

CHAPTER 335 MERIT STAFFING PLAN

APPENDIX A ACCRETION OF DUTIES PROMOTIONS

1. **PURPOSE.** To provide HRO Norfolk guidance for documenting accretion of duties promotion actions.

2. **DISCUSSION.** Accretions of duties promotions are noncompetitive actions. They are exceptions to the competitive process and will be rare. The following criteria will be met: (1) the major duties of the employee's old position are absorbed into the redescribed position, and the former is canceled; (2) the redescribed position has no known promotion potential; and (3) the additional duties do not adversely affect another encumbered position.

An accretion of duties promotion results from the gradual addition of duties to the employee's position, with the major duties of that position remaining intact, and the position becomes classifiable at a higher grade. This means that:

(a) The process of accretion must be a gradual one, occurring over an extended period of time. The amount of time will vary depending on a variety of factors, but it is clear that higher-level duties cannot simply be added to a position, such as when another employee leaves an organization and duties from the vacated position are then added to another position or positions;

(b) The former position cannot be changed so that some or all of its major duties are removed. This would violate the requirement that the major duties of the old position are absorbed in the new;

(c) An employee cannot be moved elsewhere in the organization. Even if the employee continues to perform some or all of the former duties at the new location, accretion of duties is the adding of duties to the employee's position, not the adding of the employee's duties to another position.

Accretion of duties promotions are bona fide exceptions to the Priority Placement Program (PPP). Accretion is not a technique to circumvent PPP placements or the Merit System Principles. Accretions of duties promotions involve joint discussions/processes with accountable managers and the accountable position classification and staffing specialists.

The following situations are **typically** considered inappropriate for consideration as accretion of duty promotion actions: (1) transition from a one-grade interval position to a two-grade interval position; (2) accretion across occupational series; (3) movement to a

vacant higher level position; (4) accretion from an Identical Additional (IA) position; (5) accretion from a nonsupervisory position to a supervisory position; (6) accretion from a nonleader position to a leader position; and (7) accretion across organizational lines or as a result of a reorganization.

Accretion of duties must meet the intent of Chapter 23 of Title 5, United States Code and result in the promotion of all employees assigned to that position; or the positions must be filled competitively (i.e., merit promotion, management identification of candidate, and planned management action); or the situation must be reviewed for misassignments (possibly resulting in reassignments).

3. RESPONSIBILITIES. The responsibility for determining that a proposed promotion action meets accretion of duties criteria lies with the Commanding Officer or his/her designated management official. The HRO Norfolk staff is responsible to provide advice and advisory opinions concerning the appropriateness of a proposed accretion action. In those cases where the employing activity and the HRO staff are in concurrence with a proposed promotion action, a request for personnel action will be forwarded to the HRSC with HRO certification. In those rare cases where the requesting activity and HRO staff are not in concurrence, certification will be provided by an authorized command official.