPAC Director.

g. Referral lists may be reissued up to 180 days after initial issue for identical vacancies. Referral lists expire after 180 days after initial issue.

h. The selecting official should make selections within 14 calendar days after the date the referral list is issued.

i. Selective placement factors may be used when an identified job essential requirement is identified and documented on the position description and the vacancy announcement. A subject matter expert must determine that the certification is necessary for satisfactory job performance. Characteristics of a selective factor:

(1) Extensive training or experience to develop.

(2) Essential for successful performance on the job, (i.e., if individuals do not have the selective factor, they cannot perform the job such as a license or certification).

(3) Almost always are geared toward a specific technical competency/ knowledge, skills, and abilities.

(4) Cannot be learned within 90 days.

5-2. Time-In-Grade

a. Employees must meet time-in-grade requirements within 30 calendar days after the closing date of the announcement or within 30 calendar days after the date of the rating for open continuous announcements.

b. Time-in-grade provisions will be in accordance with 5 CFR 300.601.

c. Time-in-grade restrictions do not apply when an employee under a permanent appointment or Veterans Recruitment Appointment (VRA) is converted to a new VRA appointment at a higher grade or when a 30% or more disabled veteran who has been converted to career status under 5 CFR 315.707 is given another temporary (provisional) appointment under 5 CFR 316.402(b)4.

5-3. Career Program. Department of Army Career Program unique requirements will be followed and take precedent over the requirements of this policy.

5-4. Selection

a. The selecting official has the right to consider and select applicants from any appropriate source (for example, in-service personnel, reinstatement, transfers, 30% DAVs, VRA-eligible applicants, DOD/OPM Interchange Agreement eligible applicants, students with disabilities, Family members, EO 13473).

b. MSP candidates referred via DOD PPP (Program S) block competitive and/or outside recruitment for competitive service positions. All candidates who are evaluated using a merit promotion crediting plan or other competitive screening factors (i.e. skill criteria) are considered competitive candidates.

e. Noncompetitive sources may be used to fill positions without regard to MSP (for example, VRA, 30% DAV, reassignment, change to lower grade, transfer to the same or lower grade or pay band, DOD/OPM Interchange Agreement eligibles determined to be equivalent to the same or lower grade or pay band) provided no referral list was issued.

f. Interviews and reference checks are strongly recommended but are not required. The selecting official may choose to interview none, some, or all candidates referred. A candidate's inability to appear for an interview will not be used as a basis for nonselection. Performance tests, language tests, or exercises will not be administered without CHRA-SC, Ft. Jackson CPAC approval.

g. Selection will be based on job-related reasons. The selecting official will document reasons for competitive selections on the referral list. The selecting official will consider the locally approved affirmative-action plan when making selections.

h. The CPAC representative will verify employment eligibility of selected candidates before extending the firm job offer.

5-5. Effective Dates.

a. CPAC representatives will notify selected candidates, make tentative and firm jobs offers, establish entrance on duty (EOD) dates with managers, and notify the CHRA-SC Processing Center of the EOD.

b. Employees selected for promotion, reassignment, change to lower grade, or reduction in band will be released by managers after serving the remainder of the pay period during which the firm offer is made and another full pay period. Exceptions may be made if the releasing official and the gaining official agree.

c. If a geographic move is involved, the selected employee will normally be released within 30 days (45 days if the employee is selected from an OCONUS location). Exceptions may be made if the releasing official and the gaining official agree.

d. Typically, actions are effected on the first day of the pay period. Actions that return an employee to pay status may be effected earlier, especially if a delay would cause a break in service.

5-6. Missed Consideration

a. Applicants who miss consideration for a vacancy due to administrative or other error will be granted priority consideration for the next “like” vacancy.

b. A “like” vacancy is one with the same position title, series, and grade equivalency, and in the same geographic location as the vacancy for which consideration was missed.

c. Priority consideration will be granted only once when it can be determined that the applicant would have been on the referral list had the error not occurred.

5-7. Records. The CHRA-SC, Ft. Jackson CPAC will keep electronic recruitment case files in accordance with DA recordkeeping requirements. Enough documentation must be maintained to provide a clear audit trail and permit reconstruction of any action under this regulation.

5-8. Order of Consideration. The order of consideration for employee placement is as follows:

a. Statutory, reemployment, or restoration placements.

b. Directed placements (for example, those directed by a court, the Equal Employment Opportunity Commission, or the MSPB) or other corrective actions.

c. RIF actions or placements in place of a RIF.

d. Local repromotion eligibles.

e. Certain actions permitted under the DOD Program for Stability of Civilian Employment (for example, job swaps, medical accommodations).

f. Reemployment priority list (RPL) registrants for positions at or below the grade last held by the registrant.

g. DOD PPP registrants and RPL candidates (other than those in f above).

h. Special considerations after failure to receive consideration under the Merit Promotion Plan.

- i. ICTAP eligibles.
- j. All other competitive and noncompetitive placement actions.

