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**DEPARTMENT OF THE ARMY  
XVIII Airborne Corps and Fort Bragg**

**Civilian Personnel Advisory Center**



**Fort Bragg  
Internal Placement Plan**

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**MEMORANDUM OF AGREEMENT  
FOR THE  
FORT BRAGG INTERNAL PLACEMENT PLAN**

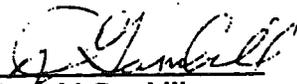
This Memorandum of Agreement is entered into by the American Federation of Government Employees, Local 1770, AFL-CIO (hereinafter referred to as the Union), and Fort Bragg, North Carolina (hereinafter referred to as the Employer), pursuant to the provisions of AR 690-335-1.

Having met and bargained in good faith, the parties agree that the provision reflected herein will govern the application of the Fort Bragg Internal Placement Plan

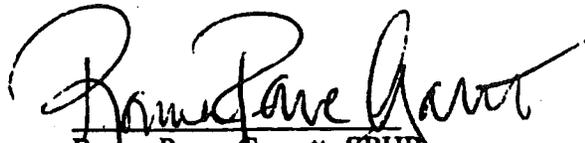
These provisions represent a commitment by the Employer and the Union to assure compliance with applicable law, rules, and regulations as they relate to recruitment. The intent of the parties is to meet employment program needs by filling positions from any appropriate source and to provide a systematic means for members of the current workforce to advance on a merit basis in accordance with their skills, abilities and interests.

In witness whereof, the parties hereto have entered this Agreement the 28th day of April 2006.

FOR THE UNION:

  
Donald Gambill  
President  
AFGE Local 1770

FOR THE EMPLOYER:

  
Ronna Rowe Garrett, SPHR  
Director  
Civilian Personnel Advisory Center

**FORT BRAGG  
INTERNAL PLACEMENT PLAN**

1. PURPOSE. This plan allows Fort Bragg and other Department of Army employees to apply and be considered for Internal Promotion, Voluntary Lateral Transfer and Voluntary Change to Lower Grade actions. The Fort Bragg Internal Placement Plan will be used for all appropriated fund, bargaining unit internal promotions, voluntary lateral transfer and voluntary change to lower grade placement actions, except mandatory career management actions. In addition, this plan does not cover mandatory placement actions such as those required by reduction in force, performance based actions, or any other management directed lateral transfer and/or change to lower grade actions (note: this plan does not cover any direct hire authority appointments granted by congress).

2. POLICY. The merit staffing policy of Fort Bragg is to fill all positions from among the best-qualified candidates available from any appropriate internal source. It is the policy of this installation to establish, through the Civilian Personnel Advisory Center, in conjunction with the employees' exclusive representative, procedures to comply with appropriate law or regulation.

3. SCOPE. The provisions of this plan will be used by all activities serviced by the Fort Bragg Civilian Personnel Office. The plan applies to all bargaining unit competitive service and excepted service positions in organizations serviced by the Fort Bragg Civilian Personnel Office.

4. ACTIONS COVERED. There are 2 basic methods of filling positions: internal recruitment and external recruitment. This plan covers internal recruitment as defined below:

a. Promotion: A promotion is a personnel action, which enables an employee to move upward in grade and/or salary. All promotions must be made in accordance with established regulations.

b. Temporary Promotions: A temporary promotion may be made when the temporary service of an employee is needed in a higher graded position.

(1) Non-Competitive Temporary Promotions: An employee may be temporarily promoted non-competitively for 120 days. The 120-day period includes all details to

number of qualified candidates or to meet affirmative action program objectives.

6. LOCATING CANDIDATES.

a. Vacancy Announcements. Vacancy announcements, via website, will be used in competitive actions to locate candidates for positions covered by this plan. Vacancies will be advertised and remain open at least 7 calendar days. The 2 types of vacancy announcements that will be utilized are as follows:

(1) One-Time One-time announcements with an opening and closing date may be used for non-recurring type vacancies for a period up to 6 months from the date the first referral list is issued. Applicants may be considered from this type of announcement for identical positions that become available during the life of the referral list.

(2) Open-Continous Open-Continuous announcements with an opening date and a closing date may be used for all other categories of positions. Applicants may apply at anytime during the life of the announcement and be considered for any subsequent vacancy filled from the inventory.

b. Application Process and Procedures. Application and self-nomination procedures will follow the process indicated below.

## VACANCY APPLICATION PROCESS

How do I move my resume from Resumix/Army Resume Builder to USAJobs?

1. Open a Word doc.
2. Go to ([www.armycivilianservice.com](http://www.armycivilianservice.com)) employment

- \_ Click on How to Apply
- \_ Select View My Status
- \_ Click on Resume Builder/Answer
- Under Registered Users click "Login"
- Click "Answer"
- Click "View Resume"
- Highlight the Resume
- Right click "copy"
- Open word document
- Right click "paste"
- Click "File"
- Click "Save As" to Desktop
- Name your resume

2. Go to USAJobs ([www.usajobs.gov](http://www.usajobs.gov))

- \_ Sign in
- Click "Resume"
- Click "Upload resume"
- Name your resume
- Click "Browse"
- Select the resume saved to desktop
- Click "Upload"

- **Quick Guide to Applying for Army Civilian Jobs and Checking Status of Applications through [www.armycivilianservice.com](http://www.armycivilianservice.com)**
- **Job Search and Application - Resumix/Army Resume Builder/ANSWER**
- **1. Click Army Job Search at top right.**
- **2. Find open announcement.**
- **3. Click 'Apply Online' at bottom of page.**
- **4. Sign in to USAJOBS account.**
- **5. Check box for statement that begins "I certify..."**
- **6. Click button at bottom that says 'Apply for this position now!'**
- **7. Fill out Resume self-nomination form.**
- **8. Select radio button for 'I agree'.**
- **9. Click 'Submit'.**
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- ***To check status:* Log in to Resume Builder at <https://resumebuilder.cpol.army.mil/resumebuilder/builder/index.jsp> and click on link 'Go To Answer'.**
- **Job Search and Application – USAJOBS/Application Manager**
- **1. Click Army Job Search at top right.**
- **2. Find open announcement.**
- **3. Click 'Apply Online' at bottom of page.**
- **4. Sign in to USAJOBS account.**
- **5. Select desired resume.**
- **6. Check box for statement that begins "I certify..."**
- **7. Click button at bottom that says 'Apply for this position now!'**
- **8. Fill out questionnaire information and upload documents (if required).**
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- ***To check status:* Sign in to USAJOBS account at [www.usajobs.opm.gov](http://www.usajobs.opm.gov) and click 'Application Status'.**

