

# NOTICE TO ALL EMPLOYEES

## MERIT PROMOTION PRINCIPLES

This notice provides employees details on the Merit Promotion requirements directed by the Office of Personnel Management (OPM) and Air Force Manual 36-203, Staffing Civilian Positions. The merit promotion principles apply to all employees and the factors that compose the promotion process are described below.

***Merit Promotion Program*** – The underlying principle of the Merit Promotion Program is the identification, qualification evaluation, and selection of candidates made without regard to political, religious, labor organization affiliation, marital status, race, color, sex, national origin, non-disqualifying physical or mental handicap, or age and shall be based solely on job-related criteria in accordance with legitimate position requirements.

***Affirmative Employment*** – Principles for filling positions subject to priorities established by OPM, Department of Defense, and Air Force procedures or special employment plans. In this regard, Air Force actions must adhere to the requirements of the Federal Equal Opportunity Recruitment Program (FEORP) when filling positions.

***Non-Competitive Temporary Promotions*** – Every civilian employee is eligible for one 120 Day non-competitive temporary promotion within a 12 month time frame. Temporary promotions under this procedure for bargaining unit positions must adhere to the terms of the AFMC Master Labor Agreement.

***Competitive Promotions*** – Employees have the right to apply through the USAJOBS website for positions that through the competitive promotion process provides for the opportunity for career advancement. Employees can create, store and tailor up to five resumes detailing knowledge, skills and experience. Appraisal factors are no longer considered in promotions actions. Applicants may self-nominate for 90 Day registers, and be referred out for more than one positions, same series/grade with similar duties during the 90-day window.

**Additional information may be obtained at the Office of Personnel Management [WWW.OPM.GOV](http://WWW.OPM.GOV) or questions may be addressed to Civilian Personnel Section.**