

MINERALS MANAGEMENT SERVICE MANUAL

TRANSMITTAL SHEET

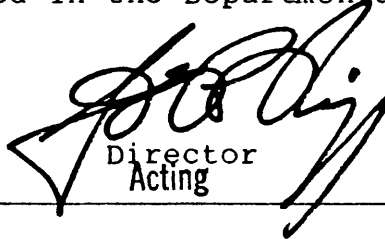
Release No. 38

August 14, 1984

SUBJECT: Administrative Series
 Part 370 Personnel MMS Addition to FPM/DM
 Chapter 380 Upward Mobility

EXPLANATION OF MATERIAL TRANSMITTED:

This subchapter sets forth the policy, responsibilities, and procedures necessary to implement an effective Upward Mobility Program within the Minerals Management Service and to supplement the guidelines described in the Departmental Manual.



Director
Acting

FILING INSTRUCTIONS:

REMOVE:

None

INSERT:

| <u>Part</u> | <u>Chapter</u> | <u>Pages</u> | <u>Release</u> |
|-------------|----------------|--------------|----------------|
| 370 | 380 | | |
| | Subchapter | | |
| | | 1 | 1-19 |

OPR: Program Development and Reports Branch
 Personnel Division
 Office of Administration

MINERALS MANAGEMENT SERVICE MANUAL

Administrative Series

Part 370 Personnel
MMS Addition to FPM/DMChapter 380 Upward Mobility370.380.1.1

Subchapter 1 - General Provisions

1. Purpose. This chapter sets forth the policy, responsibilities, and procedures necessary to implement an effective Upward Mobility Program within the Minerals Management Service (MMS) and to supplement the guidelines described in the Departmental Manual.

2. Objectives. The primary objectives of the MMS Upward Mobility Program are to:

A. Establish career systems to increase opportunities for advancement, utilization, training, and education of lower grade employees with demonstrated potential.

B. Assure the best possible utilization of the work force in meeting current and projected staffing needs.

C. Further the objectives established by the Equal Employment Opportunity Affirmative Action Plan and the Federal Equal Opportunity Recruitment Program.

3. Authority.

A. The Equal Employment Opportunity Act of 1972 (P.L. 92-261);

B. Executive Order 11478;

C. 5 USC 41;

D. 5 CFR Part 720; and

E. 370 DM 380.

4. Definitions.

A. Upward Mobility is a systematic effort to provide, in accordance with merit promotion procedures, specific career opportunities for employees in grades GS-9 and below (and equivalent levels) who are underutilized or underdeveloped in positions or occupations which prevent them from achieving their full developmental potential.

B. Underutilized employee is an employee whose present education, training, and capability are not fully utilized in their present position.

OPR: Program Development and Reports Branch
Personnel Division
Office of Administration

Date: August 14, 1984 (Release No. 38)

SAMPLE

UPWARD MOBILITY TRAINING AGREEMENT
(Trainee's Name)

Position held before entering program: Secretary, GS-318-5
Initial Assignment: Management Assistant, GS-344-5

Target Position: Management Analyst, GS-343-5

A selection for the above target position has been made under the Upward Mobility Program and we, the undersigned, agree that the following conditions apply:

1. The trainee must complete the prescribed training to the satisfaction of his/her supervisor. The training period will be for a period of 1 year (Date to Date), but may be extended up to 6 additional months for valid reasons. An extension of the training period must be approved by the appropriate Personnel Office.
2. The trainee agrees to participate in rotational training assignments in other offices and formal training courses either during working hours or after hours, depending on his/her developmental needs as indicated in the training plan.
3. The supervisor will discuss the trainee's progress with him/her, assess it against the provisions of the training plan and document the evaluation either at the completion of each training assignment; or at 3-month intervals. The trainee's progress will be discussed with him/her and a copy of the documentation of this progress will be given to the trainee and a copy will be forwarded to the Upward Mobility Program Coordinator.
4. The trainee will evaluate all formal and on-the-job training during each training assignment or at 3-month intervals; discuss the evaluation with his/her supervisor; and forward the documentation through his/her supervisor to the Upward Mobility Program Coordinator.
5. The training agreement may be terminated by trainee or management request:
 - (a) The trainee may request termination of the agreement for valid reasons with the approval of his/her supervisor and the Upward Mobility Program Coordinator.

