



HUMAN RESOURCES THE SELECTING OFFICIAL POLICY

MERIT PROMOTION PLAN

POLICY NUMBER: 3330.1A

U.S. DEPARTMENT OF TRANSPORTATION

**PIPELINE AND HAZARDOUS MATERIALS
SAFETY ADMINISTRATION**

ORIGINATING OFFICE: HUMAN RESOURCES DIVISION

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OVERVIEW:

This Order provides the policies and procedures for the Pipeline and Hazardous Materials Safety Administration (PHMSA) Merit Promotion Plan (MPP).

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1.0 INTRODUCTION

1.1 Purpose

To provide the policies and procedures for the Pipeline and Hazardous Materials Safety Administration (PHMSA) Merit Promotion Plan (MPP).

1.2 Authorities

1. Title 5, United States Code, Chapter 33, Examination, Selection and Placement.
2. Title 5, Code of Federal Regulations, Part 335, Promotion and Internal Placement.
3. Departmental Personnel Manual (DPM) Chapter 335, Merit Promotion Plans.

1.3 Definitions

- 1.3.1 Career promotion – a promotion without current competition when at an earlier stage, an employee was selected from an OPM register or under competitive promotion procedures for an assignment intended to prepare the employee for the full performance level of the position being filled.
- 1.3.2 KSAs – the knowledges, skills, abilities, and other characteristics identified as necessary or important for successful performance in a position.
- 1.3.3 Selective factors – the job-related qualifications(s) essential for satisfactory performance on the job. These are in addition to the basic qualification standards for a position. (Example: ability to speak, read, or write a language other than English.)

2.0 POLICY

2.1 Merit and Non-Discrimination

Under the MPP, selections and promotions throughout PHMSA are based on job-related criteria and on merit principles. All actions are to be taken without regard to political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, non-disqualifying physical or mental disability, age, sexual orientation, or any other non-merit factor.

2.2 Selection

The selecting official has the right to fill or not fill a specific vacancy, to determine the most appropriate method for filling that vacancy, and to select or not select from among a group of best qualified candidates on a properly constituted selection certificate. The selecting official also has the right to select from other appropriate sources, such as from the Office of Personnel Management (OPM) certificates or

registers, any existing delegated direct hire authorities, reemployment priority lists, reinstatement, reassignment, repromotion, transfer, excepted appointments and special appointing authorities (Veterans Readjustment Appointment [VRA], Selective Placement). In choosing the appropriate source, the Selecting Official will consider PHMSA mission objectives, organizational and occupational diversity, affirmative employment goals, and PHMSA workforce plans. The selecting official may cancel the merit promotion process if the decision is made to not fill the position.

2.3 Coverage

2.3.1 Employees. Employees with competitive status are eligible to compete for promotion and other competitive opportunities. Within the limits of the provisions of the term authority, employees on term appointments may compete for promotions and other competitive opportunities.

2.3.2 Veterans Employment Opportunity Act. This plan also applies to individuals eligible under the Veterans' Employment Opportunities Act of 1998 (VEOA) which allows preference to eligibles or veterans to compete for vacancies under merit promotion procedures. Veterans are those who have been separated under honorable conditions from the armed forces with 3 or more years of continuous active service. Veterans who are selected are given career or career conditional appointments.

2.3.3 Positions

- (1) Positions in the competitive service, i.e., GS-1 through GS-15 are covered under MPP procedures.
- (2) Senior Executive Service (SES) positions and positions in the excepted service are not covered under this MPP.
- (3) The Director of the Human Resources Division may include positions not specifically covered by this Plan under the merit procedures described to allow for increased outreach or competition.

This merit promotion plan applies to merit promotion and reinstatement procedures and not OPM competitive procedures.

2.3.4 Actions Covered By Competitive Promotion Procedures. Competitive procedures must be followed for promotion actions and for other actions. These actions are summarized in the Appendix A of this directive.

