



**DEPARTMENT OF THE NAVY**  
PERSONNEL SUPPORT ACTIVITY WEST  
937 NORTH HARBOR DRIVE  
SAN DIEGO, CALIFORNIA 92132-0076

IN REPLY REFER TO:

PERSUPPACTWESTINST 12410.2B  
Code N01PM  
16 Oct 01

PERSUPPACT WEST INSTRUCTION 12410.2B

Subj: UPWARD MOBILITY PROGRAM

Ref: (a) CINCPACFLTINST 12410.1A  
(b) FISC SDIEGOINST P12000.2A (Civilian Personnel Manual)  
(Chapter 1, subchapter 10)  
(c) FISC CIVPERSMAN Chapter 1

1. Purpose. To provide guidance to the Personnel Support Activity West network regarding the Upward Mobility Program (UMP).
2. Cancellation. PERSUPPACTWESTINST 12410.2A
3. Policy. To provide equal employee opportunities for all civilian employees in grades GS-1 to GS-9 to enhance their skills, perform at their highest potential, and advance in employment according to their abilities and to the maximum extent feasible.
4. Background. References (a) and (b) set forth Navy policy for establishment of upward mobility programs for civilians and reference (c) (subchapter 10) provides guidance for their development.
5. Scope. The UMP may be applied to all positions that are established or become vacant in grades GS-1 through GS-9. Positions established or revised for the purpose of enhancing the UMP must be functionally necessary and contribute to mission accomplishment.
6. Responsibilities. UMP responsibilities are assigned as follows:
  - a. Position Management Officer (Code N01) will provide guidance and direction as necessary to ensure proper administration of program.
  - b. Position Management Assistant (N1CP).
    - (1) Identify positions, which can be used as target positions, for upward mobility purposes.
    - (2) Cause the downgrading of identified vacant positions for recruitment purposes.
  - c. Human Resources Office (HRO), FISC, San Diego will provide assistance to PERSUPPACT West as required in administration of the UMP.
  - d. PERSUPPACT West, Personnel Support Activity Detachment Officers in Charge, Staff Department Heads, managers, and supervisors will follow the detailed development of trainee's plan found in reference (c).

(1) Ensure that employees recruited below the target level of a position are provided proper training to prepare them for the target level position.

(2) Maintain necessary records and make required reports documenting progress of trainees.

7. Action. To provide both upward mobility and merit promotion opportunities within the command, the following actions are directed:

a. Consistent with mission accomplishment, all positions recruited outside the PERSUPPACT West network will be recruited at least one grade level lower than the target (journeyman) level to allow for growth potential. However, the foregoing does not prohibit the filling of any position at target level if well-qualified candidates are available.

b. All positions with promotion potential will initially be recruited "in house only," if fully qualified employees are available in the work force.

c. Supervisors will follow training procedures established by reference (c) (subchapter 11).

  
CAROLINE B. KONCZEY

Distribution:  
PERSUPPACTWESTINST 5216.1K, Lists I and II