DEPARTMENT OF THE ARMY
XVIII Airborne Corps and Fort Bragg

Civilian Personnel Advisory Center

Fort Bragg
Internal Placement Plan

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

higher graded positions and temporary promotions, during the preceding 12 months.

(2) Competitive temporary promotions: Competitive procedures must be used if the employee has exhausted the 120-day period (including all details to higher graded positions and temporary promotions, during the preceding 12 months). A temporary promotion may be made permanent without further competition when the temporary promotion was originally made under competitive procedures, and the fact that it might lead to a permanent promotion was made known to potential candidates.

c. Lateral Reassignment or Demotion to a Position with Greater known Promotion Potential than the Position Last Held:

(1) Reassignment: A reassignment is the change of a current Fort Bragg employee, in a bargaining unit position, from one bargaining unit position to another bargaining unit position without promotion or demotion. Reassignments may be directed at the discretion of managers and supervisors in the interest of good management or may be initiated by employees themselves.

(2) Change to Lower Grade: An employee may be changed to a lower grade at his or her own request. In some instances, changes to lower grade may be a wise career decision. Employees should consult their supervisors or a Human Resource Specialist if they desire advice prior to accepting a change to lower grade.

5. AREAS OF CONSIDERATION.

a. The minimum area of consideration for Fort Bragg internal vacancies will be all current Department of Army career/career conditional employees and all employees entitled to compete in accordance with law, rule or regulation.

b. The minimum area of consideration may be extended to add candidates who are outside the normal Fort Bragg minimum area of consideration (such as other competitive service federal employees, reinstatement eligibles, etc.). These candidates are considered along with those in the minimum area of consideration when the area is extended to include them. Management may extend the minimum area of consideration when there is a need to increase the

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-Continuous 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 RESUMIX process located at the www.cpol.army.mil website.

VACANCY APPLICATION PROCESS

http://www.cpol.army.mil

Click on Employment
Build a Resume/View Resume Status
Search for Jobs

Click on **Employment**
Click on Build a Resume/View Resume Status
Click on New User or Registered User whichever applies
For New Users create password and fill in all information to register
Click Next
Click on **create/edit resume**
On **Work Experience** click here for worksheet (each job will have its own worksheet)
Fill in all blanks

Next **Education** (must do worksheet)
Next **Addition Information** (training, licenses, certifications, awards, etc.) worksheet
Once all blanks have been filled click **insert into Resume**
Click **preview resume**
Click **save resume**
Next the **Supplemental Data Information**
Personal Data must be filled out
Employment Preferences must be filled out
Federal Employee must be filled out
Overseas Positions (Overseas Applicants) must be filled out
Once complete save supplemental data
Next you will **Submit Resume and Supplemental Data**
Your new resume or edit resume will be up loaded into the system within 24 hours.

ANSWER
Click on Answer
To the left you will see that your resume is in **ACTIVE** status
Click on **Status Tracking** to check latest status of jobs for which you requested consideration
Click on **Self Nominate History** for job announcements you have self-nominated for
Click on **View Resume** to see what is currently on file
Click on **Supplemental Data** to see what you have provided the last time you updated your Supplemental Information
Send Mail to ask questions related to applications procedures or questions regarding your status.

Search for Jobs
Click on your choice of state
Click Get Results
When you see a job that you are interested in click on the **self nominate**
For external applicants there will be the letter "D" at the end of the announcement (ex: SCDN05228838D)
Once you click on self nominate you must have an **ACTIVE** resume on file in our central database before you can submit your self-nomination form
Fill in all blanks
Where it ask for lowest grade put in the grade that is on the announcement
Then **Submit**
You can check your self nomination in ANSWER

This process is for Internal and External applicants.

7. SELECTION PROCEDURES.
Supervisors and managers are responsible for treating candidates in an equitable manner.

a. Placement/Documentation. For each candidate referred, information used to rate the candidate such as experience, education, awards, and appraisals of past performance will be made available to the selecting official.

b. Application Review. The selecting official will first review the applications and determine the candidates who will receive further consideration. The selecting official will then decide the method of further consideration, such as further application/qualification review, interviews, etc.

c. Interviews. Interviews are optional, but encouraged. However, when interviews are utilized, all candidates must be interviewed by the same method. Selecting officials will insure that all interview questions are job-related.

d. Selection. The selecting official may select any candidate referred. When the selecting official reduces the list of candidates to receive further consideration through an application/qualification review, the selecting official will identify those candidates selected to receive further consideration. The selecting official will document the selection, providing legitimate, job-related reasons as to why the selectee may be expected to perform the job most successfully. One alternate selection is required; if there are more than 2 candidates on the referral list that meet the selecting official's criteria.

e. Notifying Candidates of Selection. The Civilian Personnel Office will notify the selected candidate and will extend the official job offer. Applicants not selected will be notified that the position has been filled through the automated ANSWER system, available at www.cpol.army.mil website.

f. Release of Selectee. Selectees will normally be released no later than the second pay period after the date the official job offer was made. If the release date is to be later, a mutually agreeable date will be reached between the losing and gaining offices. Where promotion is involved, however, the employee's promotion will be effective no later than

the beginning of the second full pay period after the official job offer was made, and the employee will report to duty as mutually agreed by the involved management officials.

8. ADMINISTRATION.

a. Discovery of a procedural, regulatory, or program violation prior to the effective date of the placement action will lead to suspension of the action until such time as the matter is resolved and properly documented.

b. Non-selection is not a legal basis for a grievance. However, an employee may grieve any other perceived violation of this plan.

c. Immediate action will be taken to correct a regulatory or program violation based on the established facts and legal rights of those concerned. When a violation has been alleged or discovered, the selectee will remain in their position until a determination is made as to what corrective action should be taken, if any.