

Headquarters  
U.S. Army Armor Center and Fort Knox  
Fort Knox, Kentucky 40121-5000  
2 January 2003

\*Fort Knox Reg 690-5

Civilian Personnel

FORT KNOX MERIT PROMOTION AND PLACEMENT PLAN

**Summary.** This regulation publishes the Merit Promotion and Placement (MPP) Plan and prescribes policies, responsibilities, procedures, and requirements for administering that plan.

**Applicability.** This regulation applies to all U.S. Army Armor Center (USAARMC) and Fort Knox directorates and activities, and other organizations (Partners in Excellence), whose civilian personnel are serviced by the Fort Knox Civilian Personnel Advisory Center (CPAC).

**Suggested improvements.** The proponent for this regulation is the Fort Knox CPAC. Users are invited to send suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, USAARMC and Fort Knox, ATTN: ATZK-CP, Fort Knox, Kentucky 40121-5000.

**Effective date.** This regulation is effective for planning upon receipt. Effective date of implementation for substantive changes is January 2003.

TABLE OF CONTENTS

<u>Chapter 1 – General</u>	Page
1-1. Purpose.....	1-1
1-2. References.....	1-1
1-3. Coverage.....	1-1
1-4. Objectives.....	1-1
1-5. Responsibilities.....	1-2
 <u>Chapter 2 – Noncompetitive Procedures</u>	
2-1. Coverage.....	2-1

---

\*This regulation supersedes Fort Knox Reg 690-5, 28 October 1996

Chapter 3 – Competitive Procedures

3-1.	Coverage.....	3-1
3-2.	Methods.....	3-1
3-3.	Area of Consideration.....	3-2
3-4.	Non-competitive Applications Under Competitive Procedures.....	3-3
3-5.	Application and Candidate Evaluation.....	3-3

Chapter 4 – Referral, Selection and Commitment

4-1	Referral Procedures.....	4-1
4-2	Selection Procedures.....	4-1
4-3	Commitment/Release of Employees.....	4-1
4-4	Declination of Position.....	4-2

Chapter 5 – Records, Review, and Employee Complaints

5-1	Promotion and Placement Records.....	5-1
5-2	Reviews.....	5-1
5-3	Employee Complaints.....	5-1

Chapter 6 – Corrective Actions

6-1	Corrective Actions.....	6-1
6-2	Types of promotion violations.....	6-1
6-3	Actions Involving Promotion Decisions in Progress.....	6-2
6-4	Actions Involving Erroneously Promoted Employees.....	6-2
6-5	Actions Involving Nonselected Employees.....	6-3
6-6	Actions Involving Misclassification of a Position.....	6-3
6-7	Actions Involving Failure to Take a Required Personnel Action.....	6-4

<u>Appendix A – Application for Repromotion.....</u>	A-1
--	-----

<u>Appendix B – Limited Vacancy Announcement, FK Form 5021-E.....</u>	B-1
---	-----

<u>Appendix C – Documentation of Selection Under Limited, FK Form 5022-E...</u>	C-1
---	-----

Chapter 1  
General

1-1. Purpose. To prescribe policies and procedures through which employees will be selected for merit promotion or other types of placement actions. Any exceptions/deviations to the requirements of this regulation will be returned to the Partnership Council.

1-2. References.

- a. Title 5 United States Code (5 USC)
- b. Title 5 Code of Federal Regulations, Parts 335 and 550 (5 CFR 335 and 5 CFR 550)
- c. AR 690-300, Promotion and Internal Placement, 1 October 1986, Chapter 335.
- d. AR 690-950, Career Management, 31 July 1987.
- e. Office of Personnel Management Operating Manual Qualification Standards for General Schedule Positions.
- f. Office of Personnel Management Job Qualification System for Trades and Labor Occupations Handbook, X-118C.

1-3. Coverage. These procedures apply to all permanent and term employees serviced by the Fort Knox CPAC, without regard to race, religion, color, lawful political or other affiliations, marital status, sex, age, national origin, or disability, which would not prevent performance of duties. Coverage includes employees hired under special excepted service appointments (e.g., Veterans Readjustment Authority (VRA), disabled persons, and Defense Civilian Intelligence Personnel System (DCIPS)) within the restraints set by the special appointing authority. This regulation does not apply to positions in the Senior Executive Service (or equivalent grades), positions in the Department of Defense (DOD) career programs filled through DOD-wide skills files, or other groups of jobs for which DA or a Major Army Command (MACOM) has established plans for their centralized management.

1-4. Objectives. The objectives of the MPP program are to ensure:

- a. Competitive service positions are filled by available, well-qualified individuals based upon the person's ability to perform the work required by the position.
- b. Employees have the opportunity to compete for promotions/positions that are not based on personal favoritism.

- c. There are no prohibited personnel practices as defined in 5 USC 2302.
- d. Ensure promotion or placement actions are consistent with special civilian personnel program requirements or Affirmative Employment Plan (AEP) objectives to the extent legally permissible;
- e. Placement of employees completing training programs, such as graduating DA career interns;
- f. Placement of family member employees relocating to accompany their civilian or military sponsors;
- g. Management's right to select for vacancies from any source.

1-5. Responsibilities.

