



U.S. ARMY TRAINING AND DOCTRINE COMMAND



Accretion of Duties

This fact sheet provides information on accretion of duties and its appropriate use to noncompetitively promote an employee.

Authority and Definitions

Agencies may at their discretion except from competitive procedures a promotion resulting from an employee's position being classified at a higher grade because of additional duties and responsibilities. [5 CFR 335.103(c)(3)(ii)]

Accretion of Duties Promotion: A non-competitive promotion that results from the gradual addition of duties to an employee's position, with the major duties of that position remaining intact, and the position becomes classifiable at a higher grade.

Non-Competitive Promotion: Promotion without competition under a vacancy announcement.

Major Duties: Duties which represent the primary reason for a position's existence, and which govern the qualification requirements. Typically, major duties occupy most of the employee's time.

Appropriate Use

The following criteria must be met in order to support an accretion of duties promotion:

- (1) the major duties of the employee's old position are absorbed into the new position, and the former position is canceled;
- (2) the new position has no known promotion potential; and
- (3) the additional duties do not adversely affect another encumbered position (e.g. the higher level duties are taken from another encumbered position resulting in the downgrading of that position)

Inappropriate Use

The following situations are inappropriate for consideration for promotion as a result of 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; i.e., a Standardized Position Description
- (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

Other considerations: Accretion of duties promotions should not consider the impact of the person on the job, this is a separate process and must be in compliance with OPM guidelines. If the unique capabilities, experience or knowledge that a particular employee brings to the job has an effect on the work performed, please contact your local HR Specialist for information on this process.

Responsibility and Process

All parties participating in the accretion of duties determination process will be held accountable for the determinations made. The primary accountability lies with management who controls the assignment of work.

Managers and Supervisors must ensure that:

- Additional duties added to PD's are performed fully by all individuals assigned to that job description
- All merit promotion requirements are met
- No prohibited personnel practices are committed

Managers and Supervisors work with CHRD to complete the following:

- Prepare new or revised PD to include new duties performed by incumbent.

Tip: Ensure employee will perform at least 50% of same basic functions and that they have performed the higher-level duties for a significant period of time (i.e., 6 months)

- Review qualification requirements to ensure incumbent meets all licensing/certification requirements and minimum educational requirements.
- Complete justification for accretion of duties form
- Complete Human Resources Package to include:
 - New Position Description with Tracked Changes
 - Signed OF-8
 - Original classified PD
 - Position Designation Tool Sheet
 - Build Sheet
 - Organizational Chart
 - DAWIA Coding Sheet (if acquisition related position)
 - Approval to submit RPA
 - If position is in the GS-301 series, approval to establish new GS-301 submitted

Questions?

Please direct any questions regarding Accretion of Duties Promotions to your local G-1 point of contact, or e-mail HQ TRADOC CHRD at usarmy.jble.tradoc.mbx.hq-tradoc-g-1-4-civilian-personnel-dir@army.mil.