

Format for Justification of Promotion Action Based on Accretion of Duties
(Type information on a separation attachment)

This is to request a noncompetitive promotion for (Employee Name) from the position of (Title, series, grade and position number) in support of this action as provided on this attachment.

State what changes have occurred in the employee's duties. Specifically, address each of the following:

What are the changes in the employee's duties and reason(s) for each change?

What position included these duties in the past? If the duties were not performed in the past, what created the need for these duties to be performed now? (For Example, further delegation of authority, new regulatory requirements, etc).

What are the reasons for assigning these duties to the position?

Are there other employees in positions in the same series and grade as the employee being recommended for promotion who could have assumed these duties? If so, why was the decision made to assign the duties to this instead of one of those positions?

What consideration was given, if any, to assigning these new duties to an already established higher graded position?

Does the new position absorb the major duties of the old position and will the old position be abolished?

State whether the new position is in the same organization as the old position and if it retains the same supervisor as the old position.

Does the new position involve the addition of project leader, group leader, or supervisory duties to a formerly non-supervisory position, or involve the addition of duties which identify the new position as a predecessor to a higher level supervisory position?

First-Level Supervisor:

Signature

Date

Approval of the District Manager or Deputy State Director:

Signature

Date

Approval of the Associate State Director

Signature

Date