- a. The Civilian Personnel Advisory Center (CPAC) is responsible for:
  - (1) Ensuring that all positions filled through the MPP program are filled in accordance with the procedures of this regulation.
  - (2) Evaluating the MPP program's effectiveness in meeting the needs of management, the employees, and the employees' exclusive representative.
  - (3) Conducting work force analysis, in conjunction with managers and supervisors, to develop realistic projections of future employment requirements.
  - (4) Considering various labor sources in identifying applicant pools and advising supervisors on establishing areas of consideration that will maximize identification of the high quality candidates available and promote AEP objectives.
  - (5) Coordinating with managers and supervisors in determining sources of applicants.
  - (6) Providing advice and assistance to managers, supervisors, and employees in the performance of their responsibilities under this regulation.
  - (7) Providing or arranging for career counseling to employees in areas other than those in which their supervisors have expertise.
  - (8) Advising all employees of the provisions of the MPP program and any changes.
  - (9) Providing information to candidates as to why they were not referred.

(10) Initiating notification to selected candidates.

(11) Providing information to employees on special repromotion procedures and maintain a copy of their application (OF612, SF171, or resume).

b. The Civilian Personnel Operations Center (CPOC) is responsible for:

(1) Administering the MPP to assure that the objectives of this plan are met.

(2) Issuing announcements that specify application procedures and qualification requirements.

(3) Providing information to the workforce on current vacancies to be filled by this plan.

(4) After selection, validating selections in accordance with law, rule, and regulation.

(5) Ensuring that information is available through an automated referral system for each candidate pertaining to the status of referral/ineligibility.

(6) Providing that a mandatory repromotion eligible file (automated and hard copy) is maintained to ensure such eligibles receive mandatory consideration for position vacancies in which they are interested. A copy of the application for repromotion form (ATZK-CP 4016) and a copy of the employee's application (OF612, SF171, or resume) will be maintained.

(7) Documenting actions and maintaining records in accordance with requirements established by law, rule, and regulation.

(8) Reviewing and evaluating the effectiveness of the program to determine if it meets the needs of management and employees.

(9) Assisting managers and the Civilian Personnel Advisory Center (CPAC) in developing pertinent skills to evaluate candidates.

(10) Evaluating applicants and make referrals.

(11) Coordinating with the CPAC.

(12) Notifying the CPAC whenever there are changes directed by higher authority or when program review shows that more employee information is required. Coordinate any changes with CPAC so that the CPAC may notify union(s).

c. Managers and supervisors are responsible for:

(1) Anticipating personnel needs as far in advance as practical and initiating Requests for Personnel Action (RPA) in sufficient time to allow for effective recruitment.

(2) Participating in the development of merit placement planning, job analysis, advance planning for timely staffing, work force analysis, and ranking panels.

(3) In coordination with the CPAC, determining which applicant sources or recruitment methods will be used to procure high quality candidates and meet other employment objectives.

(4) When necessary, identifying and making personnel available to rate/rank candidates for vacancies and to participate in job analysis sessions.

(5) Fully observing the principles and procedures established in this regulation, informing employees of the principles and operation of the MPP program, and maintaining a copy of this regulation for reference by any interested employee.

(6) Ensuring that vacancy announcements are made known to all employees within their area of jurisdiction in accordance with applicable negotiated agreements.

(7) Furnishing advice and assistance to employees who seek developmental assignments. Upon request, advising employees in what areas, if any, improvement is needed to increase chances for future promotion.

(8) Submitting application forms or self-nomination information provided by employees for specific positions that are announced when the employee is on TDY or an approved absence. (See also paragraph 1-5f(4).

(9) Considering all candidates referred and making selections based solely on merit factors.

(10) Ensuring interviews are valid.

(11) Promptly releasing employees selected for promotion and/or other placement, as provided for in paragraph 4-3b.

(12) Ensuring job descriptions accurately reflect the duties actually required of the position.

(13) Selecting officials are responsible for providing notification to nonselected applicants.

d. Equal Employment Opportunity Officer (EEOO) is responsible for ensuring the supervisors are aware of AEP objectives.

e. All employees are responsible for:

(1) Becoming familiar with the provisions of this regulation.

(2) Participating, when called upon, in job analysis sessions, and in rating/ranking panels.

(3) Ensuring the experience, education, and training contained in their Official Personnel Folder (OPF) and other appropriate records are accurate.

(4) Bringing to their supervisor's attention any inaccuracies in their official position description to ensure their job description matches the duties actually assigned.

f. Employees interested in promotion/reassignment are responsible for:

(1) Reviewing vacancy announcements, applying for those positions in which interested, and ensuring their applications are submitted within required time frames.

(2) Ensuring the experience, education, and training contained in resume, application, and other appropriate records are accurate. Submitting any supplemental qualification information within specified time frames.

(3) Submitting mandatory repromotion applications (ATZK-CP 4016) to the CPAC along with 2 copies of an application (e.g., OF612, SF 171, resume) for repromotion eligibility consideration for the target grade or intervening grades (See paragraph 2-1g).

(4) Providing their supervisor with applications or self-nomination information for specific positions (identifying title, series, and grade) for which they desire consideration when on TDY or an approved absence.





