

DEPARTMENT OF THE ARMY
HEADQUARTERS, FORT SAM HOUSTON
Fort Sam Houston, Texas 78234-5000

FSH Regulation
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Civilian Personnel
MERIT PROMOTION AND PLACEMENT

Issue of supplements to this regulation by subordinate commanders is prohibited unless specifically approved by Headquarters, Fort Sam Houston.

All masculine pronouns used in this regulation are intended to refer to the feminine gender as well unless otherwise indicated.

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CHAPTER 1

GENERAL PROVISIONS

1-1. **PURPOSE.** To prescribe policies and procedures to be used in filling positions through Federal merit promotion and other related placement procedures.

1-2. **SCOPE.** This regulation is applicable to all activities receiving civilian personnel servicing from the Fort Sam Houston Civilian Personnel Office, except U.S. Army Reserve units, who have civilian employees paid from appropriated funds. Where this regulation is in apparent conflict with existing or subsequently negotiated labor agreements, this regulation is controlling.

1-3. **DEFINITIONS.**

a. Position Change. The movement of an employee from one position to another without a change in the employee's current appointing authority.

b. Promotion. The position change of an employee to a higher grade when both the old and new positions are in the same pay system, or a position change to a position with a higher rate of basic pay in different pay systems.

c. Change to Lower Grade. The position change of an employee to a lower grade when both the old and new positions are in the same pay system, or a position change to a position with a lower rate of basic pay in a different pay system.

d. Reassignment. The position change of an employee which is neither a promotion nor a change to lower grade.

e. Position with Known Promotion Potential. A position that has been established below the target, or full performance, level. Target level positions that may offer opportunities for promotion because of organizational structures or occupational categories are not positions with known promotion potential for purposes of this regulation.

f. Area of Consideration. The area in which a search is made for applicants who are subject to competitive procedures.

g. Competitive Procedures. The process used to determine the best qualified applicants for referral. Includes job analysis, evaluation of applicants, and distinguishing among applicants on the basis of job-related quality levels.

h. Noncompetitive Action. Any position change that does not require the application of competitive procedures. This does not include noncompetitive appointments, which are appointments made under various authorities without regard to OPM examining procedures.

i. Transfer. The movement of a permanent employee from one Federal agency to another.

j. Representative Rate. Rates of pay used to compare relative grade levels of different pay systems. The fourth step of the grade under the General Schedule and the second step of the grade under the Federal Wage System are the representative rates for those systems. Representative rates for other pay systems (e.g., Postal Service, Panama Canal Employment System, etc.) are established by those systems.

k. Temporary Promotion. A promotion which has a time limitation. The employee performs the full range of duties and responsibilities of the position to which temporarily promoted and receives the pay of the higher grade.

l. Detail. The temporary assignment of an employee to duties not within the current job description. There is no change in the employee's pay as a result of a detail.

m. Selective Placement Factor. A knowledge, skill, or ability that is essential to minimum performance in the position, and represents an addition to the minimum qualification requirements for the position.

n. KSAO. Knowledges, Skills, Abilities, or Other characteristics.

1-4. POLICIES

a. Placements under this regulation will be made without regard to race, color, religion, national origin, sex, age, nondisqualifying handicap, marital status, or political or labor organization affiliation or nonaffiliation.

b. Public policy and merit principles are best served by open recruiting and appointing mechanisms which promote equal opportunity and affirmative action by filling vacancies from a variety of sources. This plan does not preclude consideration of non-Army employees as a matter of policy.

c. Selecting officials have the discretion to select any applicant from referral lists produced as a result of this regulation. Selecting officials also have the discretion to select from any other appropriate source of applicants at any point in the recruitment process or to not make any selection at all, except where limited by mandatory exceptions.

d. Selection of individuals may be subject to the provisions of various mandatory exceptions which are based on law, OPM regulation, DOD Instruction, or Army regulation and which may have differing degrees of mandatory application. Selecting officials will be advised of the flexibility available to them. In some cases, placement will be made and the selecting official will be advised of the placement. In other cases, selecting officials will be given referrals of candidates with varying degrees of flexibility in selection.

e. Management officials have the discretion to determine if and when to promote employees if not otherwise provided for in this regulation. This discretion applies to all situations involving the use of exceptions to competitive procedures that are not required by law or regulation.

f. All actions taken under this regulation must meet qualification requirements or approved waivers, restrictions to protect competitive principles, time-in-grade requirements, and other legal or regulatory limitations.

