# ACCRETION OF DUTIES JUSTIFICATION FORM UPGRADE RESULTING FROM THE ADDITION OF DUTIES AND RESPONSIBILITIES

**Incumbent:**

**Old PD#:**

**Old Org Code: New Org Code:**

**Current position title, series and grade:**

New/recommended position title, series and grade:

1. In accordance with the Secretary of the Navy Instruction (SECNAVINST) 12300.9, “Staffing, Placement, and Employment,” and the Guidance/Advisory Memorandum (GAM) #63 contain the Department of the Navy (DoN) criteria that supplement Chapter 23 of Title 5, United States Code (U.S.C.) and the Code of Federal Regulations (CFR). The following DoN criteria must be met to support the upgrade of a position resulting from the addition of duties and responsibilities:
   1. The major duties of the employee's old position are absorbed into the new position, and the former position is cancelled. The new position is classified at a higher grade due to the addition of higher grade duties directly related to the primary purpose of the former position.
   2. The new position has no known promotion potential.
   3. The additional duties do not adversely affect another encumbered position. In other words, the higher level duties cannot be taken from another encumbered position resulting in the downgrade of that position or a reduction-in-force.
2. Such actions must meet the intent of 5 U.S.C. 23 and result in the promotion of all employees assigned to that position; or the positions must be filled competitively (i.e., management identification of candidate, planned management action); or the situation must be reviewed for mis- assignments (possibly resulting in reassignments).
3. All parties participating in this process will be held accountable for the determinations made. The primary accountability lies with activity managers who control the assignment of work. The manager's role/responsibilities include providing required information for completion of Justification for Upgrade Resulting from the Addition of Duties and Responsibilities. Classification's role/responsibilities are to classify the position descriptions (identifying title, series, and grade) and/or coordinate MTP actions. OCHR SAN role/responsibilities are to make qualification and Priority Placement Program (PPP) determinations, and to ensure the 5 U.S.C. 23 and DoN criteria are met in determining whether an exception or competition is needed/required to fill the position.
4. The upgrade of a position resulting from the addition of duties and responsibilities is not a technique to circumvent PPP placements. This type of noncompetitive promotion action involves joint discussions/processes with managers and the classifier (activity manager or HR Specialist) and OCHR SAN Staffing Specialists.
5. The following situations are considered inappropriate for consideration as upgrades resulting from additional duties and responsibilities: (1) transition from a one-grade interval position to a two-grade interval position; (2) accretion across occupational series; (3) movement to vacant higher level position; (4) accretion from an Identical Additional (IA) position; (5) accretion from a non-supervisory position to a supervisory position; (6) accretion from a non-leader position to a leader position; and

(7) accretion across organizational lines.

1. The concept of upgrading a position due to the addition of duties and responsibilities implies that major changes have taken place in a position in the form of higher level, more complex duties that are directly related to the primary purpose of the position being replaced, and that the employee will also continue to perform most or all of the duties of the former position. If you have specifically identified that such is the case, the following questions must be addressed on a separate page to explain what events caused the position to be re-described and recommended for classification/classified at a higher grade.
2. Where did the new, additional duties come from?
3. How long has the employee been performing the additional duties?
4. What were the reasons for assignment of the additional duties, i.e., vacant position/billet - civilian or military; reorganization; new programs/projects/mission requirements mandated from major claimant level or above; new technology, etc.?
5. Are other employees occupying the same position? If so, why was this individual assigned the duties?
6. How long has the incumbent occupied this position?
7. What were the primary duties of the old position?
8. Could you as the manager have reasonably known that the additional duties were of a higher level before they were assigned?
9. Did the position remain in the same organization and retain the same supervisor?

Supervisor Date