Chapter 2  
Noncompetitive Procedures

2-1. Coverage. The following actions may be accomplished as exceptions to the competitive procedures established in Chapter 3 of this regulation. Except for mandatory repromotion consideration, persons eligible for noncompetitive actions/placements may be considered before, concurrent with, or subsequent to competitive referrals.

a. Temporary promotions of 120 days or less, unless management elects to utilize competitive procedures.

b. Permanent promotion of an employee competitively selected for temporary promotion provided the initial announcement stated a permanent promotion could result later.

c. Promotion resulting from priority consideration granted because of failure to receive proper promotion consideration. Such promotion will be in accordance with applicable laws, rules, regulations, and any negotiated agreements.

d. Promotion of an employee who was initially appointed or competitively selected for an assignment intended to prepare the individual for progression to the target grade level of the position being filled. Promotion is only appropriate when the employee has demonstrated the ability to perform the duties of the next higher grade to the satisfaction of the supervisor and the employee meets all legal, regulatory and qualification requirements of the next higher grade.

e. Promotion of an employee in a position upgraded without significant change in duties or responsibilities because of the issuance of a new or revised classification standard or correction of an earlier classification error and the employee meets all legal, regulatory and qualification requirements of the higher graded position.

f. Promotion of an employee because of additional duties and responsibilities and the employee meets all legal, regulatory and qualifications requirements of the higher graded position. The addition of duties and responsibilities must not violate merit system principles or result in the commission of a prohibited personnel action (see pages i, ii, and iii of USAARMC Pamphlet 690-4).

g. Repromotion.

(1) Mandatory Repromotion Consideration. Priority consideration for repromotion will be extended to employees who were previously changed to lower grade within DOD without personal cause and who are receiving grade, pay, or salary retention benefits. The CPOC will maintain a record of employees demoted without personal cause who are entitled to priority consideration for

repromotion to positions for which they have indicated they desire consideration. The record maintained will be automated and hard copy (ATZK-CP 4016 at Appendix A) along with the employee's application.

(a) Priority consideration extends to positions in which the employee is interested and qualified, at or below the grade from which demoted. This consideration does not extend to positions that offer known promotion potential to a grade above that from which demoted.

(b) Priority consideration will cease when the employee is no longer entitled to grade, pay, and/or salary retention. Declination of a valid offer at an intervening grade will terminate an employee's entitlement to priority consideration at that grade and lower grades, but the employee will continue to receive priority consideration for higher grades up to and including that from which downgraded. Declination of a valid offer at an intervening grade does not affect retained grade, pay, or salary benefits. Declination of a valid offer at the target grade (i.e. that from which demoted) will result in termination of retained grade, pay, or salary benefits and will terminate continued eligibility for priority consideration.

(c) Priority consideration for repromotion will not be granted to employees regardless of their entitlement to retention benefits if they are demoted to correct a procedural, regulatory, or program violation or if a demotion is accepted to enter a training program and then the training is not completed.

(d) The selecting official is not required to select any employee referred under this provision, but is required to give consideration before competitive/noncompetitive referral lists will be issued.

(2) Interchange Agreements. Employees serving under a career or career-conditional appointment based on an interchange agreement for movement between the competitive service and another merit system (i.e. Non-appropriated Fund (NAF), Defense Civilian Intelligence Personnel System (DCIPS)) are also eligible for noncompetitive repromotion consideration even though the target grade may not have been reached, provided they were not separated or demoted from that position for performance or conduct reasons. Consideration may be to a position at the full performance level or to one having promotion potential up to that of a position previously held on a permanent basis in the other merit system. Such employees will submit request for promotion into RESUMIX in accordance with RESUMIX procedures. The RESUMIX Job Kit is available in the CPAC. The selecting official is not required to consider or select any employee under this provision. Consideration, when given, must be subsequent to any priority consideration entitlement, but may precede or be made concurrent with other referrals.

h. Details. All details (except those for more than 120 days to positions with known higher promotion potential), unless management elects to utilize competitive procedures.

(1) Details to unclassified positions (i.e. an official position description does not exist) will not exceed 240 days. Before expiration of the first 120 days, CPOC will review the duties to ensure that the duties are not classifiable at a higher grade level than the position to which the employee is permanently assigned. If the duties being performed are not at a higher grade level, the detail may be extended for an additional 120 days.

(2) Details to classified positions that are not a higher grade may be made in 120-day increments for up to 1 year. In special circumstances (e.g. during downsizing when the official position has been abolished and placement efforts are continuing) the activity commander may approve extensions beyond 1 year in 120-day increments for up to 2 years.

(3) Details to classified positions at a higher grade must be documented by an RPA regardless of the duration of the detail. If this detail is extended beyond 30 days and

(a) The employee meets requirements for temporary promotion, the extension will be processed as a temporary promotion or,

(b) The employee does not meet the requirements for promotion by the end of the 30 day period, the employee will be temporary promoted once the requirements are met, if still detailed to that position. NOTE: Limitations in paragraph 2-1a apply unless the employee is eligible under other noncompetitive authority.

i. Position Change due to or to avoid Reduction In Force (RIF) procedures, transfer of function, or other similar adverse actions.

j. Management directed or initiated reassignments to avoid adverse impact, RIF, or because of reorganization. Such reassignments will be discussed in advance with the employee and documented accordingly. Whenever the employee does not voluntarily consent to the reassignment, the employee will be given an advance notice in writing setting forth the reasons for the proposed reassignment, the reasons why he/she was selected, the effective date, and an opportunity to reply within 15 days. Employee's reasons for not voluntarily accepting the reassignment will be given full consideration by an official one level above the individual issuing the management directed reassignment, before a decision is rendered and will normally be effective within 30 days of the original notice.

k. Management may place noncompetitive eligibles as appropriate vacancies occur. Selecting officials must coordinate through the CPAC to determine when such actions are authorized exceptions to any priority placement/special consideration entitlements.

1. Employees eligible for noncompetitive reassignment or voluntary change to lower grade may apply under competitive procedures in accordance with this regulation. For temporary noncompetitive reassignments, the losing supervisor must give consent to release the employee on a temporary basis before any commitment is made to the selected employee. If the losing supervisor refuses to consent to the release, the employee may raise the issue to the next higher-level supervisor.

m. Consideration, selection and/or conversion of the following may also be made noncompetitively:

- (1) Disabled Veteran appointments with 30 percent or more disability.
- (2) Student Employment Program appointments.
- (3) VRA appointments.
- (4) Severely handicapped and mentally retarded appointments.
- (5) Executive Order 12721.
- (6) Schedule A and B excepted appointments.