- a. All permanent non-career ladder promotions.
- b. Time-limited promotions for more than 120 days (prior service during the preceding 12 months under non-competitive time-limited promotions and non-competitive details to higher graded positions counts toward the 120-day total). A temporary promotion may be made permanent without competition provided:
 - (1) the temporary promotion was originally made under competitive procedures;
 - (2) the normal minimum area of consideration for the position was used to recruit candidates; and
 - (3) the fact that the position might lead to a permanent promotion was made known to all potential candidates. [Also see 5 CFR 335.102(f)]

- c. Details for more than 120 days to higher-graded positions or to positions with known promotion potential greater than the employee's present position. (Prior service during the preceding 12 months under non-competitive time-limited promotions counts toward the 120-day total).
- d. Selection for training that is part of an authorized training agreement, part of a promotion program, or required before an employee may be considered for a promotion as specified in 5 CFR 410 Subpart C.
- e. Reassignment or demotion to a position with greater promotion potential than a position previously held on a permanent basis in the competitive service (except as permitted by reduction in force regulations 5 CFR 351).
- f. Transfers to a higher-graded position or a position with more promotion potential than a position previously held on a permanent basis in the competitive service.
- g. Reinstatement to a permanent or temporary position at a higher grade or with more promotion potential than a position previously held on a permanent basis in the competitive service. (e.g., it is possible to obtain career status at the GS-7 grade level, resign to work for private industry for several years, and then compete for a GS-11 position as a reinstatement eligible.)
- h. Reclassification to a higher grade level when:
 - (1) The organizational location of the position changes;
 - (2) Supervisory duties are added to a non-supervisory position;
 - (3) Two-grade interval work is assigned to a one-grade interval position; or
 - (4) When more than one employee is at the same grade, in the same or a like position, with the same geographic location, and office.

2.3.5 Actions Excluded From Competitive Promotion Procedures. The competitive procedures of this Plan do not apply to the following:

- a. Career ladder and other promotions to positions for which competition has taken place earlier, either by selection from a merit promotion register or through delegated examining procedures.
- b. A temporary promotion or detail of 120 days or less to a higher graded position or a position with known promotion potential.
- c. Promotion that results from an upgrading of a position without significant change in duties and responsibilities due to issuance of a new classification standard or the correction of an initial classification error.
- d. A position change permitted by reduction in force procedures.
- e. Re-promotion to a grade previously held on a permanent basis in the competitive service (or in another merit system with which OPM has an approved interchange agreement) from which the employee was separated or demoted for other than performance or conduct reasons.
- f. A promotion resulting from an employee's position being classified at a higher grade because of additional duties and responsibilities when:

- (1) The new position is a clear successor to the former position (i.e., the position retains the essential elements of the previous position but has been augmented over time by more complex duties or by the absorption of new program requirements);
- (2) No other employee in the OA is in a like position/grade level, within the same geographic area, is qualified and denied an opportunity to compete; an additional position/vacancy/backfill is not created; and
- (3) The position does not require competition as described in Section 7.

These promotion actions should be rare and must be supported by a formal narrative position classification evaluation report. The report must contain, at a minimum, a description of: what changes have occurred in the positions duties; where these additional duties originated from; whether these duties could have been incorporated into another position; and what effect these changes had upon the classification criteria for the position. This narrative evaluation report will be retained with the position description.

- g. A promotion, reassignment, demotion, transfer, reinstatement, or detail to a position having promotion potential no greater than the potential of a position currently or previously held on a permanent basis in the competitive service (or in another merit system which OPM has an approved interchange agreement).
- h. Consideration of a candidate not given proper consideration in a competitive promotion action.
- i. Certain excepted service appointments (e.g., Veterans Recruitment Appointments).

2.3.6 Details. A detail is the temporary assignment of an employee to perform different duties for a specified period of time with the employee returning to his/her regular duties at the end of the detail. Details are intended only for meeting temporary needs of the work program when necessary services cannot be obtained by other means.

Details are to be limited to the shortest practical period of time, and are not to be used to compromise the competitive principle.

The Director of the Human Resources Division is responsible for concurring on all actions concerning details with the appropriate office. The borrowing office is responsible for initiating the personnel request to generate the temporary detail of an employee and, when necessary, shall prepare the necessary documentation, including a performance appraisal, if appropriate. All details that extend beyond 30 calendar days must be documented in the employee's Electric Official Personnel Folder (eOPF).

- a. Details to Higher-Graded Positions. If an employee is temporarily detailed to a higher-graded position, the Human Resources Division (HRD) will encourage the use of a temporary promotion. Please note that temporary promotions for less than 120 calendar days are excluded from competitive procedures. A temporary promotion, detail for more than 120 calendar days to a higher graded position, or detail to a position with higher promotion potential must be made through merit staffing procedures. (Prior service during the preceding 12 months under noncompetitive details to higher graded positions and noncompetitive time-limited promotions counts toward the 120 calendar day total).

