



Tips and Tidbits
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Question: What is a noncompetitive promotion and when is it warranted?

While most are probably familiar with competitive promotions as addressed in [\(Section 2301\(b\) Title 5 United States Code\)](#) , promotion achieved through means other than open competition frequently occurs. These promotions are executed under circumstances that are not competitive.

Different instances may warrant the use of noncompetitive procedures. Among those exigencies are the upgrading of a position as a result of implementation of a new/revised OPM classification or job grading standard; the upgrading of a position as a result of a correction or an initial classification error; advancement to a higher grade of an employee who was selected at an earlier stage under competitive procedures; and a repromotion to a grade previously held. Additionally, a temporary promotion of 120 days or less may also be processed noncompetitively for Legacy positions [180 or less for NSPS positions]. In order for temporary promotions to continue beyond 120 days [or beyond 180 days for NSPS positions], competitive procedures must be accomplished however.

A noncompetitive promotion may also occur when an employee's official position has been reclassified to a higher grade because of the addition of duties and responsibilities and it is determined that open competition is not warranted [\(5 CFR 335.103\(c\)\(3\)\(ii\)\)](#). In addition, [Army Regulation 690-300, C16, Chapter 335, paragraph 1-5c\(1\)\(b\)\(i-iv\)](#) outlines the criteria that must be met for a promotion action to be considered noncompetitive. The regulation states that a promotion resulting from the addition of duties and responsibilities may be made noncompetitively **only** when **all** of the following conditions are met:

(1) There are no other employees at the same grade in the unit supervised by the selecting official who is performing duties substantially the same as those performed by the employee before the addition of the new duties and responsibilities. Jobs are considered substantially the same when major duties, supervisory controls, knowledge required, and working conditions are the same;

(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 employee's position, such as job abolishment or reduction in known promotion potential; and,

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

An accretion of duties occurs when management recognizes that new duties and responsibilities evolve into or occur in a job because of new missions, changed missions, new processes, new procedures, etc. An accretion of duties does not occur when management assigns duties simply by moving them from another position in the organization. The following situations are typically considered inappropriate for consideration for an accretion of duties action:

- transition from a one-grade interval position to a two-grade interval position
- accretion across occupational series
- movement to a vacant higher level position
- accretion from a non-supervisory position to a supervisory position
- accretion across organizational lines

With accretion of duties there is added emphasis on the requirement that the employee will continue to perform the same basic duties as those listed in the former position, and all of the duties of the former position continue to be listed and required in the new position. If the former duties are not reflected in the new position description, then the action is not considered an accretion of duties and thus, does not meet the criteria for noncompetitive promotion.

For additional information pertaining to noncompetitive promotions and accretion of duties promotions, please contact your servicing Human Resources Specialist.

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