- (b) Management may request termination of the agreement should the trainee fail to meet the satisfactory performance requirements or the provisions of the training plan at any time during the training program.

Either request would result in the trainee's being placed in a position commensurate with the duties, rank, and grade of the position occupied before being selected under the Upward Mobility Program.

6. The trainee understands that upon satisfactory completion of all the provisions of the training plan, he/she will be eligible for reassignment to the target position of Management Analyst, GS-343-5.

| | |
|--------------------|-------|
| _____ | _____ |
| Trainee | Date |
| _____ | _____ |
| Supervisor | Date |
| _____ | _____ |
| Personnel Division | Date |

MINERALS MANAGEMENT SERVICE MANUALAdministrative SeriesPart 370 Personnel
MMS Addition to FPM/DMChapter 380 Upward Mobility370.380.1.4C

C. Underdeveloped employee is an employee whose latent potential can be identified and developed through specialized training and work experience, thus enabling him/her to perform at a higher level than his/her present position requires.

D. Initial (Bridge) Position is an intermediate training position between the employee's position prior to entering the program and the established Upward Mobility target position.

E. Target Position is the specific position for which a competitively selected employee is being trained and will be placed in upon successful completion of the training period.

5. Policy. The MMS will provide, according to its needs and on a nondiscriminatory basis, developmental opportunities for advancement to lower level employees (GS-9 and below or equivalent) with demonstrated potential.

6. Responsibilities. Meeting the objectives of the Upward Mobility Program requires a network of responsible officials. These officials and their responsibilities are:

A. Chief, Personnel Division, or his/her designee is responsible for the following:

(1) Operating the MMS Upward Mobility Program in cooperation with the MMS Equal Opportunity Manager.

(2) Reviewing, approving, and evaluating headquarters and Administrative Service Center (ASC) plans and programs.

(3) Appointing an MMS Upward Mobility Program Coordinator.

(4) Providing guidance and assistance to the MMS Upward Mobility Program Coordinator for effective implementation of the program.

B. The MMS Upward Mobility Program Coordinator is responsible for:

(1) Providing technical assistance and guidance to headquarters and ASC Upward Mobility Coordinators on all aspects of the program.

(2) Providing staff work required for issuance and maintenance of program instructions and directives.

(3) Ensuring that the MMS Upward Mobility Program is implemented in accordance with Office of Personnel Management (OPM) requirements and Department of the Interior and MMS directives.

MINERALS MANAGEMENT SERVICE MANUAL

Administrative Series

Part 370 Personnel
MMS Addition to FPM/DM

Chapter 380 Upward Mobility

370.380.1.6B(4)

(4) Developing, monitoring, evaluating, and initiating corrective action for MMS policies and plans.

C. The ASC Personnel Officers and Chief, Staffing and Classification Operations Branch, or their designees will serve as upward mobility coordinators for their serviced area and are responsible for the following:

(1) Developing and monitoring an Upward Mobility Program for their serviced areas.

(2) Notifying in writing the MMS Upward Mobility Program Coordinator of new appointments or changes in appointments of upward mobility coordinators within their serviced area.

(3) Providing advice, assistance, and counseling to managers, supervisors, employees, and employee representatives on any aspect of the program.

(4) Evaluating accomplishments of their ASC plans and programs and following through with corrective action where warranted.

(5) Providing all supervisors and management officials in the area serviced with the name, address, and telephone number of the upward mobility coordinator.

(6) Providing publicity about the program.

(7) Ensuring that all managers and supervisors within their servicing area have been properly trained in upward mobility objectives and procedures.

(8) Maintaining liaison with the MMS Upward Mobility Program Coordinator.

(9) Maintaining appropriate records on each upward mobility action.

(10) Ensuring that each proposed individual training plan will enable the trainee to meet the minimum qualification requirements for the target position.

D. Equal Opportunity Manager is responsible for reviewing proposed changes to MMS Upward Mobility Program policy and the annual plan to ensure compliance with affirmative action objectives.

MINERALS MANAGEMENT SERVICE MANUAL

Administrative Series

Part 370 Personnel
MMS Addition to FPM/DM

Chapter 380 Upward Mobility

370.380.1.6E

E. Managers and Supervisors. Each manager and supervisor will:

(1) Become thoroughly familiar with the objectives and procedures of the Upward Mobility Program.