1-5. POSITION COVERAGE

a. Except for those positions described below, this regulation applies to all competitive and excepted service positions in all activities serviced by the Fort Sam Houston Civilian Personnel Office. This regulation also applies to positions ordinarily in the competitive service which are occupied by excepted service employees under special appointing authorities (e.g., VRA, handicapped, etc.).

b. This regulation does not apply to the following positions:

(1) Positions in the Senior Executive Service

(2) Positions in Army career programs at mandatory referral levels. If applicable regulations permit the use of local promotion procedures, then this regulation may apply.

(3) Positions in DOD career programs filled through DOD-wide skills files. If applicable regulations permit the use of local promotion procedures, then this regulation may apply.

(4) Other positions for which central referral procedures have been established by HQDA or a major command. If applicable procedures permit the use of local promotion procedures, then this regulation may apply.

ACTION COVERAGE. The following actions are covered by this regulation:

- a. Promotions.
- b. Reassignments.
- c. Changes to lower grade.
- d. Transfers to higher-graded positions or to positions with known promotion potential higher than that of the position currently held.
- e. Reinstatements to higher grades.
- f. Details
- g. Selections for participation in OPM-approved training agreements or other training which is required before an employee may be considered for promotion.

EXCEPTIONS TO COMPETITIVE PROCEDURES.

- a. Reassignments or changes to lower grade to positions without known promotion potential or to positions with no greater promotion potential than that of the position currently occupied.
- b. Details to positions/duties at the same or lower grade or to positions with no greater promotion potential than that of the position permanently occupied.
- c. Position changes between pay systems which result in a higher rate of basic pay, but which are to positions at the same or lower representative rate.
- d. Temporary promotions of 120 days or less. Prior noncompetitive temporary promotions and details within the preceding 12-month period are included in calculating the 120-day period. The calculation of the preceding 12-month period is made from the beginning date of the proposed temporary promotion.
- e. Details of 120 days or less to higher graded positions or to ones with known promotion potential. Prior noncompetitive temporary promotions and details are counted in the same manner as described above for temporary promotions. When employees are qualified and eligible for promotion and are assigned to higher-grade positions for more than 60 days, use of a temporary promotion instead of a detail is encouraged.
- f. Promotions resulting from the upgrading of a position without significant change in duties and responsibilities due to the issuing of new classification standards or the correction of a classification error.

g. Position changes permitted by reduction-in-force regulations and procedures to positions in different pay systems which result in the employee receiving a higher rate of pay or to positions with more known promotion potential.

h. Promotions, transfers to higher-graded positions, or position changes to positions with known promotion potential to target levels up to and including any target-level grade previously held on a nontemporary basis in the competitive service, except when the change to lower grade from the higher grade was for reasons related to performance or conduct.

i. Promotions to intervening and target levels of positions with known promotion potential when the promotion potential was established at the time of entry into the position and when competitive procedures were used at an earlier time or an appointment was made under some appropriate competitive or noncompetitive appointing authority (e.g., OPM certificate of eligibles, VRA appointment, conversion of a cooperative education student or Federal Junior Fellow, appointment under Executive Order 12362, etc.).

j. Promotions when an employee's position has been reclassified to a higher grade because of additional duties and responsibilities. This exception may be used when all of the following conditions have been met:

(1) There are no other employees at the same grade in the unit supervised by the selecting official who are performing duties substantially the same (i.e., having the same major duties and supervisory controls) as those performed by the employee before the addition of the new duties and responsibilities.

(2) The employee continues to perform the same basic functions as those in the former position, and the duties of the former position are in the new position.

