

DEPARTMENT OF THE ARMY  
HEADQUARTERS, U.S. ARMY MEDICAL DEPARTMENT CENTER  
AND SCHOOL AND FORT SAM HOUSTON  
Fort Sam Houston, Texas 78234-6100

AMEDDC&S & FSH Regulation  
Number 690-33

1 March 2001

Civilian Personnel  
**NON-COMPETITIVE RE-PROMOTION OF EMPLOYEES  
ON GRADE OR PAY RETENTION**

1. **HISTORY.** This is the first printing of this publication.
2. **PURPOSE.** To establish procedures and provide guidance for re-promoting employees on retained grade or pay.
3. **DEFINITION.** Under this policy, re-promotion eligibles are employees who are receiving grade or pay retention benefits.
4. **SCOPE.** Procedures and guidance established herein are applicable to all activities serviced by the Civilian Personnel Advisory Center, Fort Sam Houston, TX (CPAC, FSH).
5. **POLICIES.**
  - a. Re-promotion eligibles will receive special consideration for positions for which they have been found qualified. This will continue until such time as their retained grade and/or pay is terminated in accordance with (IAW) 5 CFR 536 and applicable Army regulations, or until declination of a job offer at the same or equivalent level as the grade from which demoted.
  - b. If required by the head of the activity, a cogent job related rationale for non-selection would be provided through the supervisory/command chain to the CPAC. Upon acceptance of objections, additional, eligible candidates may be made available for consideration.
6. **PROCEDURES.**
  - a. The Southwest Civilian Personnel Operations Center (CPOC), Fort Riley, KS, will update the re-promotion eligible inventory with information provided by the CPAC. They will refer all such candidates prior to entering the vacancy in the Department of Defense Priority Placement Program or beginning competitive requirement procedures. Upon selection, the CPOC will make formal, written job offers with a copy of the position description attached to the offer.
  - b. The CPAC will, as needed, provide the CPOC any updates/and uploads of new re-promotion eligibles. Referral lists will be reviewed insuring that re-promotion eligibles, as appropriate, are included. The servicing CPAC specialists will advise the selecting official as to program parameters/benefits pursuant to selecting a re-promotion eligible and will answer questions as necessary.
  - c. Management (selecting official) will provide objective consideration to any re-promotion eligible referred. Rationale for selection will be annotated on the referral. Non-selection rationale will be reviewed/endorsed, when required, by the activity commander or designated Chief of Staff.

d. The Director, CPAC, HQ, U.S. Army Medical Department Center and School (AMEDDC&S) & FSH has primary program responsibility. At a minimum, the director will ensure that commanders are familiar with this program.

**The proponent of this publication is Civilian Personnel Advisory Center. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to HQ, AMEDDC&S & FSH, ATTN: MCCS-BCP, 1410 Stanley Road, Suite B, Fort Sam Houston, TX 78234-5022**

FOR THE COMMANDER:

OFFICIAL:

/S/  
LUCY S. PEREZ  
Secretary of the General Staff

/S/  
MICHAEL J. REDWINE  
MAJ, AG  
Adjutant General

DISTRIBUTION:  
All AMEDDC&S  
All Garrison Activities  
5 - MCCS-BHR-AS (Pubs Stockroom)  
2 - MCCS-BHR-AS (Mrs. Walker)