(2) Identify vacant positions which may be restructured for upward mobility assignments.

(3) Provide career counseling for employees (or refer them to the appropriate ASC or headquarters upward mobility coordinator for assistance in counseling) who have indicated an interest in career development or upward mobility opportunities.

(4) Suggest program improvements to appropriate upward mobility coordinators.

(5) Periodically evaluate their upward mobility actions and effect improvements where warranted.

F. Employees are responsible for:

(1) Analyzing their own education and work experience.

(2) Making the final decision on the career they wish to pursue.

(3) Constructively criticizing the Upward Mobility Program and offering suggestions for improvement.

(4) Following through with their career plans.

(5) Seeking help from their supervisors when necessary.

7. Procedures. The following basic procedures will be followed in the development, administration, and evaluation of the Upward Mobility Program:

A. Supervisors will:

(1) Review all subordinate vacant positions to determine whether the positions can be filled through the Upward Mobility Program as currently described. If not, restructuring the position should be considered. Restructuring involves revising the duties of the position to accommodate a lower entry level, thus providing an opportunity for underutilized or underdeveloped individuals to gain entrance into a new career field.

If it is determined that a vacant position should be filled through the Upward Mobility Program, the originating office

MINERALS MANAGEMENT SERVICE MANUAL

Administrative Series

Part 370 Personnel
MMS Addition to FPM/DM

Chapter 380 Upward Mobility

370.380.1.7A(1)

will so note in Section F, on a Standard Form 52 (SF-52), Request for Personnel Action, and forward the SF-52 through normal channels to the servicing personnel office.

(2) For each Upward Mobility trainee:

(a) Prepare a Training Plan (see Illustration 1 for example) in collaboration with the servicing personnel office and the trainee. The training time must make up the difference in qualifications from what the trainee brings into the program (in terms of general and/or specialized experience) and the qualifications required for the target position as published in the OPM Handbook X-118; training time to make up the difference in such qualifications will then be credited at the rate of 1 month of training for 2 months of experience. For example, if a target position requires 3 years of general experience and 1 year of specialized experience and the employee has no creditable qualifying experience, he/she would then need as a minimum 2 full years of training (6 months of which must be equivalent to specialized experience). Before reassignment and/or promotion to a specific target position can be effected, the trainee must complete the full program of training as described in his/her training agreement. Assignments for trainees must include no less than 50 percent training time in the target area or closely related functions. A training plan must be prepared within 30 days after assignment of an employee into the "trainee position." At a minimum, the training plan will:

(i) Be in writing.

(ii) Identify title, series, and grade of the position held before entering the program, the initial assignment, and the target position.

(iii) Specify the length and type of training needed to qualify the trainee for the target position including:

a. A list of formal training that will be undertaken which includes the title(s) of the course(s), the duration of the course(s), the name of the institution providing the course(s), and when the course(s) should be taken.

b. A list of on-the-job training assignments to be made.

c. Describe any self-development activities in which the trainee will be encouraged to participate. This includes participating in professional societies, obtaining and reading material, etc.

MINERALS MANAGEMENT SERVICE MANUALAdministrative SeriesPart 370 Personnel
MMS Addition to FPM/DMChapter 380 Upward Mobility370.380.1.7A(2)(a)(iv)

(iv) Specify provisions for quarterly evaluations by supervisor and employee of both formal and on-the-job training assignments. The supervisor will submit to the servicing personnel office a summary evaluation which includes the last quarter's evaluation and a certification of the trainee's satisfactory performance 30 days prior to the end of the training period. An SF-52 recommending the promotion or reassignment should accompany this final evaluation.

(v) Identify the supervisor for each assignment by position title.

(vi) Be signed by the supervisor, employee, and a personnel office representative to confirm that the plan has been read and understood.

(b) Discuss with the trainee his/her progress, assessing it against the provisions of the training plan and documenting the trainee's progress with a written evaluation either at the end of each training assignment or at 3-month intervals. The evaluation will be forwarded to the appropriate personnel office. (See Illustration 2 for sample.) The responsible supervisor will initiate appropriate action as necessary to amend the employee's training plan to accommodate unforeseen events. Such amendments will be coordinated with the servicing personnel office.