(3) The addition of the duties and responsibilities does not adversely affect another nontemporary employee's position (i.e., resulting in job abolishment, reduction in grade, or reduction in known promotion potential, etc.)

(4) The employee meets all eligibility and qualification requirements for the position.

k. Position changes resulting from failure to receive proper consideration in previous considerations involving competitive procedures.

l. Position changes resulting from the exercise of statutory reemployment or restoration rights (e.g., overseas reemployment rights, restoration after military service or worker's compensation, etc.).

m. Other exceptions that may result from new laws, the publishing of new OPM or Army regulations, or situations where merit principles and equity clearly warrant an exception that is not in violation of any law or regulation in effect at the time the exception is granted. Exceptions arising from individual situations will be approved by the Civilian Personnel Officer. The circumstances of exceptions covered in this subparagraph will be documented so that similar cases will receive consistent treatment.

1-8. RESPONSIBILITIES

a. Commanders and heads of activities are responsible for assuring that:

(1) The merit principles, policies, and procedures of this regulation are fully and consistently fulfilled.

(2) Individuals involved in the administration of the programs and procedures contained in this regulation, including selecting officials, have the necessary technical competence and are provided training as required to attain that competence.

b. Managers and supervisors are responsible for:

(1) Familiarizing themselves with and actively supporting this regulation and recommending improvements.

(2) Keeping subordinates informed on the basic principles, policies and procedures in this regulation.

(3) Anticipating personnel needs and initiating recruitment action as soon as practicable.

(4) Assisting the Civilian Personnel Office in developing the strategies to be used in filling a particular position.

(5) Assisting in the development of evaluation criteria and making subordinates available to serve as subject matter experts in the development of such criteria.

(6) Ensuring prompt posting of all vacancy announcements on official bulletin boards.

(7) Serving on evaluation panels and making subordinates available to serve on such panels.

(8) Completing any performance appraisals or supervisory evaluations that may be required in the candidate evaluation process.

(9) Providing application forms and assisting employees in the procedural aspects of applying for vacancies.

(10) Considering applicants solely on the basis of job-related criteria, following the policies and procedures established in this regulation.

(11) Releasing employees within the time limits specified in this regulation.

c. Employees are responsible for:

(1) Demonstrating their ability and potential for advancement by applying themselves diligently to their assigned duties.

(2) Keeping informed on the provisions of this regulation, following procedures, and observing time limits when applying for consideration under this regulation.

(3) Checking official bulletin boards for announcements

(4) Reviewing announcements and submitting the required application forms for positions in which they are interested and for which they feel they meet the announced requirements.

(5) Serving as subject matter experts in the development of evaluation criteria and on evaluation panels when required.

(6) Keeping supervisors informed, in writing, of the positions for which consideration is desired during approved absences.

d. The Civilian Personnel Office is responsible for:

(1) Operating, evaluating, and improving the promotion program based on regulatory changes and needs of serviced organizations.

(2) Providing training and assistance on the requirements and procedures of this plan to managers, supervisors, and employees.

(3) Developing job-related criteria in conjunction with subject matter experts to be used in evaluating applicants.

(4) Publishing announcements, evaluating applicants, and making referrals to the selecting official.

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- (5) Maintaining required records relating to placement actions.
- (6) Assisting managers and supervisors in discharging their responsibilities under this regulation.
- (7) Notifying applicants of the final disposition of their application.
- (8) Furnishing information as required within regulatory limitations.

CHAPTER 2

LOCATING CANDIDATES

2-1. USE OF EXCEPTIONS TO COMPETITIVE PROCEDURES

a. Selecting officials and managers may designate the fill of a position by one of the exceptions listed in Chapter 1, provided the designated employee meets all requirements and there is no other mandatory exception that takes precedence.

b. Supervisors designate the use of an exception by requesting consideration of the desired individual in the requesting office remarks on the SF-52.

c. Exceptions may be used without a designation of an area of consideration.

