



DEPARTMENT OF THE ARMY
UNITED STATES ARMY CIVILIAN HUMAN RESOURCE AGENCY
USACHRA WEST REGION, WHITE SANDS MISSILE RANGE
CIVILIAN PERSONNEL ADVISORY CENTER
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6 June 2006

**REPLY TO
ATTENTION OF**

PECP-WER-K

**WHITE SANDS MISSILE RANGE SUPPLEMENT TO THE WEST REGION MERIT
PROMOTION AND PLACEMENT PLAN**

1. **PURPOSE:** This plan establishes the policies and procedures not covered by the WEST REGION MERIT PROMOTION AND PLACEMENT PLAN dated 11 August 2003 and not covered by bargaining unit agreements or Higher Headquarters requirements for promotions and other competitive placement actions for activities serviced by the Civilian Personnel Advisory Center, White Sands Missile Range, New Mexico. This supplement supersedes White Sands Missile Range Regulation 690-1 dated 1 May 1984, in its entirety.

2. **SCOPE:** The provisions of this plan apply to all activities for which the Human Resource Officer, White Sands Missile Range, New Mexico, provides civilian personnel management services and covers all competitive service positions except those that are excluded by the West Region Merit Promotion and Placement Plan.

3. **PROCEDURES:**

a. Selection of candidates for vacant positions will be made promptly, normally within fourteen days of issuance of referral. Extensions may be requested.

b. Information about requirements and procedures of the merit promotion program will be provided to the activity commanders, supervisors, employees and employee groups. Employees will receive information about opportunities for promotion available to them through www.cpol.army.mil.

c. Views of management, supervisors and employee groups will be solicited and considered in the development and significant revision of the merit promotion program.

4. **RESPONSIBILITIES:**

a. Civilian and military supervisors of civilian employees will be responsible for:

(1) Familiarizing themselves with and actively supporting the Merit promotion Program and recommending improvements.

(2) Keeping their subordinates fully informed on the basic principles, policies and operations of the program.

(3) Seeking advice from CPAC Specialist before submitting promotion and/or placement Requests for Personnel Action.

(4) Submitting written, valid selective placement factors (including tours of duty, working conditions and uncommon tasks) to the WCPOC.

(5) Developing job-related evaluation criteria in terms of the skills to be used in determining best qualified candidates through an automated ranking/referral system.

(6) Serving and assuring subordinates are available to serve on evaluation panels, when required.

(7) Assisting employees under their supervision in preparing resumes and applying for vacancies when requested.

(8) Rendering fair and objective appraisals of subordinates' performance for consideration in the Merit Promotion process.

(9) Releasing selected employee within specified time limitations. See Paragraph number 8 for time limitations..

(10) Responding promptly to employees as needed or requested and acting promptly on an employee's complaint in connection with this program.

b. Employees will be responsible for:

(1) Keeping informed on provisions of this plan and the West Region Merit Promotion and Placement Plan, requesting information when needed and following procedures for applying for vacancies.

(2) Taking the initiative to check for job opportunity announcements on a regular basis.

(3) Taking the initiative to take advantage of opportunities for self-development and acquiring the skills and training necessary for advancement.

(4) Applying for positions in which they are interested and for which they believe they meet the qualification requirements.

(5) Suggesting improvements to the Merit Promotion and Placement Plans and Program.

(6) Nonbargaining unit employees will be available to serve on evaluation/interview panels when required.

(7) Keeping Resumix Resumes up to date to reflect newly acquired experience, education and training.

(8) Keeping Official Personnel Folders up to date to reflect newly acquired skills, education and training. This may be done by submitting an SF 172 or plain bond paper with the same information.

c. The Civilian Personnel Advisory Center Director will be responsible for:

(1) Ensuring, in conjunction with the Equal Employment Opportunity Officer, that the plan is responsive to meeting EEO affirmative action goals.

(2) Determining validity of selective placement factors used in evaluating candidates for promotion when requested by management before the Request for Personnel Action is created.

(3) Conducting tests as necessary.

(4) Reviewing selections with EEO to ensure justifications for selection are merit-based.

(5) Assisting supervisors in discharging their responsibilities.

(6) Providing training on the requirements and procedures of the plan to supervisors and employees.

(7) Considering comments and suggestions about the Merit Promotion Program and Plan made by supervisory personnel, employees and employee organizations.

d. Selecting Officials will be responsible for:

(1) Objectively considering all referred candidates. Selection from among the candidates referred is not mandatory. Management may select from other appropriate sources for example, reemployment priority lists, reinstatement, transfer, handicapped or Veteran Readjustment Act eligibles or those within reach on an appropriate OPM or DEU certificate.

(2) Selections will normally be made by the first-line supervisor over the vacancy to be filled and may be subject to concurrence by the second-line supervisor. All appropriate items on the referral will be completed by selecting and/or concurring official.

(3) The selecting and/or concurring official may choose whether or not to interview one or more candidates who are immediately available. Interviews, either of one, some or all candidates, are not mandatory.