(3) If at any time during the training period the trainee is not performing satisfactorily or requests release from the program, the upward mobility coordinator should be notified. The coordinator will arrange for a meeting of the servicing personnel officer or his/her designee, the trainee's supervisor and/or counselor, and the trainee. They will review the situation and decide on one of the following courses of action: (1) reassign the employee to a non-training position; (2) reassign the employee to a similar training position under the direction of another supervisor; or (3) extend the employee's training an additional 6 months.

(4) Counsel all eligible employees on the Upward Mobility Program, and refer, if necessary, to the servicing personnel office for additional information concerning his/her assignment.

B. On receipt of the SF-52, the servicing personnel office representative will:

(1) Assist the supervisor in restructuring the position, if necessary, and identifying the Knowledges, Abilities, Skills, and Other Characteristics (KASOC's) required for effective performance in the position.

MINERALS MANAGEMENT SERVICE MANUAL

Administrative Series

Part 370 Personnel
MMS Addition to FPM/DM**Chapter 380 Upward Mobility**

370.380.1.7B(2)

(2) Identify the bridge position and target position by title, series, and grade level.

(3) Issue the vacancy announcement under the provisions of the Merit Promotion and Placement Plan. (See Illustration 3 for sample vacancy announcement.)

(4) Accept applications, obtain appraisals, screen applications, convene merit promotion panels (consisting of three to five members) to rank candidates, and refer the top ranking candidates to the selecting officer in accordance with the provisions of the Merit Promotion and Placement Plan.

(5) Monitor the salary adjustment to assure the selectee does not suffer any loss in pay when accepting an assignment to an upward mobility position.

(6) Assist the supervisor in tailoring the training plan to the developmental needs of the trainee.

(7) Approve the training plan.

(8) Prepare a written individual training agreement (see Illustration 4 for sample) which specifies the following:

(a) Position held before entering initial assignment, target position, series, and grade.

(b) Length of training period and anticipated training completion date.

(c) Type of personnel action (reassignment, promotion, or change to lower grade) to be processed upon completion of training period.

(d) Methods of terminating the training agreement by management or trainee.

(e) Quarterly evaluations by supervisor and trainee of both formal and on-the-job training assignments.

(9) Conduct an initial orientation with the upward mobility trainee and supervisor which covers the specifics of the training plan and training agreement regarding on-the-job and formal training; evaluation and counseling; rotational assignments; and assignments to the target position.

Due to the geographical location of some trainees, servicing personnel offices may not always be able to participate in the initial orientation. However, instructions regarding the specifics of the training plan and agreement, etc., should be

MINERALS MANAGEMENT SERVICE MANUAL

Administrative Series

Part 370 Personnel
MMS Addition to FPM/DM

Chapter 380 Upward Mobility

370.380.1.7B(9)

provided to the trainee by the supervisor or the local administrative official.

(10) Review written, quarterly evaluations prepared by trainee and supervisor and perform a postevaluation follow-up with them to assure adherence to the training plan and training agreement and satisfaction with the Upward Mobility Program.

C. Upward Mobility trainees will:

- (1) Participate in the preparation of the training plan.
- (2) Successfully complete the requirements of the training plan and agreement.
- (3) Assist in evaluating the training and work experiences quarterly and at the end of the training program.

8. Reporting Requirements. By October 31 of each fiscal year, the headquarters and ASC upward mobility coordinators will submit an annual action plan for the upcoming fiscal year to the MMS Upward Mobility Program Coordinator. The plans will be in three parts, as follows:

A. Significant problems, if any, which have been identified as relating to the Upward Mobility Program and plans made to solve these problems.

B. A listing of present participants in the program as of September 30, arranged as follows:

| Employee Name | Present Position (Title, Series, Grade) | Target Position (Title, Series, Grade) |
|---|---|--|
| Organization | | |
| Location of target position (Division, Branch, etc.) | | |

C. A listing of potential target positions for upward mobility, arranged as follows:

| Target Position (Title, Series, Grade) | Organization Location of Target Position | Actions Taken or Plans Made to Fill the Position |
|---|--|---|
|---|--|---|

SAMPLE

UPWARD MOBILITY TRAINING PLAN
OFFICE OF THE ASSISTANT DIRECTOR FOR ADMINISTRATION
INFORMATION RESOURCES MANAGEMENT DIVISION

Trainee: (Employee's Name)

Position Held Before Entering Program: Secretary, GS-318-5

Initial Assignment: Management Assistant, GS-344-5

Target Position: Management Analyst GS-343-5

A. General Orientation. The trainee will be provided a copy of his/her training plan and be advised regarding specifics of the Individual Training Plan. This orientation, conducted by representatives of the servicing personnel office and the Management Analysis Office, will include discussions of: on-the-job and formal training; details; evaluations and counseling; purpose of assignments; and reassignment to the target position.

