

February 1, 2012

This policy on Accretion of Duties Promotion remains in effect for ITA.



OHRM-2004-E01

Office of Human Resources Management Policy Memorandum

Subject: Accretion of Duties Promotions

The ITA Office of Human Resources Management (OHRM) Merit Assignment Plan (MAP) permits the use of accretion-of-duties promotions as an exception to competitive procedures. The ability to effect noncompetitive promotions based on accretion of duties is an important staffing tool available to supervisors. However, there seems to be some confusion about when these actions are appropriate and how they must be documented.

Personnel actions requesting accretion-of-duties promotions must be accompanied by documentation demonstrating that: (1) management essentially had no choice in assigning higher level work to the employee (2) the employee has performed the higher level duties for a significant period of time (i.e., at least six months) and will continue to perform those duties, and (3) no other qualified employee is being denied an opportunity to compete for the same promotion. Accretion of duties promotions should be rare, since positions are thoroughly reviewed to ensure that all paramount and essential duties required of a position are included during the classification process. Requests for an accretion of duties promotion to the GS-14 level should be extremely rare and must be approved by the HR Officer. Under no circumstances are accretion of duties promotions allowed to the GS-15 grade level. Promotion to the GS-15 grade level must be competed. Attached to this memo is information that outlines the process and criteria necessary to justify a noncompetitive accretion-of-duties promotions.

After an initial review of the organizational structure, personnel actions and supporting documentation requesting promotions via accretion-of-duties will be reviewed by OHRM staff under a comprehensive two-step process that will determine: (1) whether higher-level work is actually being performed and (2) whether the proposed promotion action can be exempted from competitive procedures. To determine whether higher-level work is being performed, a desk audit or telephone interview will be conducted with the employee as well as an interview with the responsible supervisor. If the classification analysis validates that higher-level work is being performed, a decision on whether to noncompetitively promote the employee will be based on information obtained from the fact-finding process and a review of documentation submitted by the supervisor.

I trust this information will clarify the OHRM policy on accretion-of-duties promotions. If you have any questions about this memorandum, please feel free to contact your servicing HR Specialist.

Approved:

Handwritten signature of Doris W. Brown in cursive script.

Doris W. Brown
Human Resources Officer

8/19/2004

Date

**CERTIFICATION FOR NONCOMPETITIVE CAREER PROMOTION
BASED ON ACCRETION OF DUTIES**

EMPLOYEE NAME: _____

ORGANIZATION: _____

1. The position held by the above employee would be reclassified based on an accretion of duties:

FROM: _____
(Title, Series, Grade)

TO: _____
(Title, Series, Grade)

2. Certification of the criteria below is important in order to meet the requirements for accretion of duties:

- a. There were no other employees in the organization performing identical work (at the same grade) prior to the assumption of the increased duties and responsibilities.
- b. The new duties represent an outgrowth over a significant period of time of the duties of the original position.
- c. The employee will continue to perform the same basic function(s).
- d. The duties of the former position have been absorbed into the new position.
- e. The addition of the new duties and responsibilities does not result in an adverse impact on another employee or another encumbered position.
- f. The addition of the new duties and responsibilities does not conflict with Merit Principles .
- g. The employee meets all qualification requirements for the new position.

Supervisor: _____
(Signature and Date)

<p>HR USE ONLY:</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> NOT Approved: Basis for denial: _____ Proposed classification not validated _____ Competitive procedures must be followed</p> <p>HR Specialist: _____ Signature and Date</p> <p>HR Officer (If applicable): _____ Signature and Date</p>
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