(4) The selecting official may make a selection as an individual or may appoint a panel to assist in making a selection. Likewise, a concurring official may appoint a panel. When used, the panel will recommend a selection/concurrence only; the recommendation may or may not be accepted.

(5) The Selecting Official will consider experience, performance appraisals and awards that relate to the position being filled to the extent that they are reflected in the resume. However, Selecting Officials may further consider these matters through means such as reference checks, review of personnel files, applicant submissions, etc. Selecting Officials may consider interviews, training, tests (tests must be validated and approved through CPAC), etc.

(6) Selecting Officials must base their selections on one or more legitimate, job-related reasons as to why the selectee may be expected to perform the job most successfully.

5. PROMOTIONS AS EXCEPTIONS TO COMPETITIVE PROCEDURES:

a. A promotion resulting from the addition of duties and responsibilities may be made noncompetitively only when all the following conditions have been met: There are no other employees at the same grade in the unit supervised by the selecting official who are performing duties substantially the same as those performed by the employee before the addition of the new duties and responsibilities. (For example, in classification, jobs are considered substantially the same when major duties, supervisory controls knowledge required, and working conditions are the same. This includes jobs that meet the qualification requirements for the new job.) The employee continues to perform the same basic functions as those in the former position, and the duties of the former position are administratively absorbed into the new position. The addition of the duties and responsibilities does not adversely affect another employee's position, such as job abolishment or reduction in known promotion potential. The employee meets all eligibility and qualification requirements for the position. Use of this exception is at the discretion of management.

b. Promotion to grade previously held on a permanent basis may not be made to a grade from which an employee was demoted or separated for performance or conduct reasons.

c. Management is responsible for submitting timely appraisals and career ladder promotion RPAs. Career ladder promotion may not be made if the employee's current rating of record has a rating below successful on any objective that is also critical on the next higher grade of the career ladder. (Under TAPES, all objectives are critical).

6. HIRING LIMITATIONS: There are a number of circumstances which may require various types of hiring limitations. These conditions are not cause for deviation from any of the requirements of this and the West Region Merit Promotion and Placement Plan. If a position is to be filled during periods of limited hiring, the minimum area of consideration may not be reduced, the job-related evaluation criteria or other qualification requirements may not be altered to give preference to candidates within the affected organization or activity, and all

candidates referred will be given proper consideration. If a selected candidate from outside the activity cannot be placed because of hiring limitations, the placement may be delayed pending employment authorization or other action which would permit placement.

7. CORRECTIVE ACTION INVOLVING RESPONSIBLE OFFICIALS: Violations of the merit promotion program can have a serious impact on the total personnel management program that goes beyond the particular cases involved. Proper promotion actions are essential to assure that WSMR is being staffed by the best candidates available and employees are receiving fair consideration. Thus, civilian and military management officials have a special responsibility for seeing that violations do not occur either by error or design. An official who permits a violation to occur shall be informed of the violation and told what to do to avoid repetition. If insufficient guidance to the official contributed to the violation, the Human Resource Officer shall correct this deficiency. Whether disciplinary action should be taken against an official, and the type of action, will depend on such factors as the severity of the violation, the motivation for the violation, and whether the violation was repetitive. Such disciplinary action may include reprimand, withdrawal of authority to make selections or promotions, suspension, or removal from the position or service. The type of action taken against officials (civilian or military) responsible for a violation will be in accordance with applicable laws and regulations regarding military or civilian personnel.

8. RELEASE OF SELECTED EMPLOYEES:

a. Selecting and/or concurring officials are not authorized and will not make firm offers or tentative offers to selected candidates.

b. The Civilian Personnel Advisory Center will notify the selected candidate and his/her supervisor and arrange a release date.

c. Time Limitations:

(1) When an employee has been selected for another position and has accepted the position, the losing organization will normally provide a release date within 3 workdays following the request from the CPAC representative, unless there are extenuating circumstances.

(2) The release date for employees selected for promotion/reassignment/change-to-lower-grade to a position that has promotion potential will be NLT the beginning of the first pay period that is not more than three weeks after firm commitment, unless there are extenuating circumstances.

(3) The release date for employees selected for a lateral reassignment or change to lower grade to a position that does not have promotion potential will be NLT the first pay period that provides no more than 30 days notice to the losing organization, unless there are extenuating circumstances.

9. QUALIFICATIONS FOR WAGE SUPERVISOR POSITIONS: Candidates must fully meet the requirements for technical competence for the occupation in which the position to be filled is graded.