- (1) If determined that a time-limited promotion or detail to a higher grade is needed for longer than 120 calendar days, the selecting official should first consider rotating the 120 calendar days (or less) details/time-limited promotions among qualified and interested employees. Selecting officials are encouraged to be creative when rotating these types of assignments among qualified and interested candidates. If rotational assignments are not a reasonable consideration, the position must be advertised for the anticipated length of the entire temporary assignment (if the duration of the assignment will be longer than 120 calendar days).
 - (2) Temporary details to a higher grade or time-limited promotion actions that exceed 120 calendar days must be advertised, and generally, will be advertised with the minimum area of consideration being PHMSA-wide. However, exceptions to the PHMSA-wide only announcements can be made if the selecting official documents specific reasons why a more restrictive area of consideration (i.e., Headquarters or Regional Office employees only) would be beneficial to the agency. The selecting official must provide specific position-related, budgetary, or other justifications for restricting the area of consideration to less than PHMSA-wide. This justification must be submitted to the Director of Human Resources prior to the advertisement of the position.
- b. Details to the Same Grade or to Unallocated Duties. All details to the same grade, or to unallocated duties for which the employee will receive the same amount of pay he/she currently receives, will be made in 120 calendar day increments or less. While this type of detail can be made in 120 calendar day increments up to one year, selecting officials must provide appropriate documentation to the HRD justifying a detail for longer than 120 calendar days.
- (1) If the selecting official determines that a detail is needed for longer than 120 calendar days, the manager should first consider rotating the detail among interested employees who possess the knowledge, skills, and abilities to perform the duties of the position being filled. Selecting officials are encouraged to be creative when rotating these types of assignments among qualified and interested candidates (i.e., considering less than 120 calendar day increment assignments). In selecting volunteers for rotational detail assignments, selecting officials can determine rotational assignments from among a number of methods, including but not limited to, seniority, competencies/skill development, random numbering system, or other appropriate and equitable basis.
 - (2) If rotational assignments are not a reasonable consideration, managers can consider advertising the detail for the anticipated length of the entire temporary assignment. Details that exceed 120 calendar days should be advertised with the minimum area of consideration being PHMSA-wide. However, exceptions to the PHMSA-wide only announcements can be made if the manager documents specific reasons why a more restrictive area of consideration (i.e., Headquarters or Regional Office employees only) would be beneficial to the agency.
 - (3) In certain situations, it is beneficial for the PHMSA to have one person in the detail assignment.

Again, details can be made in 120 calendar day increments up to one year. However, the selecting official must provide specific reasons (i.e., information related to training costs, nature of the position, job function, personal contacts, and benefits to the agency) for the continuance of one individual in the detail assignment. All documentation must be submitted to the Director of Human Resources for final approval. This justification must be submitted to the Director of Human Resources prior to the filling or continuance of the position.

2.4 Methods Used For Filling Positions

- 2.4.1 General. The selecting official should consider various recruitment sources and methods for filling a position taking into consideration organizational and occupational diversity, under-representation/affirmative employment goals, PHMSA workforce plans, and effective utilization of employees. Procedures may include such actions as placing a candidate with priority consideration, reassigning an employee, or announcing a Merit Promotion Opportunity.
- 2.4.2 Recruitment Advertisements. For positions to be filled under this Plan, a recruitment advertisement will be posted on the Automated Recruitment System described below and OPM's USAJobs website, making the information easily accessible to all potentially interested candidates within the area of consideration. When consistent with the area of consideration, copies of recruitment advertisements will be sent electronically to external recruitment sources most likely to produce highly qualified candidates in consideration of organizational diversity and affirmative action goals as well as agency workforce plans.
- 2.4.3 Areas of Consideration. The area of consideration for eligible applicants should be large enough to provide an adequate supply of well qualified candidates. In determining the organizational and geographic area, the grade level, specialized qualifications needed for successful performance, and nature of the position being filled should be considered.

(1) Minimum Area

The minimum area of consideration will be PHMSA-wide. The Selecting Official officials involved in filling a position may request an area of consideration larger than the minimum to ensure the availability of sufficient high quality candidates.

CITE: Eugene R. Platt, 61 Comp Gen. 156 (1981) Generally, a transfer will be considered in the interest of the United States, therefore, with respect to merit transfers, there is a presumption that relocation benefits will be provided unless the agency has adopted a specific contrary policy regarding the payment of relocation benefits and the determination not to offer such benefits is stated in the job vacancy announcement.

