

# USDA Marketing and Regulatory Programs

## Promotion Resulting From Additional Duties and Responsibilities

Name of Incumbent:	Position Description No.:
Current Position Title, Series & Grade:	Proposed Position Title, Series & Grade:
Current Organization:	Proposed Organization:

**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 organizational 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 is not a reclassification from nonsupervisory to a lead or supervisory status
- The employee meets time-in-grade and qualification standards

SUPERVISOR:	DATE:
CLASSIFICATION SPECIALIST:	DATE:
STAFFING SPECIALIST:	DATE:

Decision by HR Director:  
 Approve \_\_\_\_\_  
 Disapprove \_\_\_\_\_  
 Discuss with me \_\_\_\_\_

\_\_\_\_\_  
 Marsha A. Wiggins, Director, MRP HR

\_\_\_\_\_  
 Date

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