

**MRMC LABORATORY PERSONNEL MANAGEMENT DEMONSTRATION PROJECT**

**REASSIGNMENTS WITHIN THE PERSONNEL DEMONSTRATION PROJECT (PDP)**

**PURPOSE AND SCOPE**

To establish policy guidance for reassignment of individuals who move across occupational paybands to include moving to a higher payband level equivalency than the one to which they are currently assigned. This policy is applicable to all employees covered by the MRMC PDP. The procedures outlined in this policy are in conjunction with the OPM Federal Register for the MRMC PDP.

**GENERAL**

When an employee is moved from one occupational family to another (ex. vertically on the payband chart rather than crossing paybands horizontally) where their salary is encompassed in the new occupational family payband (no immediate increase to salary), the action is considered a lateral reassignment.

Even though the employee's earning POTENTIAL may now be greater (if the new payband offers higher earning potential), the personnel action is still considered a lateral reassignment (rather than a promotion) because there is no immediate increase to salary dollars.

The benefits of this lateral reassignment process are that the DoD Priority Placement Program (PPP) is checked as a one-time clear, no announcement needs to be prepared, and the employee does not need to apply through a competitive announcement for the reassignment. Another benefit is the time reduction to fill the position (since there is no announcement preparation, no open announcement time, no rating/ranking process, no referral issuance and no interview conducted).

In summary, the employee must qualify for the new occupational series in the new occupational family; NO immediate salary increase will be received by the employee; and a PPP clear is required prior to effecting the reassignment action.

## **DEFINITION**

**REASSIGNMENT:** The change of an employee from one position to another without promotion or change to lower payband.

Reassignment includes:

1. Movement to a position in a new occupational series, or to another position in the same series.
2. Assignment to a position that has been re-described due to the introduction of a new or revised **occupational group or series definition**.
3. Assignment to a position that has been re-described as a result of position review.
4. Movement to a different position at the same payband level with a change in salary which is the direct result of a different locality payment.

## **RESPONSIBILITIES**

The supervisor/manger of an organization is the responsible individual with decision authority as to whether to exercise the reassignment option or to use competitive announcement procedures.

**POC:** MRMC PDP MANAGER