B. Training. The trainee will spend a total of 1 year, beginning (Date) in the Upward Mobility Program. The trainee will be given various on-the-job training assignments within the Management Analysis Branch in order to obtain a broad-based knowledge of the procedures and problems of the office. The trainee will be given training assignments in the following areas: policy development; work methods and procedures; manpower utilization; organizational structures; delegation of authority; and information management. The trainee will be under the direct supervision of the Personnel Officer while on detail to the personnel office and under the direct supervision of the Chief, Management Analysis Branch, for the remainder of the time. During this period, formal training courses from both Government and non-Government sources will be provided which relate directly to the trainee's needs in becoming fully qualified for the target position.

Listed below are on-the-job and formal training assignments for the trainee:

| <u>Dates</u> | <u>Training</u> |
|------------------------|---------------------------------|
| September 1-23 | OJT/Policy development |
| September 26-30 | Management Analysis, OPM |
| October 3-21 | OJT/Work methods and procedures |
| October 24-28 | Administrative Techniques, OPM |
| November 1-December 2 | OJT/Organization structures |
| January 3-7 | Position Management, OPM |
| January 10-February 28 | OJT/Manpower utilization |
| March 1-5 | Management Techniques, DOI |

March 7-April 30
May 1-5

OJT/Delegation of Authority
Introduction to Personnel
Management, OPM

May 7-July 29
August 1-5
August 5-31

OJT/Detail to Personnel
Information Management, DOI
OJT/Information Management

C. Evaluation and Counseling. The immediate supervisor will evaluate the trainee's progress quarterly during the training period and discuss it with the trainee. The evaluation will be documented and a copy forwarded to the Upward Mobility Program Coordinator. A copy will also be provided to the trainee. The trainee will evaluate and document the training experiences quarterly and forward a copy through the immediate supervisor and the Chief, Information Resources Management Division, to the Program Development and Reports Branch. The supervisor will include in the last report:

- (1) A statement as to whether the trainee has successfully completed the program, and
- (2) if so, an SF-52, Request for Personnel Action, should be initiated which recommends reassignment to the target position. This will be based upon determination that the trainee has:
 - (a) Satisfactorily performed the assignment with a minimum of direct supervision; and
 - (b) demonstrated capability for reassignment to the target position.

Trainee

Date

Immediate Supervisor

Date

Personnel Division

Date

SAMPLE

Upward Mobility Progress Evaluation

Name of Trainee:

Title and Grade:

Evaluation Period: _____ to _____

I. Summary of activities engaged in during the evaluation period, including changes made in training plan.

(Employee's Name) was given an orientation on the functions and interrelationships of the Information Resources Management Division and an overview of the Office of Administration's mission. During the first quarter (Employee's Name) was assigned to the Management Analysis Branch and was given assignments which involved policy development. It was felt that this working experience would give the employee a good understanding of some of the reporting requirements in the Branch. In addition to the on-the-job training, (Employee's Name) attended a course entitled Professional Writing. This course was not included in the training plan; however, the timeliness of this training seemed appropriate to give the trainee additional knowledge.

II. Specific information showing the acquisition or improvement of knowledges, skills, and abilities and how they relate to performance.

(Employee's Name) performance has been discussed with him/her. His/her understanding and performance in the job are more than satisfactory. He/she is acquiring basic knowledges and principles of management analysis and is using these concepts as he/she performs his/her assignments and has further shown this increased knowledge by exercising judgment and offering work-related solutions for improving and/or streamlining operating procedures.

Guidelines and instructions affecting management analysis are continually changing. (Employee's Name) has shown a high degree of adaptability in being able to interpret the latest written instructions and manual issuances as they relate to these changing policies and procedures. He/she is then able to communicate the ramifications of these changes to appropriate MMS personnel, both orally and in writing. (Employee's Name) has shown the ability to work under pressure by continually completing his/her assignments in a timely manner, even though deadline schedules are short.