(2) Expanded Areas of Consideration

An expanded area of consideration may be used when the selecting official and HRD agree that a broader area of consideration is desirable to seek candidates.

- 2.4.4 Length of Open Period for Announcements. All PHMSA vacancy announcements will be open for a minimum period of five (5) calendar days. A longer period may be used if circumstances indicate that it is necessary to produce an adequate number of well qualified candidates.
- 2.4.5 Extending and Re-opening Announcements. Once a specific announcement has been advertised and does not produce an adequate supply of high quality candidates, the length of the open period may be extended and/or the area of consideration may be extended. In order to extend the area of consideration, the vacancy must be systematically re-announced. The selecting official may also choose to pursue other means of filling the position (See Section 2.1.2)
- 2.4.6 Methods for Locating Candidates. The decision as to what combination of recruitment methods will be used to fill a particular vacancy must be based on sound The Selecting Official consideration, and may vary for the same type of position depending upon circumstances in place at the time of the recruitment.
- a. Priority Consideration Eligibles. Applicants who are entitled to selection priority based on the requirements of the Career Transition Assistance Plan (CTAP), Interagency Career Transition Assistance Plan (ICTAP), or Reemployment Priority list (RPL) (see 5 CFR Part 330) must be considered for vacancies for which they qualify before other candidates are referred.
- (1) Reemployment Priority List. Employees separated from DOT by reduction-in-force (RIF) or fully recovered from a compensable injury after more than one year are entitled to consideration for vacancies for which they qualify before other candidates are referred.
 - (2) DOT Career Transition Assistance Plans (CTAP) for Local Surplus and Displaced Employees. CTAP provides special selection priority to well-qualified (those who score 85 points or higher on the assessment) surplus and/or displaced agency employees who apply for agency vacancies in the local commuting area, before selecting any other candidate from either within or outside the agency.
 - (3) Interagency Career Transition Assistance Plan (ICTAP) for Displaced Employees. Provides special selection priority to well-qualified (those who score 85 points or higher on the assessment) displaced Federal employees, who apply for DOT vacancies in the local commuting area, before selecting any other candidate from outside the agency. This applies only when making selections from outside the DOT workforce and does not prohibit movement from within DOT Operating Administrations (OAs) and Office of the Secretary (OST) ICTAP must be cleared every 90 days to ensure that displaced employees' rights are respected.
- NOTE: Veterans eligible for a VEOA appointment may also apply to ICTAP announcements; however, they are not afforded priority in the selection process.
- (4) The selecting official may submit an "internal" announcement that limits applicants to current status employees of PHMSA. (Status includes internal employees on VRA, or non-time limited Schedule A disability appointments, as well as FAA employees eligible for selection under the interchange agreement.)
 - (5) The selecting official can also submit an "external" merit promotion announcement. When a merit promotion announcement permits both DOT and

employees from other agencies to apply, the announcement is required to include information concerning consideration under the VEOA.

2.5 How Applicants Apply For Merit Promotion Consideration

Specific application procedures will be stated on the vacancy announcement. Applicants must adhere to those procedures in order to be considered for the vacancy.

2.6 Eligibility and Minimum Qualifications

Applicants must meet the following general qualifications and eligibility requirements by the closing date of the vacancy announcement:

Job Analysis. Job analysis establishes the validity of the position questions by showing, through documentation, that they are representative of job content and are related to actual job performance. The human resource specialist in conjunction with the selecting official or subject matter expert develops the position questions. Each question is weighted based on the criteria required for each position as indicated in the job analysis. A separate job analysis is required for each grade level that the OA submits to competition.

Requirements. Applicants must meet the minimum qualification requirements as prescribed by OPM qualification standards, including any written test required by the standard, selective factors, or modifications to the qualifications standards which have been authorized by the OPM for certain noncompetitive actions. Selective factors, or KSAs, represent qualifications essential to successful performance in the position to be filled and are considered to be part of the minimum qualification standard. Applicants must provide evidence that they are capable of performing the duties and responsibilities of the position. Qualification standards, selective factors, KSAs, and any modifications to the qualification standards will be listed on the vacancy announcements for the specific position vacancies. The complete Qualifications Standards Handbook is available for review by employees in the HRD. Employees at field locations may obtain a copy of specific qualification standards upon request.

