



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND  
950 JEFFERSON AVENUE  
FORT EUSTIS, VIRGINIA 23604-5700

ATBO-C (25-30i2)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: TRADOC Noncompetitive Accretion of Duties Promotion Guidelines

1. References.

- a. The Code of Regulations Title, 335-103 (Agency Promotion Programs).
- b. U.S. Code Title 5 § 2302 (Prohibited Personnel Practices).
- c. Office of Personnel Management (Qualifications Standards for General Schedule Positions).
- d. Department of Defense Priority Placement Program (PPP) Handbook, Nov 2019.
- e. Army Regulation 690-300 (Civilian Personnel Employment), 3 April 2019.
- f. US General Accounting Office (GAO), B-179216, 9 Oct 73, 53 Comp Gen 216.
- g. US General Accounting Office (GAO), B-173783.154, 21 Jun 76.
- h. US General Accounting Office (GAO), B-186758, 23 Mar 77.
- i. US General Accounting Office (GAO), B-247754, 20 Aug 92.

2. An accretion of duties is an unplanned, gradual increase in complexity, range and/or level of difficulty in the tasks/duties for an individual position within a work unit. In most cases, the responsible supervisor does not have a specific plan outlined to document the new duties because they appear to be temporary in nature or they have occurred gradually over a period of time. The additional work can lead to a non-competitive promotion for an individual if there are no violations of merit principles, no appearance of prohibited personnel practices, and the position meets the five (5) criteria outlined in Army Regulation (AR) 690-300, Chapter 10-8.c.(1)(b). An accretion usually occurs because of an unexpected organizational change, redistribution of mission or function responsibilities, workload shifts, technology changes, and/or workforce realignments.

3. Responsibilities.

a. Managers and supervisors must ensure all accretion of duties requirements cited in above references are met, all merit principles are followed, all TRADOC local merit promotion requirements are met, and no prohibited personnel practices are committed when a position is upgraded based on accretion of duties. Examples of possible prohibited personnel practices that could involve an accretion of duties promotion include identifying one individual on a multi-occupant job description/standard position

description and only giving that person the additional duties or taking duties away from another individual and negatively impacting that individual's grade.

b. All accretion requests will be coordinated and reviewed through the TRADOC Deputy Chief of Staff (DCS), G-1/4 and after the DCS, G-1/4 completes their review, the requesting organization must submit its request to the TRADOC Force Structure Board (FSB) for decision. An accretion request should only be sent to the servicing Civilian Personnel Advisory Center (CPAC) after the TRADOC DCS, G1/4 review is complete and the TRADOC FSB has approved the organization's accretion request.

c. After TRADOC DCS, G-1/4 reviews and the TRADOC FSB approves the accretion request, the servicing CPAC will ensure the new duties and responsibilities support the proposed higher grade in accordance with applicable Office of Personnel Management classification standards as well as any applicable regulatory requirements.

#### 4. Procedures.

a. Managers and supervisors will obtain written endorsement from their local chain of command, and submit with the following to TRADOC Headquarters, G1/4, Civilian Human Resources Directorate (CHRD):

(1) A copy of the employee's existing Position Description (PD) along with a copy of the proposed PD with tracked changes to verify that the employee will continue to perform the same basic functions, duties, and tasks of the former position in the new position. The description of new work should not duplicate work that is already being performed by another organization/unit or employee.

(2) The manager and/or supervisor will complete the Accretion of Duties Form (enclosed) as well as an organization chart which shows the placement of the existing position.

b. Upon receipt of above documents, CHRD will review and the DCS G-1/4 will determine if an accretion of duties is appropriate.

c. If an accretion of duties is deemed appropriate and approved by the FSB, a Request for Personnel Action (RPA) should be completed and the accretion documents (i.e., draft updated PD, Accreditation of Duties Form, and organization chart) should be attached and submitted to the servicing CPAC for final approval and processing. The CPAC will determine if the new PD supports a higher grade, if non-competitive procedures are appropriate, and determine any licensing/certification requirements, minimum education requirements, and time-in-grade requirements. If approved by the CPAC, the noncompetitive promotion should be completed no later than four (4) pay periods from the date of reclassification.

5. This guidance is effective immediately, unless revoked or superseded.

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6. TRADOC point of contact to submit accretion packages to and for questions is Human Resources Specialist (Classification), Ms. Leora Andersen at leora.r.andersen.civ@army.mil.

W. D. BRINKLEY  
Senior Executive Service  
Deputy Chief of Staff

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