2-2. AREAS OF CONSIDERATION

a. The area of consideration will be established for each vacancy by personnel specialists. Supervisors and managers may be requested to provide recommendations on an appropriate area.

b. Areas of consideration are established only for those employees who are required to compete under this regulation. Employees not eligible to compete (e.g., temporary employees) are automatically excluded from the area of consideration and may not apply for position change under this regulation

c. Areas of consideration are not established when competitive procedures are not required to be used.

d. Merit principles make it important that the area of consideration be as broad as practicable. The following criteria are used in determining the area of consideration:

- (1) The KSAO required for the position
- (2) The likelihood that a given area will produce an adequate number of qualified applicants.
- (3) The area that will provide opportunities for promotion consistent with manageable processing workloads.
- (4) Whether the position is severely underrepresented in terms of minority groups or women and whether affirmative action needs will be met.
- (5) Budget constraints.

e. The area of consideration may be prescribed for certain groups of positions by major command, Department of the Army, or DOD regulations for positions covered by this regulation. In that case, the prescribed area of consideration will be used as a minimum, but it may be expanded to larger areas after considering the criteria listed above.

f. If the area of consideration does not produce an adequate number of best-qualified applicants, it may be expanded or used again by readvertisement. The decision as to whether an adequate number of best-qualified applicants exists will be made by the Civilian Personnel Office. Expansion or readvertisement will be to the area of consideration that is expected to produce an adequate number candidates subject to the criteria listed above.

2-3. OTHER SOURCES OF APPLICANTS

a. Applications from current permanent Army employees not in the announced area of consideration who are in the competitive service or who occupy positions ordinarily in the competitive service under special appointing authorities (e.g., VRA, handicapped, etc.) will be accepted and considered as if those employees were in the area of consideration.

(1) Applications can be submitted at any time for future consideration. Applications for a specific vacancy will be accepted until the closing date of the vacancy announcement for that vacancy.

(2) Applications will kept on file for a year after submission. If a selection is not made during that time, the application will be destroyed.

(3) Applicants will use Standard Form 171, Application for Federal Employment, and will include proof of eligibility to apply. The adequacy of proof will be determined by the Civilian Personnel Office.

(4) Applicants whose Standard Forms 171 are received after the publishing of an area of consideration (as determined by the opening date of the vacancy announcement) and who are in that published area of consideration will be considered for that specific vacancy, but will be required to submit the proper application forms.

b. Applications from employees absent because of military duty, service with international organizations, or compensable injury which does not exceed one year will be accepted and considered.

(1) The absent employee must either have been in the original area of consideration for the vacant position or must be eligible to apply as described above.

(2) The employee must indicate in writing the types of positions for which consideration is requested.

(3) The employee must provide a copy of a Standard Form 171, Application for Federal Employment.

(4) The employee must provide a forwarding address where correspondence about any consideration or requests for further information may be sent.

2-4. VACANCY ANNOUNCEMENTS

a. Vacancy announcements for local areas of consideration will be open for receipt of applications for 10 calendar days. Vacancy announcements for extended areas of consideration (e.g., MACOM-wide or Army-wide) may be open for longer periods.

b. Open continuous announcements will be used where there is a continuing need to fill positions with the same qualification requirements. These announcements will remain open for extended periods of time, and applicants may apply at any time. The announcement will initially remain open for 10 calendar days before the first referral is made in order to allow applicants an opportunity to apply. Referrals can be made at any time after the initial period as needs arise.

c. Each vacancy announcement will contain the following:

(1) The area of consideration.

(2) The opening and closing dates for receipt of applications.

(3) The title, series, and grade of the position, and the known promotion potential if any.

(4) A summary of the duties of the position.

(5) Special working conditions (e.g., travel/TDY requirements, license requirements, security clearance requirements, unusual tours of duty etc.).

(6) A summary of the minimum OPM qualification requirements for the position and any selective placement factors.

(7) Forms to be used to apply.

d. If the area of consideration includes non-Army candidates, the appropriate notice for those candidates is the application acceptance list published by the Civilian Personnel Office. The vacancy will be listed for acceptance of applications at least during the same weeks in which the vacancy announcement is open.