The OPM Qualifications Standards Handbook for General Schedule Positions also can be accessed through the OPM website: www.opm.gov/qualifications/index.htm.

2.6.1 Time-In-Grade Restrictions. Candidates for advancement must have completed at least 52 weeks of service in positions no more than one grade lower than the position to be filled. If there is no position in the normal line of promotion to the position to be filled, candidates must have at least 52 weeks of service in positions no more than two grades lower than the position to be filled. Candidates may be advanced without time restriction to positions up to GS-5 if the candidate meets the qualification requirements and the position to be filled is not more than two grades above the lowest grade the employee held within the preceding 52 weeks under his/her latest non-temporary competitive appointment.

2.6.2 Reinstatement. There is no time limit on the reinstatement of preference eligibles or employees who have met the service requirement for career tenure (a 3-year period of substantially continuous creditable service in accordance with Title 5 CFR Part 315). Other persons may be

reinstated only within three years following the date of their separation from the Federal service (unless the time is extended in accordance with the OPM regulations).

- 2.6.3 Time-After-Competitive Appointment. An employee may be detailed, reassigned, or promoted to a different line of work or to a different geographical area only after 90 calendar days have elapsed since the employee's latest non-temporary competitive appointment. This waiting period applies to all competitive appointments from registers of eligibles or appointments made under a direct hire authority.

Applicants who do not meet the above requirements/restrictions are ineligible for further consideration.

2.7 Automated Recruitment System

- 2.7.1 Automated Recruitment System. A web-based application system which automates both internal and external recruitment processes for PHMSA will be used for all PHMSA merit promotion announcements. This system is used by potential candidates for employment and allows candidates to electronically apply for positions on line by submitting a resume and answering job related questions. The automated recruitment system determines if applicants are qualified, scores applicants' question responses, develops selection certificates, provides status notifications electronically to applicants, and maintains required documentation for merit promotion case files.
- 2.7.2 Executive Agent. The Federal Highway Administration serves as the executive agent and manages the automated servicing to PHMSA through the use of Hiring Manager which will interface internally and externally with OPM's automated staffing system.

2.8 Evaluation of Candidates

- 2.8.1 Eligibility. All applications will be screened by the servicing personnel office/Executive Agent to determine if minimum qualification requirements prescribed by OPM, pertinent selective factors, and other eligibility requirements are met for the advertised position.
- 2.8.2 Rating of Candidates.

- (1) All qualified candidates will be further evaluated on the relevance of their experience, education, training, performance, honors, awards and outside activities in relation to each KSA. This evaluation will be automated, using questions to which the applicant has responded which were developed by the supervisor/selecting official or subject-matter expert (SME) in conjunction with the human resources consultant based on a structured job analysis to determine indicators of successful performance for the position.
- (2) The selecting official will choose from among the best qualified candidates.
- (3) Non-promotion candidates who do not have to compete (see Attachment, Actions Excluded from Merit Promotion Procedures) may also be evaluated by an ad hoc rating panel, SME or other appropriate individual, if requested by the selecting official. They will be considered to be separate from the promotion candidates.

2.9 Certification of Candidates

Applicants are certified in the following manner:

- a. Certified candidates in different categories (i.e., different grade levels) must be clearly identified in separate groupings.
- b. All candidates placed on the certificate will be listed in alphabetical order.
- c. Only those candidates rated as Best Qualified will be considered for selection.
- d. The selection certificate is valid for 30 calendar days from the date of issuance.

2.10 Selection Procedures

2.10.1 Selecting Officials. Supervisors are the selecting officials for all positions under his/her jurisdiction.

2.10.2 Action by the Selecting Official.

- (1) The selecting official is responsible for taking timely action on the certificate(s), in accordance with instructions contained on the certificate.
- (2) Upon receipt of the certificate, the selecting officials are encouraged to interview the best qualified candidates. If one candidate is interviewed within a group on the selection certificate, all other candidates within that same group must be interviewed as well. Interviews may be conducted personally or by other means. The selecting official may also request that other qualified individuals interview the candidates.
- (3) The selecting official may choose any candidate from among those who have been certified and rated as best qualified, based on his or her own judgment of how well candidates will perform in the position being filled. The selecting official will assure that fair consideration has been given to all candidates.
- (4) The selecting official may make selections for additional, unadvertised vacancies if (1) the selective and quality ranking factors are substantially the same as those for the advertised vacancy; (2) priority placement lists are checked and found clear; and (3) the additional selections are made before the closing date of the certificate.
- (5) If no selection is made, the fact and reason will be documented in the merit promotion file.
- (6) Only the PHMSA Human Resources Division has authority to make official offers of employment.