(7) Placement in a position with no more promotion potential than one the employee previously held on a permanent basis under career or career conditional appointment, even though the target grade may not have been reached, provided they were not separated or demoted from that position for performance or conduct reasons. This includes such actions as transfers, reinstatements, reassignments, change to lower grade, details, and placement of employees whose appointment was based on an interchange agreement for movement between the competitive service and another merit system (i.e. CIPMS, NAF).

- (8) Any other noncompetitive actions authorized by law or regulation.

Chapter 3  
Competitive Procedures

3-1. Coverage. Competitive procedures in this regulation apply to filling competitive service positions by promotion or detail unless otherwise excluded in Chapter 2. Competitive procedures apply to:

- a. Permanent promotions, unless previously filled by competitive temporary promotion where potential for permanent promotion was made known to all applicants and the area of consideration was no smaller than the minimum area of consideration.
- b. Selection for training primarily intended to prepare an employee for advancement and required for promotion.
- c. Selection for a position with known promotion potential higher than a grade or promotion potential of a position previously held on a permanent basis in the competitive service.
- d. Transfer, reassignment, or change to lower grade with known promotion potential higher than a grade or promotion potential of a position previously held on a permanent basis in the competitive service.

NOTE: For Career Program positions, check with the appropriate career program manager or CPAC for the guidance on procedures for specific career programs.

3-2. Methods. a. Using competitive procedures, there are two basic recruitment and referral methods, Limited and Army Civilian Personnel On-Line Vacancy Announcements. Limited method is appropriate when the internal work force is the logical source of applicants for the vacancy and will result in an adequate number of high quality applicants. (Adequate is generally defined as no less than 3 and no more than 30.) The Army Civilian Personnel On-Line Vacancy Announcements method requires announcement installation-wide and applications from interested applicants. Selecting officials can also elect to broaden the area of consideration beyond the installation to include such sources as reinstatement eligibles, transfer eligibles, etc.

b. Vacancy announcements on Army Civilian Personnel Online will remain open for at least 15 calendar days for the receipt of applications unless another period is required by regulation, requested by management or locally negotiated. Limited Vacancy announcements will remain open for 8 days.

c. Each vacancy will be announced separately, except that multiple identical vacancies being filled at the same time may be announced together on a single announcement.

d. Distribution of Vacancy Announcements. All vacancies announced under Army Civilian Personnel Online Vacancy Announcements procedures will be published electronically on the web site *cpol.army.mil*. If the area of consideration is expanded outside Army, the announcement will also be published electronically on *usajobs.opm.gov*. In areas where electronic access is not available, organizations will be responsible for posting/publishing the announcements. Limited vacancy announcements will be posted/distributed in one of two ways: electronically or by posting on organizational bulletin boards.

3-3. Area of Consideration. Selecting officials have multiple options when determining the area of consideration (i.e., the location, source, or type of applicant pool) they will establish when filling vacancies. Areas of consideration must be sufficiently broad to ensure the availability of high quality applicants, taking into account the nature and level of the position being filled.

a. For positions announced using Army Civilian Personnel On-Line Vacancy Announcement, except as provided in paragraph b through e below, the minimum area of consideration for serviced activities at Fort Knox is all Department of Defense permanent employees installation-wide. Minimum areas of consideration for off-post activities will be the off-post activity within a single commuting area.

b. For positions announced using the Limited method, selecting officials have the option of limiting the area of consideration to their own organizational entity when at least three high quality applicants can be found. Off-post activities do not have to meet the minimum of three criteria. This is defined as the office, section, branch, division, or comparable recognized organizational element where the vacancy is located. The maximum area of consideration is the entire organization. Within Armor Center, this is defined as directorate, regiment/brigade, or staff office level. Within USAREC, this is defined as the Headquarters, 3d Recruiting Brigade, Recruiting Support Battalion, Information Systems Command-USAREC, or other organizations at comparable levels. Within organizations of other "Partners in Excellence," this is defined as the entire organization (e.g., MEDDAC, DENTAC, 2D ROTC, etc.)

c. Applications from current DA employees with competitive status outside the minimum area of consideration will be accepted..

d. Applications from current term employees serviced by the Fort Knox CPAC will be accepted for time limited vacancies.

e. When the area of consideration includes applicants outside Department of Defense, applications will be accepted from veterans who qualify under the Veterans Employment Opportunity Act of 1998.

f. The area of consideration may be extended to include any or all current reinstatement eligible Federal employees based upon occupational concentration, or recruiting experience. In lieu of extending the minimum area of consideration, other administrative action, such as job reengineering, may be taken.

3-4. Noncompetitive Applications Under Competitive Procedures. Permanent employees regardless of work schedule who are eligible for noncompetitive reassignment, voluntary repromotion, mandatory repromotion, or change to lower grade may apply for appropriate vacancies under competitive procedure.

a. If an employee submits an application for temporary noncompetitive reassignment, the employee's supervisor must concur with requests for temporary reassignment. This will be done at the time of selection. The supervisor will be contacted by the CPAC to obtain an approval/disapproval of the temporary reassignment. The decision made by the selecting official will be provided in writing to the CPAC.