2-5. ALTERNATIVE METHODS OF LOCATING APPLICANTS. As an alternative to vacancy announcements, applicants may be located by reviewing qualifications information in a skills file maintained by the Civilian Personnel Office. Procedures for the use of skills files, if and when used, will be published when they are implemented as an appendix to this regulation.

2-6. APPLICATION PROCEDURES

a. Applications will not be considered if they are received in the Civilian Personnel Office after the announced closing date unless justifiable reasons for the lateness are presented. Each reason for lateness will be considered on an individual basis.

b. Applications must be fully completed and signed. Employees will be contacted one time to correct obvious procedural errors or omissions on the application form. Applicants will not be contacted about their descriptions of experience or other information about their qualifications. In the interest of equal competition, applicants are responsible for the adequacy of information about their qualifications.

c. Employees in the area of consideration who will be temporarily absent (e.g., TDY, leave, detail, training course) may be considered if they notify their supervisors of their desire to apply for specific positions that may be announced while they are absent.

(1) The employee must notify his/her supervisor in writing of the titles, series, and grades in which interested.

(2) The supervisor may do either of the following, depending on the circumstances and length of the absence:

(a) Notify employees when desired vacancies are announced so they may submit applications using regular procedures. This method is preferred, especially when employees are still located in the commuting area

(b) Apply for the employee in absentia by providing the Civilian Personnel Office a copy of the employee's written request for consideration. The employee will either be requested to complete an application at the temporary site or allowed a reasonable amount of time after return to complete the application.

CHAPTER 3

EVALUATION PROCEDURES

3-1. **APPLICABILITY.** The procedures in this chapter apply whenever competitive procedures are required to be applied to a particular action. These procedures provide a systematic means of considering applicants in order to ensure that they possess the necessary KSAO to successfully perform the duties of the position. The procedures in this chapter do not prescribe how applicants are to be located, which sources of applicants or exceptions to competitive procedures should be considered, or the order in which applicants should be considered. The procedures in this chapter will not be applied to applicants not required to compete under the provisions of this regulation.

3-2. **REFERENCE POINT FOR DETERMINATIONS.** In order to provide a uniform point for determinations, the 30th calendar day after the closing date of the vacancy announcement (or the 30th day after the date of receipt of the application in the Civilian Personnel Office for actions not involving a vacancy announcement) will be used as a reference point to determine all qualifications and other eligibility requirements based on an amount of time.

3-3. **COMPONENTS OF THE EVALUATION PROCESS.** The evaluation process consists of the following elements:

a. A job analysis to determine the KSAO that are essential for successful performance and which distinguish the superior from the acceptable applicant.

b. Evaluation of candidates on the basis of relevant measures to insure that minimum qualification and other regulatory limitations are met.

c. Distinguishing among candidates on the basis of quality levels in a fair and consistent manner based on the KSAO developed through job analysis.

d. Documentation of the process to allow audit and reconstruction.

3-4. **JOB ANALYSIS.** The job analysis and the criteria developed from it may cover a single position or a group of positions with similar characteristics. At least one subject-matter expert must provide information for the job analysis that is conducted by the personnel specialist. The subject-matter expert must be at or above the grade level of the position to be filled and must be knowledgeable of the requirements of that position. If possible, subject-matter experts other than the selecting official should be used to enhance objectivity in the overall evaluation process; however, use of selecting officials as subject matter experts is not prohibited.

3-5. **CREDITING PLANS.** A crediting plan will be developed for each position or group of positions. This crediting plan will be a summary of the candidate evaluation methods to be used. Crediting plans will be developed in accordance with applicable OPM and Army regulations.

3-6. USE OF PERFORMANCE APPRAISALS. Performance appraisals developed under appropriate performance management regulations will be considered in the evaluation process. Performance appraisals will be used instead of specific supervisory ratings for each individual vacancy.

3-7. SIMPLIFIED EVALUATION PROCEDURES. When there are fewer than 10 qualified and eligible candidates for a particular vacancy, they will be evaluated on the basis of overall quality levels. This overall evaluation will be based on the KSAO developed for the position by the required job analysis and information provided by the candidate in the application for promotion; supplemental qualifications information will not be requested. All candidates who are determined to be high-quality candidates may be referred as best-qualified. High-quality candidates are those candidates who, in the rater's judgment, possess the KSAO to an acceptable degree. Performance appraisals will be used in this evaluation process as a screenout to determine basic eligibility for promotion and will be made available to the selecting official for use during the selection process.