Appendix A References

Section I Required Publications

Title 5, United States Code, Government Organizations and Employees

Part 213, Title 5, Code of Federal Regulations (5 CFR 213), Excepted Service

Part 300, Title 5, Code of Federal Regulations, Employment (General)

Part 315, Title 5, Code of Federal Regulations, Career and Career-Conditional Employment

Part 316, Title 5, Code of Federal Regulations, Temporary and Term Employment

Part 335, Title 5, Code of Federal Regulations, Promotion and Internal Placement

Part 9901, Title 5, Code of Federal Regulations, Department of Defense Human Resources Management and Labor Relations Systems

Office of Personnel Management Job Qualification System for Trades and Labor Occupations (<http://www.opm.gov/qualifications/x-118c/index.asp>)

Office of Personnel Management Qualification Standards for General Schedule Positions (<http://www.opm.gov/qualifications/policy/DescriptionOfStds.asp>)

Guide to Processing Personnel Actions (GPPA) (<http://www.opm.gov/feddata/gppa/Gppa01.pdf>)

DOD 1400.25-M, Department of Defense Civilian Personnel Manual (CPM)

Department of Defense National Security Personnel System (NSPS) Guide to Processing Personnel Actions Supplement (http://www.cpms.osd.mil/fas/fas_index.aspx) (click on *NSPS Supplement - GPPA*)

Department of Defense Priority Placement Program Operations Manual (<http://dayton.cpms.osd.mil/public/manindex.cfm>)

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Memorandum, Deputy Assistant Secretary (Civilian Personnel Policy), 25 October 2000,
subject: Policy for Career Ladder Promotions
(http://www.cpol.army.mil/library/staff/clp_policy.html)

AR 25-400-2
The Army Records Information Management System (ARIMS)

AR 690-335-1
Evaluation of Employees for Promotion and Internal Placement

Executive Order (EO) 13473

Section II

Prescribed Forms

DA Form 2028, Recommended Changes to Publications and Blank Forms

DRAFT

Appendix B**Accretion of duties questions for supervisors.**

Do the employee's new duties, which you believe to be at a higher level, represent an "outgrowth" of the former position over a significant period of time; or has a program change required immediate performance of the new duties?

Has the employee's "old" position been absorbed by the "new" position, where the employee is continuing to perform the same basic functions of the original position?

Is this employee the ONLY one under your supervision who is capable of performing the new duties?

Has the employee you would like to promote satisfied time-in-grade requirements for promotion to the next higher grade?

An answer of "No" to any of the Questions 1 - 4 above may indicate that promotion by accretion would be inappropriate for this position and/or employee.

Is there any known promotion potential associated with the "new" position? (If you know that additional duties that could increase the grade again are likely in the future, then competition for the promotion should be held for this promotion).

Will the "new" position involve the addition of grade controlling supervisory/leader duties to a non-supervisory/non-leader position? (If so, this promotion must be competed.)

Will the addition of higher level duties to this employee's position result in an adverse impact on another encumbered position, such as abolishing the position, eroding its current grade or reducing its known promotion potential?

Would reclassification to a higher grade level result in an accretion across occupational series, and/or from a one grade interval to a two grade interval occupational series? (this is an extremely rare situation)

Was the employee you would like to promote given additional training or other developmental opportunities that were not made available to other employees under your supervision?

Glossary

Section I Abbreviations

30% DAV	30-percent Disabled Veteran
AM	Application Manager
CHRA-SC	United States Army Civilian Human Resources Agency, South Central Region
CPAC	Civilian Personnel Advisory Center
DA	Department of the Army
DCIPS	Defense Civilian Intelligence Personnel System
DOD	Department of Defense
EEO	Equal Employment Opportunity
EOD	Entrance on Duty
FCIP	Federal Career Intern Program
HQ USAREUR/7A	Headquarters, United States Army Europe and Seventh Army
ICTAP	Interagency Career Transition Assistance Plan
LWOP	leave without pay
MSP	military spouse preference
MSPB	Merit Systems Protection Board
NTE	Not to Exceed
OCONUS	Outside the Continental United States
OPM	Office of Personnel Management
PPP	Priority Placement Program
RIF	Reduction in Force
RPA	Request for Personnel Action
RPL	Reemployment Priority List
SRD	Strategic Recruitment Discussion
U.S.	United States

Section II

Terms

Area of Consideration

Specific employment categories listed on a vacancy announcement identifying who may apply against the announcement.

Career-ladder promotions

Promotion to the next higher grade or pay band in a designated career path without competition.

DOD Priority Placement Program

An automated mandatory placement program used to match eligible well-qualified employees, most of whom are subject to displacement, with vacant positions throughout DOD.

Gatekeeper Checklist

An automated checklist that managers submit with a request for personnel action (RPA). This checklist provides information the civilian personnel advisory center needs to process the RPA.

Repromotion

The noncompetitive promotion of employees whose positions were downgraded because of a reduction in force.

Resumix

A hiring tool that enables the U.S. Army to find and quickly identify the most qualified people to fill open positions.

Strategic Recruitment Conversation

Discussions with hiring officials during the early planning stages of recruitment prior to the initiation of the RPA.

USA Staffing

A hiring tool the U. S. Army uses allowing customized resumes to be used for specific vacancies.