3-5. Application and Candidate Evaluation Procedures. Candidates will first be evaluated based on established qualifications standards and eligibility requirements. Candidates considered basically qualified must meet the Office of Personnel Management's (OPM) minimum qualifications standards and time-in-grade/time-after-competitive appointment restrictions. Some positions may have requirements in addition to meeting OPM qualifications that are necessary for successful performance. Examples of selective placement factors include: lifeguard certification or ability to obtain and maintain a motor vehicle operator's license. These factors will be included in the vacancy announcement. In addition to basic qualifications and selective placement factors, applicants for promotion must have at least a current rating equivalent to "fully successful" or better, to be considered for promotion.

a. For positions announced via the Army Civilian Personnel On-Line Vacancy Announcement method, the job search criteria under RESUMIX will be established based on the job description. The CPOC will evaluate candidates on their possession of the job search criteria or their potential to progress when the job being filled leads to further advancement. The application process will be through the automated RESUMIX process. Employees review vacancy announcements either on (1) the appropriate web sites (e.g. *CPOL* or *USAJOBS*-See paragraph 3-2) or (2) hard copy vacancy announcement. If interested, and a resume is on file with the appropriate Civilian Personnel Operating Center (CPOC), applicants are eligible to self-nominate using the procedures outlined in the vacancy announcement. If a resume is not on file, applicants must follow the resume procedures outlined in the vacancy announcement. A Job Application Kit is also available in the local CPAC. Resumes received, accepted, and verified will be stored in the RESUMIX database for future consideration.

a. For positions announced via the Limited method, the announcement must contain an abbreviated description of the position being filled and at a minimum, must contain the information shown on FK Form 5021-E (example at appendix B). Note that this specific form does not have to be used as long as the posted announcement or electronic mail announcement contains all the same information. Selecting officials are responsible for preparing and distributing Limited vacancy announcements. Employees applying for Limited vacancy announcements will submit an abbreviated application to the selecting official (or designated representative). FK Form 5020-E (example at appendix C) may be used for this purpose, or a separate sheet of paper or electronic mail message may also be used as long as the application contains the same information shown on the example form at appendix C. If there are at least 3 (but not more than 30) high quality applicants, the selecting official will make a tentative selection. Documentation of the limited referral/selection process will be forwarded to the CPOC on FK Form 5022-E (Appendix D). The CPOC will then verify the qualifications of the selected employee and notify the CPAC when verification is complete. Applications submitted for a Limited vacancy announcement will be valid for a period of 120 days after the closing date.

b. Simplified method for 10 or less candidates. Simplified evaluation procedures may be applied if there are 10 or fewer candidates who meet minimum qualifications. All candidates who are determined to be high quality by the personnel specialist/assistant/rater may be referred without assigning scores. High quality candidates are those who, in the rater's judgment, possess the job search criteria identified for the position. If no candidates meet the job selection criteria, none would be referred to the selecting official. Management should then consider expanding the area of consideration to locate high quality candidates or recruiting for the position at a lower grade level.

c. There is no requirement to apply the job related criteria to candidates eligible for reassignment or change to lower grade to positions with no known promotion potential or with promotion potential no higher than highest grade previously held by the candidate on a permanent basis.

d. The screening of candidates to determine basic eligibility, including possession of selective placement factors, is the function of the Staffing Service Division of the appropriate CPOC. Subject matter experts may be consulted as needed.

e. Reviews against the job search criteria may be performed by responsible personnel specialist/assistant or by a rating panel depending upon which is most appropriate for the position being filled and factors such as time and cost. When panels are used, panel members (except for personnel specialists/assistants) must be subject matter experts and occupy positions at least equal in grade to the position being filled.

f. Personnel specialists/assistants will serve as advisors to the rater or rating panels and assure that raters have been trained in ranking and/or evaluation methodologies.



Chapter 4  
Referral, Selection and Commitment

4-1. Referral procedures.

- a. For each candidate referred, the CPOC will provide the selecting official with applicants' credentials used in the evaluation process.
- b. A reasonable number of best qualified and all noncompetitive or other recruitment source candidates will be referred to the selecting official.

4-2. Selection procedures

- a. The selecting official has the right to select or not select any candidate referred.
- b. The selecting official may interview as many referred candidates as desired or none at all. Selecting official will document the rationale for interviewing those candidates who were interviewed. Selecting officials will not give performance or job knowledge tests.
- c. Selections must be based on one or more legitimate job-related reasons as to why the selectee is expected to perform the job most successfully, including the candidate's potential for the target level if the position has known promotion potential. For promotion actions, selecting officials will state their specific reason(s) for expecting the selectee to perform successfully and record the reasons for their selection on the appropriate selection document.
- d. Any questions concerning affirmative action will be referred to the EEO Office.
- e. No indication of selection may be given a candidate by the selecting official since all actions must be reviewed by CPOC before commitment to the selected individual.

4-3. Commitment/Release of employees. Upon receipt of the finalized referral register, the CPOC will review the selection(s) to ensure regulatory and procedural compliance. The CPAC will notify the selected individual's organizational personnel clerk/point of contact who will in turn notify the individual's supervisor of the selection. The supervisor will notify the individual of the selection. Notification of selection initiated by anyone other than a representative of the CPAC will not be considered a commitment.

- a. Selection is "final" once all decisions within management's discretionary authority have been made, CPAC has initiated notification to the candidate selected, and only administrative actions remain to be completed.

Fort Knox Reg 690-5 (2 Jan 03)

b. When selection will result in relocation of the candidate within or between organizations, arrangements for a release date will be made by the CPAC in coordination with the officials concerned. Employees will normally be released to report to their new position no later than the beginning of the first pay period following 10 calendar days after notification of selection by the CPAC. Any proposed deviations from this practice agreed upon by the gaining and losing supervisors will be approved by the CPAC.