CHAPTER 4

REFERRAL AND SELECTION

4-1. USE OF DA FORM 2600. DA Form 2600, Referral and Selection Register, contains the list of the names of candidates referred to the selecting official for a specific vacancy. A separate DA Form 2600 will be issued for each source of candidates. DA Forms 2600 listing individuals entitled to a mandatory exception to competitive procedures will contain the names of all individuals entitled to that mandatory exception, and the selecting official is entitled to select from among them. Where competitive procedures are used, the DA Form 2600 will contain only the names of the best-qualified candidates as determined by the evaluation process. Candidates will be listed in alphabetical order.

4-2. REPROMOTION CONSIDERATION. Employees on grade or pay retention who apply in response to an announcement and who meet minimum qualification requirements will be referred in advance of a determination of the best-qualified group. The selecting official may select the individual or request a list of best-qualified candidates.

4-3. NUMBER OF CANDIDATES TO BE REFERRED. The number of candidates to be referred for consideration will be influenced by the nature of the position, the size and nature of the total applicant pool, the need for affirmative action to reduce underrepresentation, and the ability of the selecting official to review and consider candidates promptly and efficiently. However, if more than 10 best-qualified candidates are produced as a result of a promotion announcement, the number of best-qualified candidates will not be reduced to less than 10 candidates.

4-4. INFORMATION TO ACCOMPANY REFERRAL. Each DA Form 2600 will be accompanied by information on the qualifications of each of the candidates. In most cases, this information will consist of the application and supplemental material submitted by the candidate. In some cases (e.g., mandatory exceptions, RIF placements, etc.) the selecting official will only receive information on the candidate's work history, training, education and awards. The selecting official may also review material contained in each candidate's Official Personnel Folder. Selecting officials can make appointments for reviewing Official Personnel Folders by calling the Technical Services Branch of the Civilian Personnel Office.

4-5. INTERVIEWS. Interviews of candidates may be used as deemed necessary by the selecting official. Interviews are neither required nor prohibited for any candidate on any referral list. Selecting officials, not the Civilian Personnel Office, will make arrangements for interviews. Failure to appear at an interview will not be the basis for nonselection; consideration will be based on the material submitted.

AUTHORITY OF SELECTING OFFICIAL

a. The selecting official retains the right to select or not select from any appropriate source at any point in the selection process, unless mandatory exceptions are in effect. However, instances of unwarranted delay or consideration of an excessive number of candidates without selection may result in the discontinuing of the recruitment process and the return of the recruitment request.

b. Selecting officials may seek the advice or recommendations of others and may use techniques such as a panel interview. The selecting official, however, may not delegate selection authority and must make the final decision based on his/her judgment of job-related factors.

COMPLETION OF DA FORM 2600

a. Selecting officials are required to state their reasons for expecting the candidate to perform successfully on the DA Form 2600. Since reasons for selection may be used as evidence in future complaints, selecting officials should take care to include all reasons for selection on the DA Form 2600.

b. Selecting officials will return DA Form(s) 2600 to the Civilian Personnel Office for review and notification. Selecting officials will not notify selected employees or arrange for release dates.

4-8. REISSUE OF DA FORM 2600. DA Form(s) 2600 may be issued to the same or other selecting officials within a 60-day period after the date of the initial selection provided the position has the same title, series, grade, and minimum qualification requirements (including selective factors) as the position for which referral was originally made.

CHAPTER 5

RELEASE OF EMPLOYEES

5-1. NOTIFICATION OF SELECTED EMPLOYEES. The Civilian Personnel Office will review each selection action before commitment to ensure that no regulatory or procedural violations have occurred in the recruitment process and that no employee is entitled to placement in the position (e.g., RIF, etc.). Notification of selection and commitment is made by the Civilian Personnel Office, not the selecting official. The Civilian Personnel Office will arrange for release of selected employees.