III. Overall summary evaluation covering quality, quantity, and timeliness of work.

To summarize, we are very pleased with the accuracy of (Employee's Name) work. His/her ability to complete all assignments given to him/her within deadline schedules has greatly helped to relieve the workload in this office. He/she has become a productive member of this staff, and we expect that he/she will continue to perform his/her assigned duties in an excellent manner.

| | |
|------------------------|------|
| Supervisor's Signature | Date |
| Employee Signature | Date |

cc: To employee

SAMPLE

UNITED STATES DEPARTMENT OF THE INTERIOR
MINERALS MANAGEMENT SERVICE
UPWARD MOBILITY PROGRAM

| | |
|--|---|
| Position Title and Grade: <u>Management Analyst</u> <u>GS-343-5</u> <u>(Trainee)</u> | Vacancy Announcement No: <u>UM-83-2</u> Issuing Date: <u>March 30, 1983</u> |
| Location: <u>Office of Administration, Information</u> <u>Resources Management Division, Management</u> <u>Analysis Branch</u> | Closing Date: <u>April 30, 1983</u> Area of Consideration: <u>Local</u> <u>commuting area</u> |

Target Position: Management Analyst GS-343-5
(Promotion potential to GS-11)

STATEMENT OF DUTIES

The person selected will serve in a trainee capacity under the Upward Mobility Program Training Agreement. As such, the person selected will undergo formal and on-the-job training. The trainee will be assigned a variety of developmental assignments of progressive difficulty in functional specialties of management analysis, specifically: planning; policy development; work methods and procedures; manpower utilization; organizational structures; distribution of assignments; delegation of authority; information management; or similar areas with the objective of improving managerial effectiveness. The trainee will receive continuing guidance in the methodology and performance of work assignments.

ELIGIBILITY FOR CONSIDERATION

In order to be considered eligible for this position, applicants must:

- Currently be employees serving under career or career-conditional appointments or having reinstatement eligibility;
- Currently be employed in the Minerals Management Service in positions which are classified at one-grade intervals, GS-5 through 9 (or wage grade equivalent); and
- Have a current record of performance and conduct which is satisfactory or higher.

RANKING AND SELECTION PROCESS

Through use of the Department of the Interior's Training Agreement for Upward Mobility, underdeveloped employees with demonstrated potential who do not meet the basic qualification requirements, as found in the X-118 Standards and underutilized employees who do not meet the standards, will be given the opportunity to be competitively selected and trained for the position.

Candidates will be evaluated by a rating panel on the following factors:

1. Ability to work and communicate effectively with others, both orally and in writing.
2. Ability to analyze information.

3. Ability to interpret manuals, guidelines, and written instructions.
4. Ability to plan and organize work.

Selection will be based on evidence of the candidate's potential to perform in the target position. This will involve use of such tools as performance evaluations, assessment of potential and interviews when necessary, as well as review of past work and experience, outside activities, training, and awards.

PROGRAM DURATION

The training program is designed to last approximately 12 months. The length of training will vary, however, based on the development and ability of the individual to perform in the target position as determined by the supervisor.

PROMOTION POTENTIAL

This is an Upward Mobility position with noncompetitive promotion potential to GS-11. However, the intent is to place the person successfully completing their training in an entry level management analysis position in the MMS. It should be noted, however, that promotion is neither guaranteed nor automatic. Promotion will depend upon successful performance. Successful performance as a trainee and completion of the training program will enable the trainee to qualify and be promoted to the next career ladder grade level. Future promotions will be based on demonstrated skill and experience as defined in Handbook X-118 and will be contingent upon attaining the full performance level in the career ladder.

TRAINING

An Individual Development Plan will be developed for the trainee. The trainee may be scheduled to participate in training courses conducted by the Department, MMS, other Governmental Agencies, or appropriate non-Governmental sources and will be given on-the-job training by his/her supervisor. The trainee must be willing to take appropriate formal training either during working hours or after hours, depending on the developmental needs and must be willing and available to participate in training assignments in other offices, if necessary, to increase the skills and knowledges required for the position. The length of training under the formal agreement will make up the difference in qualifications from what the trainee brings into the program (in terms of general and/or specialized experience) and the qualifications required for the target position as published in Handbook X-118. The on-the-job training may be extended if necessary to assure that the trainee has acquired the necessary skills and abilities to perform at a satisfactory professional level.