4-4. Declination of position. Those individuals who decline consideration after referral must submit written declination to CPAC.

## Chapter 5

### Records, Reviews and Employee Complaints

5-1. Promotion and placement records. Records will be subject to review by higher authority, including OPM. Records documenting all actions will be retained as required by law, rule, regulation, and any negotiated agreement, whichever is longer.

5-2. Reviews. Sufficient documentation, as specified by OPM and DA, will be available within the promotion/placement records to provide a clear audit trail, permit complete reconstruction of any action, provide clear evidence that actions are being effected in consonance with the policy and provisions of this regulation, provide the basis needed for evaluation of the program, and for answering questions that may be raised about the program in general or about specific promotion/placement actions.

5-3. Employee complaints. Management will be fully responsive to any employee questions or complaints regarding the promotion and placement program or specific promotion or placement actions. Every effort will be made to resolve questions/complaints on an informal basis.

a. Nonselection from a properly developed Referral and Selection Register is not an appropriate basis for a complaint or grievance, unless the nonselection resulted from a violation of law, rule, regulation, or any negotiated agreement.

b. Any complaints/grievances will be filed in accordance with the appropriate negotiated agreement or agency grievance procedures.



Chapter 6  
Corrective Actions

6-1. Corrective Actions.

a. Failure to comply with laws, regulations, and established policies must be rectified promptly. Actions to rectify a violation may involve an employee who was erroneously promoted, an employee or employees who were not promoted or considered because of the violation, or officials who caused or sanctioned the violation. It may also include correction of program deficiencies. The nature and extent of actions to be taken in any case have to be determined on the basis of all the facts in the case, with due regard to the circumstances surrounding the violation, to the equitable and legal rights of the parties concerned, and the interests of the government.

b. Violations of the promotion program can have a serious impact on personnel management that goes far beyond the individual cases involved. Proper personnel actions are essential to assure the best-qualified persons available are staffing the activity and that all employees are receiving fair consideration. Thus, management officials have a special responsibility to ensure violations do not occur either by error or design. Violation of Merit System Principles is a prohibited personnel practice as defined in 5 USC 2302 and may form the basis for an adverse action.

6-2. Types of promotion violations.

a. Procedural. A procedural violation occurs when a promotion action does not conform to the requirements of this merit promotion and placement plan. Procedural violations may include:

- (1) Failure to consider an employee entitled to consideration.
- (2) Selection of an employee not in the best-qualified group.
- (3) Failure to give the required weight to an evaluation factor prescribed in the plan.

b. Regulatory. A regulatory violation occurs when the promoted employee did not meet legal requirements or regulatory requirements at the time of promotion. Regulatory violations may include:

- (1) Failure to meet time-in-grade requirements.
- (2) Failure to meet qualification requirements.

c. Program. A program violation occurs when the promotion plan does not conform to higher headquarters mandatory requirements. Program violations may include:

- (1) Use of inappropriate evaluation methods.
- (2) Establishment of inappropriate minimum areas of consideration.
- (3) Failure to consult employees and employee organizations when required.

6-3. Actions involving promotion decisions in progress. When any procedural, regulatory, or program violation is discovered while an action is in progress prior to commitment, the Civilian Personnel Office will immediately suspend the action and determine the actions necessary to correct the violation.

- a. If the violation can be corrected, the correction will be made and the action will resume.
- b. If the violation cannot be corrected, the action will be canceled and a new action will be initiated.
- c. If commitment has already been made to an erroneously selected employee, paragraphs 6-4 and 6-5, will apply.

6-4. Actions involving erroneously promoted employees.

a. Retention in position. The general rule is that an erroneously promoted employee may be retained in the position only if the promotion action can be corrected to conform essentially to all requirements as of the date the action was taken. As indicated above, however, corrective action decisions must be tempered by all the facts surrounding the violation. Under some conditions, it may be permissible to retain the employee in the position even when the general rule does not apply.

(1) In the case of a procedural violation, an employee may be retained in the position only if reconstruction of the promotion action shows that he or she could have been selected had the proper procedures been followed at the time the action was taken or the OPM office with jurisdiction gives approval.

(2) In the case of a regulatory violation, employees may be retained in the position only if they now meet the necessary qualifications or regulatory requirements and the OPM office with jurisdiction gives approval.

(3) In the case of a program violation, the employee generally may be retained in the position if there is no accompanying procedural or regulatory violation. OPM must be notified of the program correction made.

b. If employees are not retained in the position, they must be returned to their former position or placed in another position for which they are qualified. If the latter position is in a higher grade than the position they were in before the erroneous promotion, the position change is made under competitive promotion procedures as though the employee were still serving at the grade from which erroneously promoted.

6-5. Actions involving nonselected employees.

a. If the action taken to correct the erroneous promotion was to require the position be vacated, an employee who was not promoted or given proper consideration because of the violation (i.e. an employee in the best qualified group who was not selected or an employee who should have been in this group but was not) may be considered for promotion to the vacated position before candidates are considered under a new promotion or other placement action.

b. If the action did not include vacating the position, an employee who was not promoted or given proper consideration because of the violation may be given priority consideration under a new promotion or other placement action.

