

CHAPTER 6

TEMPORARY PROMOTIONS

Refer to the Fort Bragg Internal Placement Plan and the collective bargaining agreement with AFGE Local 1770 for additional governing provisions.

6-1. GENERAL.

A temporary promotion is the temporary assignment of an employee to a higher graded position during which the employee will receive a higher rate of compensation. The situations appropriate for placing an employee in a position involving a temporary promotion are much the same as for detailing an employee. However, a temporary promotion may not be used for the purpose of training or evaluating an employee in a higher graded position, and it is not appropriate for short duration assignments, i.e., less than 30 days. It is DA policy that, whenever a temporary assignment to a higher graded position is expected to last longer than 60 days, consideration be given to temporarily promoting the employee in lieu of detail. The negotiated contract agreement requires that, when an employee is fully qualified for promotion and is assigned to perform the duties of an established bargaining unit position of a higher grade for more than 60 consecutive calendar days, a temporary promotion will be made.

6-2. PROCEDURES.

a. Temporarily promoted employees receive compensation at the grade to which they are promoted. An employee receiving a temporary promotion must be required to fully assume the grade controlling duties and responsibilities of the higher graded position. Employees must meet the minimum qualification standards established by OPM for the position to which he/she is being temporarily promoted. Temporary promotions for 120 days or less can be made without the use of competitive procedures. Any temporary promotion that will result in the employee serving a higher grade for over 120 days within a 12-month period must be made under competitive procedures. This also includes any time served on noncompetitive details to higher graded duties during the 12-month period. No matter what the duration or whether it is competitive or noncompetitive, all temporary promotions must be processed through your servicing Civilian Personnel Advisory Center (CPAC).

b. Temporary promotions are effected on the first day of a pay period and cannot be made retroactively. Therefore, supervisors should initiate the Request for Personnel Action (RPA) well in advance to allow sufficient time for the Civilian Personnel Operating Center (CPOC) to make qualifications determination and to properly document and process the action to preclude misassignment. Supervisors are reminded that they must submit a Request for Personnel Action to Terminate the Temporary Promotion action.

c. Competitive temporary promotions can be made not to exceed 1 year. Under certain conditions, temporary promotions may be extended for up to 4 years. Supervisors and managers should insure that any temporary assignments are properly documented and processed under the above procedures to preclude misassignments. Questions concerning temporary assignments should be directed to your servicing Personnel Management Specialist at the local Civilian Personnel Advisory Center (CPAC).