

UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE MARKETING AND REGULATORY PROGRAMS	PROMOTION RESULTING FROM ADDITIONAL DUTIES AND RESPONSIBILITIES
1. Name of Incumbent:	2. Position Description Number:
3. Current Position Title, Series, and Grade:	4. Proposed Position Title, Series, and Grade:
5. Current Organization:	6. Proposed Organization:

7. I CERTIFY THE FOLLOWING REQUIREMENTS FOR PROMOTION RESULTING FROM ADDITIONAL DUTIES AND RESPONSIBILITIES HAVE BEEN MET:

- The major duties and basic functions of the current position must be absorbed into the new position;
- The current position must be abolished;
- The new position must not have any known promotion potential beyond its accreted grade level;
- The addition of higher level duties and responsibilities must not result in the abolishment of another position, reduce the known promotion potential of another position, or adversely impact another occupied position;
- No other employee(s) in the same organization unit may be performing similar duties prior to the addition of the new duties and responsibilities which precipitated a promotion based on accretion of duties;
- The new position must not be reclassification from nonsupervisory to a lead or supervisory status; and
- The employee must meet time-in-grade and qualification standards.

8. Supervisor Name and Signature:	9. Date:
10. Classification Specialist Name and Signature:	11. Date:
12. Staffing Specialist Name and Signature:	13. Date:
14. Decision by HRD Director: <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Discuss with me	
15. HRD Director Name and Signature:	16. Date:

* Attach a copy of this form to the Promotion Resulting from Additional Duties and Responsibilities Position Description and file in employee's OPF and the organizational position description file after all signatures have been obtained.

*APHIS Human Resources Division (HRD) is the official record keeping office of any/all Federal records that are created by this form.