See Also: LOM 7205
Forensic Chemist Career Progression Guide

ACTION BY:	***ACTION:***
Supervisor	1. **Drafts** the Promotion Recommendation memorandum which outlines the major duty differences between the GS-12 and GS-13 grades and the Request for Personnel Action (SF-52). NOTE: This PRO does not apply to Forensic Chemists. See the Forensic Chemist Career Progression Guide (CPG).
	2. **Recommends** the analyst/specialist for a promotion to the Associate Laboratory Director (ALD) by including the following: • Memorandum to Laboratory Director (LD) recommending and justifying the promotion. • Notification of Personnel Action (SF-50) listing the effective date of promotion to the GS-12 level. • Most recent Performance Appraisal Record (DEA-460). • Request for Personnel Action (SF-52).
ALD	3. **Reviews** the promotion package and **initiates** an integrity check. 3a. **Forwards** the package (pending approval of integrity checks) and submits to LD for approval, OR 3b. **Returns** to the supervisor noting any deficiencies in the package.
LD	4. **Reviews** the submission package. 4a. **Approves** the package, OR 4b. **Returns** to the supervisor noting any deficiencies in the package.
	5. **Signs** a memorandum certifying that the employee has the time-in-grade as a GS-12 and has demonstrated the necessary breadth of experience by demonstrating the ability to perform at the GS-13 level.
	6. **Signs** a copy of the Request for Personnel Action (SF-52).
LD or designee	7. **Forwards** the package to SF, to include the following:

7a. Memorandum from the supervisor to the LD justifying promotion, signed by the LD.

7b. Signed memorandum from the LD certifying time-in-grade and experience requirements.

7c. SF-50 listing the effective date of promotion to the GS-12 level

7d. SF-52, signed by the LD.

7e. Copy of the most recent DEA-460.

7f. Copy of the GS-13 position description.

SF

8. **Reviews** the package for completeness and sufficiency of documentation.

9. **Decides** whether to promote, based upon a review of the submitted documentation.

9a. If the promotion is denied, **drafts** a written explanation (go to step #10).

9b**.** If the promotion is approved, **forwards** the documentation including integrity check to Human Resources Policy (HRP) staff for processing**.**

10. **Notifies** the LD.

LD

11. **Notifies** the employee.

End of Document

Date Posted: 03/30/2018