



USAID
FROM THE AMERICAN PEOPLE

**Functional Series [400](#)
Personnel**

INTERIM UPDATE 07-07

SUBJECT: Announcement of a New Upward Mobility Program (UMP)

NEW MATERIAL: This Interim Update announces new Upward Mobility Program (UMP) for underutilized and underdeveloped employees to provide career opportunities expressly identified for eligible USAID General Schedule (GS) employees. This program supplements the career ladder promotion program established in ADS 418, Promotion and Internal Placement for Civil Service (CS) Employees.

EFFECTIVE DATE: September 11, 2007

ATTACHMENTS: [Guidelines and Policies for the UMP](#)

[UMP Training Plan](#)

POLICY

USAID/General Notice
HR
09/12/2007

Subject: Announcement of a New Upward Mobility Program (UMP)

The U.S. Agency for International Development is pleased to announce a new Upward Mobility Program (UMP) for underutilized and underdeveloped employees to provide career opportunities expressly identified for eligible USAID General Schedule (GS) employees.

The Upward Mobility Program is a unique program that enables managers and supervisors to identify training positions in their organizations to provide career development and growth opportunities for USAID's underutilized and underdeveloped employees, in positions that are at the GS-9 level or below. This Program is being implemented on a pilot basis, and it may be modified or revised in the future.

Through the UMP, eligible employees apply for entry training positions in the Agency. If selected, they are placed in the entry/target position within the organization and receive training (e.g., formal, on the job, or online) specifically designed to qualify them for the target occupation at the end of the training period. Upon successful completion of the training program, the employee will be reassigned or promoted to the target position. If the target position has a career ladder, the employee may then be promoted non-competitively to the next grade level in the career ladder, and when eligible, up to the highest grade level of the career ladder.

The following is a brief description of the Upward Mobility Program:

1. How the Program Works

- a. The entry position is advertised as an Upward Mobility Program (UMP) opportunity. Eligible employees apply via USAID's online automated recruitment system (AVUE) and answer questions designed to measure their potential and ability to acquire the necessary skills.
- b. Applications are reviewed by the AVUE system and responsible Human Resources Specialist for eligibility.
- c. Eligible employees are referred to the selecting official for consideration.
- d. Once a selection is made, the supervisor and employee develop an Upward Mobility Training Plan. The Plan identifies the specific experience, training, and education the trainee needs to fully qualify for the target position at the end of the training period. The training experience (e.g., formal, on the job, or online) is given double credit: one month of training equals two months of experience.
- e. Employees selected for an UMP position at a lower grade level than their current position are entitled to pay retention, if their existing salary cannot be accommodated within the salary range of the grade level for the UMP position.
- f. The supervisor establishes a performance plan for the trainee in accordance with guidelines in ADS 462, Employee Evaluation Program, Civil Service. On a quarterly basis, the supervisor evaluates the trainee's job performance, progress, and training. The trainee provides input on his/her training and job performance to date and any other training or development still needed to fully qualify for the target position at the end of the training period.
- g. Upon successful completion of the training plan, the trainee will be reassigned or promoted to the target position.
- h. If a trainee does not satisfactorily complete the requirements of his/her training plan for any reason, management in the respective Bureau or Independent Office will be responsible for placing him/her in a position equivalent in grade and tenure to the position held before selection into the UMP position. For a trainee who accepted a voluntary change to a lower grade to participate in the UMP, management in the respective Bureau or Independent Office will make every effort to re-promote him/her to a position equivalent in grade and tenure to the one held prior to being placed in the UMP position, if such a position is available. If an equivalent position is not available, the employee will be reassigned at the current grade held under the UMP position.

2. Participation Criteria

To be eligible to participate, the employee must:

- * Be a current USAID employee serving under a career or career conditional appointment in the competitive service.
- * Be in a position at the GS-9 level or below with no known promotion potential.
- * Apply at the same or lower grade level of the advertised position.
- * Have a current annual performance rating that is the equivalent of "Fully Successful" or higher.
- * Meet all eligibility requirements identified in the vacancy announcement.

3. Additional Information

The Attachment to this Notice, "Guidelines and Policies for USAID Upward Mobility Program for Underutilized and Underdeveloped Employees," provides comprehensive guidance and information regarding the requirements of this new Program.

Specific questions regarding the Upward Mobility Program should be addressed to the responsible servicing Human Resources Specialist.

This Notice will be incorporated as an Internal Mandatory Reference to ADS 418, Promotion and Internal Placement Program for Civil Service Employees.

Attachment: Guidelines and Policies for USAID Upward Mobility Program for Underutilized and Underdeveloped Employees

Point of Contact: Any questions concerning this Notice may be directed to:
Melissa Thomas, HR/CSP/RS, (202) 712-0191.

Notice 0926

File Name	Notice Date	Effective Date	Editorial Revision Date	ADS CD No.	Remarks
IU4_0707_091207_cd49	09/12/2007	09/11/2007			This IU will remain active until it is incorporated into the ADS as an internal mandatory reference for ADS Chapter 418.

IU4_0707_091207_w091807_cd49