

CHAPTER 8

REASSIGNMENT

Refer to the Fort Bragg Internal Placement Plan for additional governing provisions.

8-1. GENERAL.

A reassignment is the official movement of an employee from one position to another at the same grade level. It can be made at the request of either management or the employee. Normally, reassignments are effected at the request of the employee or are arranged with the employee's consent. However, when the needs of the service require, a reassignment may be made on an involuntary basis.

8-2. PROCEDURES.

a. Employees may submit a written request for reassignment to the Civilian Personnel Advisory Center (CPAC) through the immediate supervisor, stating the reasons therefore, and the vacant position to which reassignment is desired. The losing and gaining supervisors will recommend their approval/disapproval in writing stating the reasons for the recommendation.

b. When the reassignment is initiated by management, it is referred to as "management directed". This type of action is initiated by management to laterally move an employee to another position within the organization or between organizations. This often occurs when placing employees in order to avoid reduction in force actions or for other reasons when an employee's skills can be better utilized in another equivalent position.

(1) If the employee concurs with the reassignment, a statement to that effect signed by the employee must be electronically attached to the Request for Personnel Action.

(2) If the employee does not concur to the reassignment, the employee will be given an advance notice in writing setting forth the reasons for the proposed reassignment. The reasons for declining the reassignment must be given full consideration and the employee advised in writing of the final decision.

NOTE: CPOC may be required to clear the Priority Placement Program (PPP) for the above.

c. Employees requesting reassignment based on medical reasons are required to furnish the CPAC sufficient medical evidence to support the request. Employees requesting this type of reassignment should contact their servicing Personnel Management Specialist regarding procedures for requesting this type of reassignment.