



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

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PERSONNEL BULLETIN NO. 12-8

Subject: Training Programs with Accelerated Promotions

Purpose. The purpose of this Personnel Bulletin is to establish the Department of the Interior's policy for training programs which utilize accelerated promotions.

Authority. 5 CFR 300.603(b); 5 CFR 300.604; 5 CFR 410

Policy. In accordance with 5 CFR 300.603(b), certain actions may be taken without regard to time-in-grade requirements. Specifically, an individual may be promoted more than once (but no more than two times) in a 52-week period under an approved OPM training agreement.

Bureaus and equivalent office must first establish they have critical circumstances that warrant an exception to the time-in-grade requirement as established in 5 CFR 300.604. Second, they must establish a comprehensive training program. OPM has outlined the requirements for such a program as well as requirements for seeking an approved training agreement. They are as follows:

- Program must identify specific geographical locations where the program would be used;
- Reasons for the training agreement must be clearly expressed;
- Position covered (title, series grades) by the program must be identified;
- Methodology for selecting participants for an accelerated training program must be explained;
- Training outlines for each occupation such as orientation, technical courses, work experience, and number of hours must be established;
- Method of evaluating the trainee's progress must be clearly established;
- Flexibility provisions must be established in the event of changes due to changes in mission, workload;
- A methodology for administering the agreement must be outlined and clear,
- Any applicable data such as attrition rates for the occupation should be included; and
- Career Development Plans must be developed to explain when and under what conditions a promotion will occur.

Bureaus and equivalent offices must submit a complete and comprehensive package to the Director of the Office of Human Resources requesting OPM approval of their training program. The package must be detailed and must fully address all of the elements identified above. Upon receiving approval from OPM, bureaus and equivalent offices may implement a training program which includes accelerated promotions.

If you have any additional questions, contact Craig Welch at 202-513-0755 or by email at craig_welch@ios.doi.gov.

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