CEHR-E Engineer Regulation 690-1-1206	Department of the Army U.S. Army Corps of Engineers Washington, DC 20314-1000	ER 690-1-1206 1 February 2000
	Civilian Personnel TIME-LIMITED PROMOTION	
	Distribution Restriction Statement Approved for public release; distribution is unlimited.	

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, DC 20314-1000

ER 690-1-1206

CEHR-E

Regulation
No. 690-1-1206

1 February 2000

Civilian Personnel
TIME-LIMITED PROMOTION

1. Purpose. This regulation establishes U. S. Army Corps of Engineers (USACE) policy regarding time-limited promotions.

2. Applicability. This regulation is applicable to all USACE commands. It applies to time-limited promotions to different activities (e.g., from one district to another; from a district to a major subordinate command or Headquarters (HQ)USACE; from the Engineer Research and Development Center to HQUSACE). This policy does not apply to time-limited promotions within the same organizational element.

3. Distribution Statement. Approved for public release. Distribution is unlimited.

4. References.

a. Title 5 Code of Federal Regulations, Section 335.102f.

b. AR 690-300, Chapter 335, 1-5a.

c. CEHR-E memorandum, 25 February 1999, subject: Command Special Assistance Initiative (CSAI) SOP.

5. Background. USACE must often rely on filling positions through time-limited promotion to meet staffing needs for projects and/or special assignments. This may involve time-limited promotions of employees across district/division lines or from other agencies. Reference 4a requires the losing and gaining activities to agree to the time-limited promotion and to decide in advance which activity will assume responsibility for the employee's placement upon expiration of the time-limited promotion. The purpose of this ER is to provide procedures to ensure that placement is decided in advance of the time-limited promotion and to ensure every consideration for placement at the termination of the time-limited promotion is provided the USACE employee, in accordance with (IAW) the appropriate Merit Promotion Program, Career Transition Assistance Plan, Department of Defense Priority Placement Program, the Command Special Assistance Initiative, and union contract(s).

6. Policy.

a. The agreement (Eng Form 5093-R, Appendix A) will be completed prior to the effective

date of the time-limited promotion. It may also be used when an employee from another activity (non-USACE) is promoted on a time-limited basis to a USACE position, if the losing activity agrees. The completed agreement should be signed by the first line supervisor and will be forwarded to the CPOC for filing in the selected employee's Official Personnel Folder.

b. The losing activity must agree to an extension of the time-limited promotion if it is responsible for the employee's placement upon expiration of the time-limited promotion. If the losing activity does not concur, the time-limited promotion may not be extended, and the employee returns to the former employing activity. The responsibility for placement may be renegotiated if a time-limited promotion is extended. If the gaining activity is responsible for placement upon expiration of the time-limited promotion, the losing activity does not have to be consulted but will be notified of the action.

c. Prior to effecting the time-limited promotion, the USACE activity which agrees to be responsible for placement of the employee upon expiration of the time-limited promotion must designate a position for that placement. This position must be at the same grade or pay band from which the employee is being promoted on a time-limited basis. The activity responsible for placement must maintain a record of this position for the duration of time the activity is responsible for placement.

d. Ninety days prior to the termination date of the time-limited promotion, the activity responsible for placement will ensure the availability of an appropriate position. If the position previously identified is not available (as an example, it is abolished), the USACE employee can be registered in the Command Special Assistance Initiative Program IAW reference 4c.

e. The employee promoted on a time-limited basis must be provided a copy of the attached completed form so that the employee knows where placement will be upon termination of the time-limited promotion.

FOR THE COMMANDER:

1 Appendix
APP A - ENG FORM 5093-R

RUSSELL L. FUHRMAN
Major General, USA
Chief of Staff

APPENDIX A

Placement Responsibility Upon Termination of Time-Limited Promotion Agreement

(ER 690-1-1206)

PRIVACY ACT STATEMENT

Authority: 5 USC 1302

Purpose: The information is needed so that an employee selected for a time-limited promotion knows in writing what activity is responsible for his/her placement upon expiration of the time-limited promotion. Supplying this information is voluntary. However, if not provided, we cannot process the time limited promotion.

1. _____ *(employee name)*

has been selected for a time-limited promotion to _____

_____ *(position title, series, and grade or pay band)* not to

exceed _____.

2. Losing Activity _____.

3. Gaining Activity _____.

4. Activity responsible for placement upon initial/extended *(select one)* expiration/termination of time-limited promotion _____.*

5. Grade or pay band of placement upon expiration/termination of time-limited promotion _____.

* When a time-limited promotion is terminated, the employee will be returned to the position from which promoted, or with his/her consent to a different position in accordance with governing regulations.

_____	_____
(Signature of Losing Activity Representative)	*(Date)*
_____	_____
(Signature of Gaining Activity Representative)	*(Date)*
_____	_____
(Employee Signature)	*(Date)*

Printed Name of Employee: _____

Signature of 1st Line Supervisor: _____

ENG FORM 5093-R, Feb 2000 (Proponent: CEHR-E)