Progress evaluation by the supervisor and the trainee will be made at the end of each major assignment or not less frequently than quarterly intervals. Thirty days prior to the end of the training period, the supervisor will submit a summary evaluation including the last quarter and a certification that the trainee has successfully completed the training plan and has demonstrated capability for assignment to the target position. This evaluation will be the basis for assignment to the target position. Based on a determination made by the supervisor, the summary could also include a recommendation to extend the training period up to 6 additional months.

The training may be terminated at any time by the trainee or by management: (a) The trainee may request continuation of the agreement for valid reasons with the approval of his/her supervisor and the Personnel Division; (b) Management may request termination of the agreement should the trainee fail to meet the satisfactory performance requirements or the provision of the training plan at any time during the training program. Either request would result in the trainee being placed in a position commensurate to the grade level occupied before entering the program.

HOW TO APPLY

All Applicants must submit:

1. Standard Form 171 (SF-171) and a KASOC Narrative Statement form relating to KASOC's (1 through 5) listed on page 1 of this announcement.
2. Upward Mobility Appraisal Forms to be completed by their present supervisor and one other person knowledgeable about their experience and performance.

All forms should be forwarded to:

Minerals Management Service
Staffing and Classification Operations Branch
Personnel Division
12203 Sunrise Valley Drive, Mail Stop 634
Reston, VA 22091 - Phone (703)435-6188

In order to receive consideration all applications must be received or postmarked no later than the closing date of this announcement. The appraisal forms must be received in this office no later than five (5) days after the closing date. Failure to receive the required appraisal forms and narrative statement may result in lower rankings during the evaluation process.

PRIVACY ACT INFORMATION

The application you submit for this position contains information subject to the Privacy Act of 1974 (P.L. 93-579, 5 U.S.C. 552a). We are required to provide you with information regarding our authority and purposes for collecting the data, the routine uses which will be made of it, the effect, if any, of nondisclosure. You are entitled to the same information, as it pertains specifically to disclosure of your social security number. Any questions you may have regarding Privacy Act regulations and the rights it extends can be obtained by calling the number shown under "How to Apply."

Selection for this position shall be determined on the basis of merit without discrimination for any reason such as race, color, religion, age, sex, national origin, or individual handicap.

Minerals Management Service
 Upward Mobility Appraisal

Instructions for Recording Judgment of Candidate's potential for the Upward Mobility Position.
 Supervisor: Mark an "X" in the column which best expresses from your firsthand knowledge of the candidate's ability or personal characteristics as required.

| | Fully Demonstrated | Demonstrated | Has Potential | Unknown | Not True |
|--|--------------------|--------------|---------------|---------|----------|
| 1. Ability to work and communicate effectively with others, both orally and in writing. Comments: | | | | | |
| 2. Ability to analyze information. Comments: | | | | | |
| 3. Ability to interpret manuals, guidelines, and written instructions. Comments: | | | | | |
| 4. Ability to plan and organize work. Comments: | | | | | |
| 5. Ability to work under pressure. Comments: | | | | | |

Additional comments regarding the candidate's ability and skill:

Signature of Supervisor _____ Title _____ Date _____

KASOC's (Knowledges, Abilities, Skills, and Other Characteristics)

NARRATIVE STATEMENT

Management Analyst, GS-343-5

Vacancy Announcement UM 83-2

Name of Applicant _____

For each of these KASOC's, please indicate the location(s) on your application where you feel each item is best demonstrated. For any additional experience, training, etc. (for example, an ability developed outside of a work setting) which is not listed on your application, but you feel is relevant, please describe it in the space provided. Use additional paper as needed. Failure to submit this statement may result in lower rankings during the evaluation process.

1. Ability to work and communicate effectively with others, both orally, and in writing.

Demonstrated on application in _____, _____, _____

Other relevant and/or background information:

2. Ability to analyze information.

Demonstrated on application in _____, _____, _____

Other relevant and/or background information:

3. Ability to interpret manuals, guidelines, and written instructions.

Demonstrated on application in _____, _____, _____

Other relevant and/or background information:

4. Ability to plan and organize.

Demonstrated on application in _____, _____, _____

Other relevant and/or background information:

5. Ability to work under pressure.

Demonstrated on application in _____, _____, _____

Other relevant and/or background information: