

MERIT PROMOTION REVIEW COMPETITIVE and NONCOMPETITIVE ACTIONS

Agency and Subagency:	MCO or Top Ten:	OPM-Led ___ SAA ___
Organization:	SF-52 or Request Date:	Location:
Selectee (s):		
From (Title/Series/Pay Plan/Grade (potential)/Organization):		
To (Title/Series/Pay Plan/Grade (potential)/Organization):		
LAC/Legal Authority:	NOAC/Nature of Action:	Effective Date (s):
Announcement #:	Opening Date:	Closing Date:
Certificate Number(s):	Date Certificate(s) Issued:	Date Certificate(s) Returned:
Well-qualified ICTAP: <input type="checkbox"/> Yes <input type="checkbox"/> No	Area of Consideration:	Date of Panel or Rating:
# Applied:	# Qualified:	# Referred:
If the position was <u>not</u> filled by a well-qualified, eligible ICTAP candidate, please explain:		

*Note: If position was filled by ICTAP, do not complete Sections 1 and 2 of this worksheet.

References: [5 CFR 300](#), [5 CFR 315](#), [5 CFR 330](#), [5 CFR 335](#); [Guide to Processing Personnel Actions](#)

Instructions: Use Section 1 for competitive promotions, time-limited promotions and details for more than 120 days to higher-graded positions, changes to lower grade and reassignments to positions with greater promotion potential, and reinstatements and transfers to higher grades than previously held. Use Section 2 for noncompetitive promotions based on accretion of duties. Use Section 3 for conversions and noncompetitive reinstatements, transfers, and appointments under special authorities.

Quick Link to "Case File Summary/Comments:"

SECTION 1. COMPETITIVE ACTIONS			
Y	N	Review Item	Comments
		Merit promotion plan meets regulatory requirements and was followed for this selection. [5 CFR 335.103]	
Documentation shows clearance of applicable priority placement programs:			
		1. CTAP [5 CFR 330.608] or For DoD Only: DoD Priority Placement Program authorized by OPM in lieu of CTAP (5 CFR 330.601(c)) and DoD Priority Placement Program [DoD 1400.25, Volume 1800]	
		2. RPL [5 CFR 330.207]	
		3. ICTAP [5 CFR 330.708]	
		Vacancy is listed in USAJOBS, as required. (Position is in the competitive service, outside applicants are within the area of consideration, <u>and</u> position is to be filled for more than 120 days.) [5 CFR 335.105 and 5 CFR 330.102]	
OPM was given an electronic copy of complete JOA containing required information. [5 CFR 330.707(b)]			
		Position title and duties	

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	Agency name	
	Announcement number	
	Series and grade	
	Salary Range	
	Promotion potential	
	Opening date	
	Closing date (including use of cut-off dates, if any)	
	Duty locations	
	Number of vacancies	
	Who may apply for the position	
	How to apply	
	Procedures for obtaining additional information	
	Qualification requirements for each grade level: Competencies/ KSAs including selective factors and quality ranking factors, if any	
	Basis of rating	
	How eligible veterans may compete for vacancies advertised under agencies' promotion procedures when an agency is seeking applications from outside of its own workforce	
	EEO Statement	
	Agency definition of well-qualified and how CTAP and/or ICTAP candidates may apply, including proof of eligibility	
	Type of appointment (i.e., permanent, term, or temporary, including NTE dates)	
	Special conditions when one vacancy announcement was used both competitive examining and merit promotion	
	Additional items (i.e., physical requirements, restriction to veterans, gender, part-time or intermittent employment, shift work, unusual tours of duty, travel requirements, minimum/maximum entry age, mandatory interview, any other applicable information)	
	Reasonable accommodation provided	
	Point of contact and telephone number	
	For positions restricted to preference eligibles: Statement explaining whether applications will be accepted from non-preference eligibles, and if so that they will not be considered if veterans are available for Custodian, Messenger, Guard, and Elevator Operator positions. [5 CFR 330 subpart D]	

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	For restriction of consideration to one gender: Documentation of approval from OPM [5 CFR 332.407]	
	Area of consideration is sufficiently broad to ensure availability of high quality candidates. [5 CFR 335.103(b)(2)]	
<i>Job analysis identifies:</i> [5 CFR 300.103(a)]		
	Basic duties and responsibilities	
	KSAs required to perform duties/responsibilities, including selective factors	
	Factors that are important in evaluating candidates	
	Crediting plan is consistent with the job analysis. [5 CFR 300.103(b)(1)]	
	Qualifications and crediting plan are properly applied. [5 CFR 335.103(b)(3)]	
	Veteran candidates applying under the Veterans Employment Opportunities Act of 1998, as amended, are properly rated, ranked, and referred (Veterans preference not allowed)	
	Due weight is given to performance appraisals and incentive awards. [5 CFR 335.103(b)(3)]	
	Merit promotion process can be reconstructed, including how candidates rated and ranked. [5 CFR 335.103(b)(5)]	
	Selectee meets time-in-grade. (Applies to GS positions only.) [5 CFR 300 subpart F]	
	Selectee meets time-after-competitive appointment, if applicable. [5 CFR 330.501]	
	Selection is from among the best-qualified candidates. [5 CFR 300.102(b) and 5 CFR 335.103(b)(4)]	
	<u>Time-limited Promotion for more than 120 days.</u> Action is a time-limited promotion for more than 120 days to a higher-graded position. (Prior service during preceding 12 months under noncompetitive time-limited promotions or noncompetitive details counts toward 120 day total.) If applicable, JOA included a statement that the temporary promotion could be extended (if initially advertised for less the maximum allowable period) or made permanent without further competition.	
	1. Position is filled competitively, as required. [5 CFR 335.103(c)(1)(i)]	
	2. Promotion is to meet temporary needs for a specified period of not more than 5 years. [5 CFR 335.102(f)]	
	3. Advance written notice of conditions of promotion is given to employee. [5 CFR 335.102(f)(1)]	
	4. NOAC/Nature of action is: 703 Promotion NTE	