2 Enclosures
Details
Temporary Promotions

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Enclosure 1: DETAILS

a. A detail is the temporary assignment of an employee to a different position or set of duties for a specified period with the employee returning to his/her original position at the end of the detail. There is no formal position change. Officially the employee continues to hold the position of record from which detailed and keeps the same status and pay. Employees do not need to meet qualification standards in order to be detailed. However, employees must meet positive education requirements and special licensure requirements in order to be detailed into a position with these requirements.

b. Details are intended for meeting temporary needs of the agency's work program or mission requirements when necessary services cannot be provided by other means. Details can be used in situations such as temporary shortage of military or civilian personnel or emergency work situations.

c. Competitive service employees may be detailed to positions in the competitive service or the excepted service. Excepted service employees may only be detailed to excepted service positions when approved by OPM except that employees serving under Schedule A, Schedule B, the Veterans Readjustment Act or Defense Civilian Intelligence Personnel System may be detailed to excepted service or competitive service positions (CPMS).

d. An employee who continues to carry out the duties of the position to which permanently assigned and also performs some of the duties of another position for a limited time generally is not considered to be on detail. Details to higher level positions should be made competitively when the duration of the detail and the nature of the assignment are such that the employee can be expected to perform the majority of the grade-controlling duties. When employees are qualified for promotion and are assigned to higher grade positions for more than 30 days, use of a temporary promotion instead of a detail is encouraged (See the union contract for detail of fully qualified bargaining unit employees.)

e. Details should not be used to qualify or prepare employees for promotion or to reassign them to positions with promotion potential.

f. Documentation is not necessary for a detail that is identical to or of the same grade and series requiring the same basic duties as the employee's current position or for details that last less than 30 calendar days. Details for 30 calendar days or less will be made verbally by proper supervisory authority. Employees may document less than 30 day details by completing and submitting a written statement to the Civilian Personnel Advisory Center for inclusion in their Official Personnel Folders. Employees should also include this information in their Resumix resumes. All other details will be documented by a Request for Personnel Action (RPA), including those that involve changes to premium pay and movements between Federal Labor Standards Act (FLSA) exempt and non-exempt positions.

g. Details (or a combination of detail and temporary promotion) to a higher grade may be non-competitive for up to 120 days within one year. Any extension or new detail within the year requires that competitive procedures be applied. Exceptions would be employees who

are eligible for repromotion. Details may be extended up to one year in 120 day increments. Commanders/SES/Directors may be delegated authority to extend details beyond one year. Employees must be informed in writing of the reason for and duration of the detail and each extension.

h. Details to the same or lower grade may be processed for up to 120 days. Details may be extended up to one year in 120 day increments. Commanders may be delegated authority to extend details beyond one year. Employees must be informed in writing of the reason for and duration of the detail and each extension.

i. The 120-day limitation mentioned above for details and renewals of details may not apply under specific circumstances in connection with a military installation closure or realignment.

j. Details automatically terminate on the expiration date specified in advance, unless terminated earlier or extended prior to the expiration date. Early termination or extension of details that were processed by a Request for Personnel Action must be accomplished by submitting a Request for Personnel Action to terminate/extend in advance of the extension/termination date, as appropriate.

Enclosure 2: TEMPORARY PROMOTIONS

- a. A temporary promotion is the temporary assignment of an employee to a higher graded position for a specified period of time, with the employee returning to his/her permanent position upon the expiration of the temporary action. In order for an employee to be temporarily promoted, he/she must meet the same qualification requirements that are necessary for a permanent promotion. The temporarily promoted employee receives the higher graded salary for the period assigned and gains quality experience and time-in-grade at the higher grade level.
- b. Temporary promotions are intended for meeting temporary needs of the agency's work program when necessary services cannot be provided by other means. Temporary promotions can be used to: fill temporary positions, accomplish project work, fill positions temporarily pending reorganization or downsizing or meet other temporary needs. Request for Personnel Action for up to 120 day temporary promotion must include the following information: has there been another employee(s) temporary promoted within the preceding year to the same position.
- c. A temporary promotion of up to 120 days may be made noncompetitively, which means the selected employee does not have to compete with other employees for the temporary assignment. All time spent on noncompetitive temporary promotions and details to higher graded positions during the preceding 12 months counts toward the 120-day total. If the temporary promotion is extended beyond 120 days, competition is required. Competition should start early enough so that a referral can be issued and a selection made before the 120 days expire.
- d. The maximum time period for a temporary promotion is 5 years, unless the Office of Personnel Management (OPM) authorizes the agency to make and/or extend it for a longer period. A temporary promotion that was originally made under competitive procedures can be extended up to 5 years without further competition.
- e. A temporary promotion may be made permanent without further competition provided the temporary promotion was originally made under competitive procedures and the fact that it might lead to a permanent promotion was made known to all potential candidates.
- f. To determine if an employee is eligible to receive a 120 day non-competitive temporary promotion; a year lasts from the effective date of the first temporary promotion in one year to the close of the immediately preceding date in the next year. For example, an employee temporarily promoted noncompetitively on 1 September 2005 will be eligible to be temporarily promoted noncompetitively on 1 September 2006. When a temporary promotion is terminated, the employee will be returned to the position from which temporarily promoted.
- g. The local union contract should be reviewed prior to effecting temporary promotion actions of employees covered by a bargaining unit.

h. Temporary promotions must be terminated through a Request for Personnel Action on the expiration date specified in advance, unless terminated earlier or extended prior to the expiration date. Early termination or extension must be accomplished by submitting a Request for Personnel Action.