

# 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 Department of The 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 lawful political affiliation race, color, religion, sex (including pregnancy, sexual orientation, and gender identity), national origin, age, disability, genetic information, marital status, prior EO activity, or any other non-merit factors prohibited by statute, regulation, or Executive Order, 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*** – Civilian employees are eligible to be non-competitively temporary promotion up to 120 days within a 12-month period. Temporary promotions under this procedure for bargaining unit positions must adhere to the terms of the AFMC Master Labor Agreement ([Link to MLA](#)).

***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 in USAJOBS detailing knowledge, skills and experience. Appraisal factors are no longer considered in promotions actions. Applicants may self-nominate for 120 Day registers, and be referred out for more than one position, same series/grade with similar duties during the 120-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 the local servicing Civilian Personnel Section (CPS).**

OPR: AFSC/DP

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Prescribing Directive: DAFMAN36-203 and 5 CFR 335

NO RELEASABILITY RESTRICTIONS ON THIS VISUAL AID

AFSC Resource Management One Shop Stop ([Link](#))