5-2. RELEASE OF FSH EMPLOYEES. Selected employees serviced by the Fort Sam Houston Civilian Personnel Office will be released to enter on duty in the new position no later than the beginning of the second pay period following the pay period in which the release date was requested by the Civilian Personnel Office. An earlier or later release date may be arranged by mutual agreement between the selecting official and the employee's current supervisor. If a later release date is agreed to and a promotion is involved, the promotion action will still be effected not later than the beginning of the second pay period as described above. Later effective dates of promotion actions may also be approved for a maximum of two additional pay periods in order to take advantage of the awarding of within-grade increases.

5-3. RELEASE OF NON-FSH EMPLOYEES. The release of employees who are not serviced by the Fort Sam Houston Civilian Personnel Office will be by mutual agreement of the respective civilian personnel offices. The provisions described for employees serviced by the Fort Sam Houston Civilian Personnel Office will be used as guidelines in negotiation; however, those guidelines are not binding on the other activity or agency.

APPENDIX A

PROCEDURES FOR REQUESTING REASSIGNMENT/CHANGE TO LOWER GRADE

A-1. GENERAL

a. This appendix prescribes procedures for requesting voluntary reassignment or change to lower grade to positions with no higher promotion potential than that of the current position.

b. Consideration of applications under this appendix represents another source available to selecting officials. There is no requirement to consider candidates under this appendix.

c. Applications will be accepted from current permanent Army employees who are in the competitive service or who occupy positions ordinarily in the competitive service under special appointing authorities (e.g., VRA, handicapped, etc.). Applications from employees in the excepted service will be accepted for those positions that can be filled by the employees's excepted appointing authority.

A-2. APPLICATIONS

a. Applications from employees of serviced by the Fort Sam Houston Civilian Personnel Office may be submitted at any time for any series and grade. Applications from employees not serviced by the Fort Sam Houston Civilian Personnel Office will be accepted only if the position appears on the application acceptance list published by the Civilian Personnel Office at the time the application is received.

b. Applications will not be accepted from employees who have been reassigned in the same occupational series in the 180-day period preceding the date of the application.

c. Separate applications must be submitted for each series for which consideration is desired.

d. Employees may request consideration for individual activities, groups of activities, or any activity serviced by the Fort Sam Houston Civilian Personnel Office.

e. Employees serviced by the Fort Sam Houston Civilian Personnel Office will submit applications using prescribed local forms. Employees not serviced by the Fort Sam Houston Civilian Personnel Office will submit Standard Form 171, and will include proof of eligibility to apply. The adequacy of proof will be determined by the Civilian Personnel Office.

f. Applications will be kept on file for a year after submission. If a selection is not made within that time, the application will be destroyed.

RATING OF APPLICATIONS

In order to provide a uniform point for determinations, the 30th day after the date of receipt of the application in the Civilian Personnel Office will be used as a reference point to determine all qualifications and other eligibility requirements based on an amount of time.

MANAGEMENT-DIRECTED REASSIGNMENTS

a. Management officials may direct the reassignment of employees under their control provided the position has no higher promotion potential than the position currently occupied and the employee meets all qualification and other eligibility requirements. Directed reassignments may also be required to satisfy various assignment rights.

b. Directed reassignments may be requested by completion of a Standard Form 52 indicating the name of the employee to be reassigned and the position to which reassignment is requested. The request must be approved by the management official who has jurisdiction over both positions.

c. Directed reassignments are subject to the various mandatory exceptions.

d. A directed reassignment is normally made after obtaining the employee's consent. If the employee does not consent to the reassignment, the action will be formally proposed to the employee and the employee will have the opportunity to present reasons why the reassignment should not take place. The decision to make the reassignment will be made by the Civilian Personnel Officer in conjunction with the management official proposing the action.

The proponent of this regulation is the Civilian Personnel Office, Fort Sam Houston. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, Fort Sam Houston, ATTN: AFZG-CP, Fort Sam Houston, Texas 78234-5000.

FOR THE COMMANDER:



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