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	5. LAC/Legal authority is: N3M Reg 335.102 Comp	
	<p><u>Detail for more than 120 days to Higher-Graded Position.</u> Action is a detail for more than 120 calendar days to higher graded position. Position is filled competitively. (Prior service during preceding 12 months under noncompetitive time-limited promotions or noncompetitive details counts toward 120 day total). The detail is documented on a SF-52 as required by OPM’s Guide to Processing Personnel Actions. No specific NOAC is needed. [5 CFR 335.103(c)(1)(ii)]</p>	
	For the following competitive actions, regulatory requirements are correct. Also, nature of action and nature of action code (NOAC) and legal authority and legal authority code (LAC) are correct as prescribed by OPM’s Guide to Processing Personnel Actions, Chapters 9 and 14:	
	<p>1. <u>Transfer</u> - Action is a competitive transfer to a position at a higher grade or with more promotion potential than a position previously held on a permanent basis in the competitive service. [5 CFR 315.501 and 5 CFR 335.103(c)(1)(v)]</p> <ul style="list-style-type: none"> • Appointed without a break in service of a single workday • Current career/career conditional employee of another agency • NOAC/Nature of action is: 130 Transfer • LAC/Legal authority is: KTM Reg 315.501 (same grade) KVM Reg 315.501 (to a higher grade) KXM Reg 315.501 (to a lower grade) 	
	<p>2. <u>Reinstatement</u> - Action is a competitive reinstatement to a permanent or temporary position at a higher grade or with more promotion potential than a position previously held on a permanent basis in the competitive service. [5 CFR 315.401 and 5 CFR 335.103(c)(1)(vi)]</p> <ul style="list-style-type: none"> • Meets time limit on eligibility (i.e., no limit for preference eligibles and those who complete the service requirement for career tenure. For all others, within three years of separation unless the three-year limit is extended per 5 CFR 315.401(c)) 	
	<ul style="list-style-type: none"> • NOAC/Nature of action is: 140 Reins-Career or 141 Reins Career-Cond • LAC/Legal authority is: KQM Reg 315.401 	

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		3. <u>Competitive Permanent Promotion</u> - Action is a competitive permanent promotion. [5 CFR 335.103(c)] <ul style="list-style-type: none"> • NOAC/Nature of action is: 702 Promotion • LAC/Legal authority is: N3M Reg 335.102 Comp 	
		4. <u>Competitive Change to Lower Grade</u> - Action is a competitive change to lower grade to a position with more promotion potential than a position previously held on a permanent basis in the competitive service. [5 CFR 335.103(c)(1)(iv)] <ul style="list-style-type: none"> • NOAC/Nature of action is: 713 Chg to Lower Grade • LAC/Legal authority is: N3M Reg 335.102 Comp 	
		5. <u>Competitive Reassignment</u> - Action is a competitive reassignment to a position with more promotion potential than a position previously held on a permanent basis in the competitive service. [5 CFR 335.103(c)(1)(iv)] <ul style="list-style-type: none"> • NOAC/Nature of action is: 721 Reassignment • LAC/Legal authority is: N3M Reg 335.102 Comp 	
<i>Remarks entered on SF 50 are correct:</i>			
		Selected from (# promotion certificate) dated (date)	
<i>And, if appropriate:</i>			
		Full performance level of employee's position is (enter pay plan and grade)	
		Salary includes WGI for which employee became eligible on (date)	
		Position is at the full performance level	
		From promotion NTE (date)	
		Qualification requirements modified because of general OPM amendment	
		Qualified for this position only under training agreement. Not eligible for other positions in this series until satisfactorily completes prescribed training	
		Removes temporary limitation placed on last action	
		Probation for supervisory position completed	
		Subject to completion of one year probationary period for assignment to supervisory/managerial position beginning	
SECTION 2. NONCOMPETITIVE PROMOTIONS BY ACCRETION OF DUTIES			
Y	N	Review Item	Comments
		Agency merit promotion plan allows promotion resulting from an employee's position being classified at a higher grade because of additional duties and responsibilities. [5 CFR 335.103(c)(3)(ii)] *Note: This regulatory citation does not refer to this type of promotion as an accretion of duties promotion. However, when an employee's position is classified at a higher grade because duties and responsibilities are added, it is	