6-6. Actions involving misclassification of a position.

a. Employees may submit an appeal of their official position classification at any time. The appeal must be in writing and contain the reasons why the employee believes the position is erroneously classified or should be exempt or nonexempt under the Fair Labor Standards Act (FLSA).

b. Employees may not appeal the classification of any position to which they are not assigned by an official personnel action.

c. The following issues are not appealable as misclassifications:

(1) The accuracy of the official job description including the inclusion or exclusion of specific major duties. (When the employee questions the accuracy of the official job description, the employee will be directed to review the matter with his or her supervisor. If management and the employee cannot resolve their differences informally, the accuracy of the job description will be reviewed in accordance with administrative or negotiated grievance procedures.)

(2) An assignment or detail out of the scope of normally performed duties as outlined in the official job description.

(3) The accuracy, consistency, or use of supplemental classification guides.

(4) The title of the position, unless a specific title is authorized in a published classification standard or guide, or the title reflects a qualification requirement or authorized area of specialization.

(5) The class, grade, or pay system of a position to which the employee is detailed or promoted on a temporary basis.

d. Classifications may be appealed only on the basis of standards, not based on position-to-position comparisons. The accuracy of the grade level criteria contained in official standards or classification guides is not subject to appeal.

e. The effective date of any classification or reclassification action will normally be the beginning of the first pay period following the date the authorized official signs the allocation of the position.

(1) If the classification action requires a personnel action that will result in a loss of grade or pay to the occupant of the position, the agency must provide written notice to the employee before taking the personnel action.

(2) Classification actions may not be made retroactive unless the employee had been wrongfully demoted. (See 5 CFR 511.703)

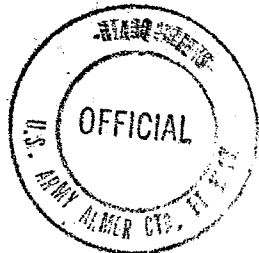
6-7. Actions involving failure to take a required personnel action.

a. Failure of supervisory or management personnel to take a required personnel action may constitute an unjustified or unwarranted personnel action under 5 CFR 550.803 and shall be corrected promptly when discovered.

b. Supervisors and employees are each responsible for reporting any known or suspected failure to take a required personnel action.

c. An employee is entitled to back pay only if the requirements of 5 CFR 550.804 and 5 USC 5596 are met.

FOR THE COMMANDER:



ROBERT L. BROOKS  
Director, Information Management

OFFICIAL:  
ROBERT T. GAHAGAN  
COL, GS  
Chief of Staff



**DISTRIBUTION:**

**B plus**

**500 -ATZK-CP**

**1 - Ea Civilian Employee**

**1 - Ea Supervisor of Civilian Employees**



### LIMITED VACANCY ANNOUNCEMENT

For use of this form, see Fort Knox Reg 690-5

**VACANCY:** \_\_\_\_\_ **NUMBER OF VACANCIES:** \_\_\_\_\_  
*(Pay Plan, Series, and Grade)*

\_\_\_\_\_  
*(Job Title)*

**TENURE:** \_\_\_\_\_ **NTE DATE:** \_\_\_\_\_  
*(Permanent/Term/Temporary)* *(Not to Exceed Date if Temporary or Term)*

**NOTE:** Positions filled on a Term or Temporary basis may later be converted to permanent without further competition.

**WORK SCHEDULE:** \_\_\_\_\_  
*(Full-time/Part-time/Intermittent)*

**OPENING DATE:** \_\_\_\_\_ **CLOSING DATE:** \_\_\_\_\_

**SPECIAL REQUIREMENTS:** \_\_\_\_\_

*(List requirements for shift work, extensive TDY, security clearance, physical requirements (e.g., lifting weight, extensive standing, etc.), or other unique considerations)*

**LOCATION:** \_\_\_\_\_  
*(Section, Branch, Division, or Organization)*

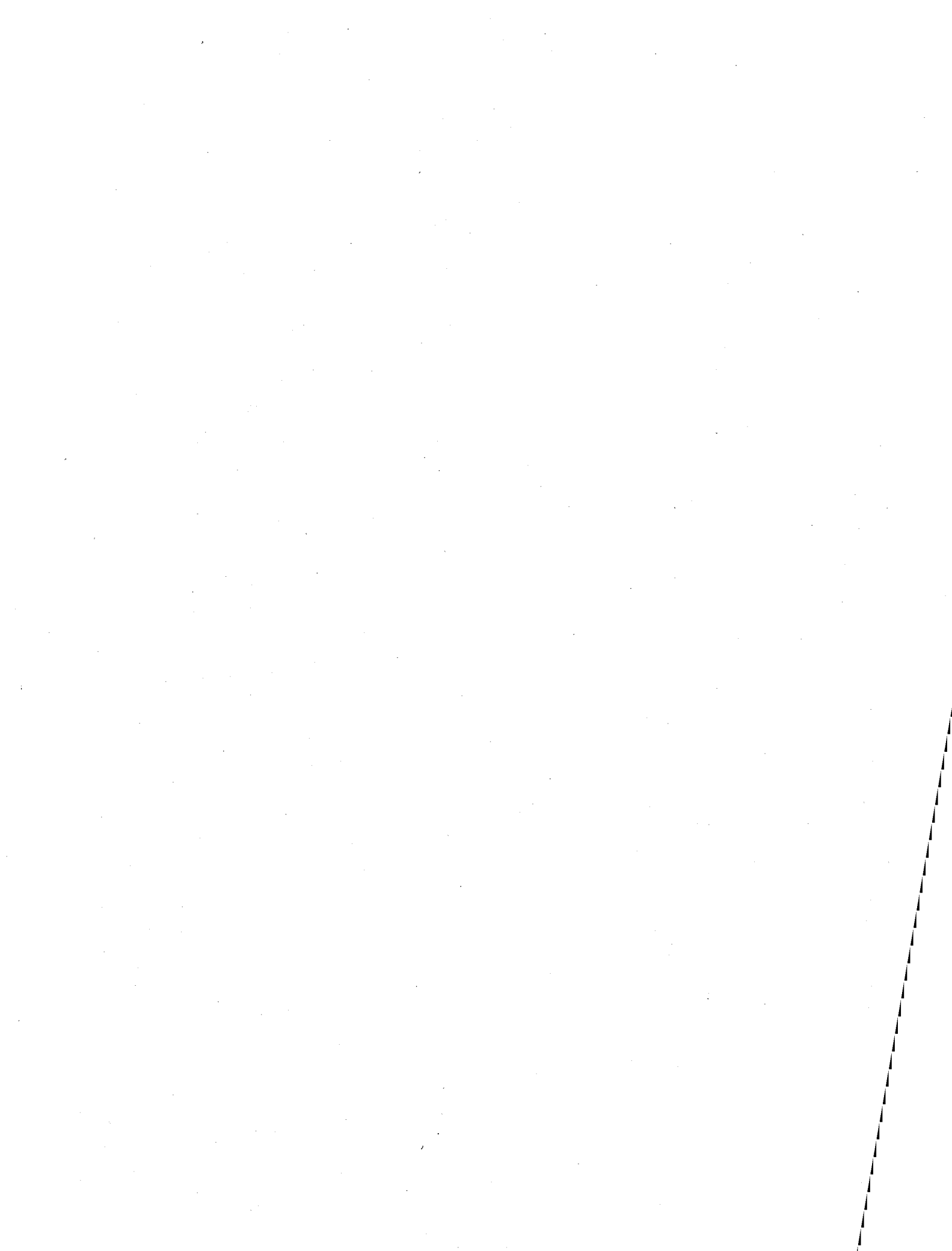
**AREA OF CONSIDERATION:** \_\_\_\_\_  
*(Section, Branch, Division, or Organization)*