2.10.3 Clearances. The Office of the Secretary may issue requirements for approval of appointments to certain categories of positions (e.g., key financial selecting official positions.)

3.0 PROMOTION RECORDS

The Executive Agent and the PHMSA Human Resources Division will maintain the Merit Promotion file for two years or until the time limit for grievances has elapsed in accordance with Title 5, CFR, Part 335.

4.0 INFORMATION AVAILABLE TO APPLICANTS

- a. The Human Resources Division is responsible for notifying, either directly or through the Executive Agent, all applicants regarding the disposition of their application for an announced vacancy. This should normally be done as soon as possible after the selection is made.
- b. The following information is available upon request to candidates about an action for which they applied:
 - * the name of the individual(s) selected
 - * information on whether the candidate was found qualified
 - * information on whether the candidate was among those referred to the selecting official
 - * the candidate's own rating or score
 - * the name of the selecting official
- c. Employees are not entitled to the following information:
 - * access to the crediting/rating plan or weighting of the evaluation questions
 - * information about panel deliberations (if any)
 - * the names of the panel members (if any)
 - * specific information about other candidates which would constitute an invasion of privacy and violate the Privacy Act (5 U.S.C. 552a).
- d. An employee having questions or concerns about the filling of a particular vacancy should first discuss them with his/her supervisor or the Human Resources Division. If not satisfied, the employee may file a grievance under the administrative grievance procedures as set forth in DPM Letter 771-1, dated May 18, 1988. Non-selection from a group of properly ranked and certified candidates is not an appropriate basis for a grievance. There is no right of appeal to OPM.
- e. If an employee believes that his or her non-selection under the merit promotion process was based on a non-merit reason, such as race, color, religion, sex, national origin, age, handicap or retaliation, the employee may consult with an Equal Employment Opportunity counselor about the discrimination complaint process. Any discrimination complaint should be filed in accordance with 29 CFR Part 1614, Federal Sector Equal Employment Opportunity.

5.0 REVIEW AND EVALUATION OF MERIT PROMOTION PLAN OPERATIONS

Merit promotion files are subject to post audit by OPM, DOT, and PHMSA as provided by statute.

APPENDIX A: CHART OF ACTIONS COVERED BY OR EXCLUDED FROM COMPETITIVE MERIT PROMOTION PROCEDURE

TYPE OF ACTION	COMPETITIVE MERIT PROMOTION PROCEDURES ARE <u>REQUIRED</u> FOR:	ACTIONS EXCLUDED FROM MERIT PROMOTION PROCEDURES
Promotions	Any personnel action resulting in a permanent promotion except those excluded in Column C of this Appendix.	Career Promotions <ol style="list-style-type: none"> 1. Promotions, when at an earlier stage the employee was selected: <ul style="list-style-type: none"> - through competition under a vacancy announcement which indicated that the position had known promotion potential - from an OPM register for a career ladder position - under a formal training program, including upward mobility 2. Promotion, when the job was reclassified at a higher grade based on additional duties. 3. Promotion resulting from a change in classification standards or classification error.
Temporary Promotions	Over 120 days to a higher grade position	120 days or less to a higher grade position. Extensions for up to five years, if previously filled competitively. Can become permanent without further competition under certain conditions.
Term Promotions	To a higher grade position	Can become permanent without further competition, if previously filled competitively and the fact that it might lead to a permanent promotion was made known to all potential candidates.
Details – to a higher grade or to a position with greater known promotion potential than present position.	Over 120 days	120 days or less. Extension of detail for up to one year in 120 day increments, if previously filled competitively.
Selections for training	Part of authorized training agreement or promotion program or required for promotion consideration.	
Reassignment/demotion	Reassignment/demotion to position with greater promotion potential than the position last held.	Reassignment/demotion to a position with no known promotion potential or having no greater promotion potential than current position.
Transfers/reinstatement	Transfer to higher grade position or one with greater known promotion potential. Reinstatement to a higher grade position than previously held in the competitive service.	Reinstatement/transfer to a position at no higher grade or with no greater promotion potential than previously held in the competitive service provided that the candidate has not been removed from the grade for performance reasons or "for cause."