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		<i>often referred to as an accretion of duties promotion.</i>	
		Agency practices consider the following factors regarding accretion of duties promotions: <ul style="list-style-type: none"> • The employee continues to perform the same basic functions; • The duties of the former position have been absorbed into the new position; • The new position has no known promotion potential; • The additional duties and responsibilities do not adversely affect any other encumbered position; and, • The upgrading of the position does not involve the addition of supervisory duties as the sole basis for the reclassification. 	
		Basis for noncompetitive promotion based on accretion of duties can be reconstructed.	
		Employee meets qualification requirements (an employee whose position is upgraded as a result of a reclassification is considered to meet the qualification requirements of the upgraded position, since he/she has been performing the higher-graded work. However, employees must meet any licensure or certification requirements, as well as any minimum educational requirements. [Qualification Standards Operating Manual, Section 2E(3)(d)]	
		Employee meets time-in-grade. (Applies to GS positions only.) [5 CFR 300 subpart F]	
<i>Codes and remarks on SF 50 are correct: [Guide to Processing Personnel Actions, Chapter 14-B, rule 7]</i>			
		NOAC/Nature of action is: 702 Promotion	
		LAC/Legal authority is: N7M Reg. 335.102 Reclass	
		Remark is: Result of additional duties and responsibilities	
SECTION 3. NONCOMPETITIVE REINSTATEMENTS, TRANSFERS, APPOINTMENTS BASED ON SPECIAL AUTHORITIES, and CONVERSIONS			
Y	N	Review Item	Comments
		Noncompetitive appointments by reinstatement, transfer, and under special authorities that are authorized by 5 CFR 315 subpart F meet the following:	
		Vacancy is listed in USAJOBS, as required. (Position is in the competitive service and selectee is within the area of consideration), [5 CFR 335.105 and 330.102]	
<i>Documentation shows clearance of applicable priority placement programs:</i>			
		1. CTAP [5 CFR 330.608] or For DoD Only: DoD Priority Placement Program authorized by OPM in lieu of CTAP (5 CFR 330.601(c)) and DoD Priority Placement Program [DoD 1400.25, Volume 1800]	
		2. RPL [5 CFR 330.207]	
		3. ICTAP [5 CFR 330.708]	

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		Selectee meets qualification requirements.	
		<p>Reinstatement meets provisions of 5 CFR 315.401.</p> <ol style="list-style-type: none"> Selectee meets time limit on eligibility (i.e., no limit for preference eligibles and those who complete service requirement for career tenure. For all others, within three years of separation unless extended in accordance with 5 CFR 315.401(c). Selectee meets time-in-grade restriction [5 CFR 300 subpart F] 	
		<p>Transfer meets provisions of 5 CFR 315.501.</p> <ol style="list-style-type: none"> Selectee is appointed without a break in service of a single workday Selectee is a current career/career conditional employee of another agency or agency with an Interchange Agreement 	
		Selectee meets eligibility requirements and is appointed under special authority, e.g., former Peace Corps personnel in accordance with [5 CFR 315 subpart F]	
		Appointed by conversion from other types of employment, e.g., VRA, disabled veterans, Presidential Management Fellows: [5 CFR 315 subpart G]	
		Selectee meets eligibility requirements for conversion	
		Conversion is within allowable timeframe	
SECTION 4. DOCUMENTATION APPLICABLE TO ALL ACTIONS COVERED BY THIS REVIEW CHECKLIST			
Y	N	Review Item	Comments
<i>Codes and authorities on SF 50/52 are correct:</i>			
		Legal authority and nature of action codes	
		Veterans' preference	
		Tenure group	
		Pay determination is proper	
		Qualification standard annotated on SF 52 if other than OPM	
<i>Remarks entered on SF 50 are correct:</i>			
		Probationary period	
		Service counting toward career tenure	
		Date appointment affidavit signed	
		Other remarks as appropriate from Table 9-I, Guide to Processing Personnel Actions	
<i>Forms filed chronologically on the right (long-term) side of OPF:</i>			
		Application for Federal employment e.g., OF 612, resume, etc. (only those used for appointments)	
		SF 61 (Appointment Affidavit), unless action is a conversion	

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		OF 306 (Declaration of Federal Employment)	
		Copy of SF 50 (Notification of Personnel Action)	
<i>When applicable:</i>			
		SF 144 (Statement of Prior Federal Service)	
		DD 214 (Certificate of Release or Discharge from Active Duty)	
		SF 15 (Application for 10-Point Veteran Preference)	
		VA letter or active service retirement orders certifying service-connected disability	
		Certification of Investigation Notice	
		Selective service certification (males born after 12-31-59)	
Case File Summary/Comments:			

Reviewer/Title: _____

Date: _____