**MAJOR DUTIES/FUNCTIONS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SELECTING SUPERVISOR:** \_\_\_\_\_  
*(Name, Title)*

**POINT OF CONTACT:** \_\_\_\_\_  
*(Name and phone number of person to contact for additional information)*

**WHERE TO APPLY:** \_\_\_\_\_  
*(Electronic mail address and/or building number, room number, and name of person accepting hard-copy applications)*



**DOCUMENTATION OF SELECTION  
UNDER "LIMITED" RECRUITMENT METHOD**

For use of this form, see Fort Knox Reg 690-5

**VACANCY:**

\_\_\_\_\_  
*(Pay Plan, Series, Grade, and Job Title)*

A "Limited" vacancy announcement (copy at enclosure 1) was issued to fill the vacancy listed above.

Employees who applied for this vacancy, within the specified area of consideration, are listed at enclosure 2.

Submitted applications from these candidates are at enclosure 3.

I considered these candidates based on the following job-related criteria to determine those who were "high quality:"

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I looked for candidates who indicated experience or training in the following areas:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I considered "high quality" candidates in the order specified in Fort Knox Regulation 690-5 (i.e., permanent full-time or part-time before permanent intermittent and all permanent employees before term employees).

I have selected the following candidate based on reason(s) shown:

\_\_\_\_\_  
*(Name of Selectee)*

**REASON(S) FOR  
SELECTION:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*(Signature of Selecting Official)*

\_\_\_\_\_  
*(Date)*

# APPLICATION FOR REPROMOTION

For use of this form, see Fort Knox Reg 690-5

## DATA REQUIRED BY THE PRIVACY ACT OF 1974

**AUTHORITY:** Title 5, U.S. Code, Sections 1302, 3109, 3301, 3302, 3304 through 3307, 3309, 3313, 3317 through 3319, 3326, 4103, 4723, 5532, and 5533; Executive Order 9397.

**PRINCIPAL PURPOSE(S):** To provide systematic and equitable procedures and methods for consideration and referral of employees eligible for repromotion.

- ROUTINE USES:**
- (1) Make application for repromotion.
  - (2) Determine eligibility for promotion.
  - (3) Establish files for automatic consideration.

**DISCLOSURE:** Voluntary. Failure to provide requested information could limit or restrict consideration for repromotion.

1. NAME: \_\_\_\_\_ SSN: \_\_\_\_\_

CURRENT TITLE, SERIES, AND GRADE: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_ WORK PHONE NO.: \_\_\_\_\_

2. POSITION INVOLUNTARILY DEMOTED FROM:

TITLE, SERIES, AND GRADE: \_\_\_\_\_

DATE: \_\_\_\_\_

3. OCCUPATIONS AND GRADE RANGES FOR WHICH INTERESTED:

	TITLE	PAY PLAN & SERIES	LO	HI
a.	_____	_____	_____	_____
b.	_____	_____	_____	_____
c.	_____	_____	_____	_____
d.	_____	_____	_____	_____
e.	_____	_____	_____	_____
f.	_____	_____	_____	_____
g.	_____	_____	_____	_____
h.	_____	_____	_____	_____
i.	_____	_____	_____	_____

**I UNDERSTAND THAT IF I AM SELECTED FOR A POSITION WHICH IS BACK TO MY TARGET GRADE (FROM WHICH DEMOTED) AND IT IS A VALID OFFER, I WILL LOSE MY RETAINED GRADE/PAY. I ALSO UNDERSTAND THAT I MUST SUBMIT A COMPLETED APPLICATION/RESUME ATTACHED TO THIS APPLICATION FOR REPROMOTION.**

\_\_\_\_\_  
SIGNATURE DATE

