



DEPARTMENT OF THE NAVY

NAVAL FACILITIES ENGINEERING COMMAND
200 STOVALL STREET
ALEXANDRIA VA 22332-2300

NAVFACINST 12720.7
15 July 1998

NAVFAC INSTRUCTION 12720.7

From: Commander, Naval Facilities Engineering Command

Subj: UPWARD MOBILITY PROGRAM

Ref: (a) Equal Employment Opportunity (EEO) Act of 1972 (Public Law 92-261)
(b) SECNAVINST 12000.23 of 29 March 1977
(c) HROWASH DC INST 12713.2B of 25 June 1992

Encl: (1) Assessment Tool #1, Retirement Eligibility and Interest Survey

1. Purpose: To publish the Upward Mobility initiative of the Naval Facilities Engineering Command Headquarters.
2. Discussion: Reference (a) requires Federal agencies to develop and operate specific upward mobility programs offering career opportunities for lower level employees, at and below GS-09 or equivalent, to allow them to realize their full work potential. Such programs must be an integral part of the affirmative employment efforts. The Upward Mobility Program entails positive management action which goes beyond normal staff improvement practices to provide opportunities for employees to develop and advance. Within the Department of Navy, utilization of the program is mandatory for all headquarters and field activities employing 100 or more U.S. citizen civilians.
3. The Naval Facilities Engineering Command's (NAVFACENGCOM) Upward Mobility Program has been in effect since 1973 and operates under the Navy-wide Upward Mobility Training Agreement with the Office of Personnel Management (OPM). The program provides opportunities for employees with growth potential to move into positions or occupational series with advancement possibilities. The designated Upward Mobility Program Coordinator is located in the office of the Director of Headquarters Operations (HQO).
4. Action: It is the policy of the Naval Facilities Engineering Command that all management levels support upward mobility and career development programs so that maximum opportunities are made available for employees to gain training and education that will enhance their ability to perform at their highest potential. References (b) and (c) describe Upward Mobility program requirements and provide procedural guidance. The program objective is to provide advancement opportunities for all persons in lower level (GS/WG-9 and below), dead-ended occupations, utilizing demonstrated potential as the criteria for selection. Through intense training and development, personnel selected for this program will be provided the opportunity

to acquire the necessary knowledge, skills, and abilities to perform successfully in a target position.

5. Enclosure (1) is an assessment tool to assist managers in determining supportable program usage. The tool should be administered to existing staff. Based on the responses and projections of future end-strengths, managers can estimate a safe level of program usage. This survey should be administered annually by the Upward Mobility Program Coordinator and its results considered in conjunction with end-strength projections provided by the Headquarters Executive Steering Group (ESG).

6. All Headquarters line managers and supervisors shall support and bear primary responsibility for the Upward Mobility Program. They shall question the necessity of filling vacancies at their full performance levels, and examine the possibility of establishing lower graded, career ladder positions as a means of providing career progression opportunities for in-house employees. They shall annually assess the retirement eligibility/plans of their workforce by using enclosure (1). Projected losses shall be accommodated to the greatest extent possible via the Upward Mobility Program.

7. The Upward Mobility Program Coordinator shall: (1) Coordinate with the HRO Washington Navy Yard (HRO-WNY); (2) Assess program progress; (3) Periodically report to the Commander, NAVFACENGCOM on the status of the program, and prepare program reports required by higher authority; and (4) Provide program information to Headquarters supervisors and managers via an annual report.



C. R. KUBIC
Vice Commander

Assessment Tool #1

RETIREMENT ELIGIBILITY & INTEREST SURVEY

Downsizing has become a continuous reality within the Department of Navy, and we must find ways to accomplish our mission within our dwindling resources. This will require maximum flexibility in retraining and utilizing existing personnel. To prepare for this, we must simultaneously anticipate attrition and develop others to provide the necessary competencies and skills mix needed to get the job done. With this in mind, you are requested to answer the following questions as candidly as possible, based on your current situation.

NAME _____
(optional)

CODE _____

SERIES _____

GRADE _____

Month/year you become eligible for regular retirement _____

Are you currently eligible for early retirement? Yes _____ No _____

Month/year you currently anticipate retiring* _____

Will this be regular retirement _____ OR early/optional retirement _____

* What is requested is your best estimate of when you *may* retire. It will only be used to determine requirements for developmental training programs. **NO PERSONNEL ACTIONS WILL BE INITIATED ON YOU AS A RESULT OF YOUR COMPLETING THIS FORM.**

year. However, if filling such vacancy would have a detrimental effect on the performance of mission, as justified and certified in writing by the Director of that code as part of the Merit Promotion package, then they shall instead fill the next such vacancy whenever it becomes available.



PROGRAM MONITORING

The Upward Mobility Program Coordinator shall: (1) Coordinate with the HRO Washington Navy Yard (HRO-WNY); (2) Assess program progress; (3) Periodically report to the Commander, NAVFACENGCOM on the status of the program, and prepare program reports required by higher authority; and (4) Provide program information to Headquarters supervisors and managers via an annual report.

DESIGNATED UPWARD MOBILITY POSITIONS

Command Support

CIO -
FM -
HQO -
HRM -
IG -

Expertise Area Proponents

ACQ -
ENG -
PLN -
RE -

Mission Area Managers

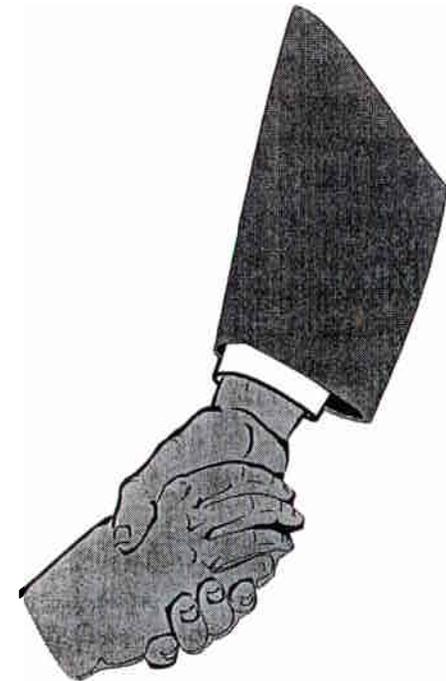
FA -
IES -
SEABEES -

Program Coordinators

BRAC -
CSSO -
ENV -
HSG -
MCON -

Naval Facilities Engineering Command

UPWARD MOBILITY PROGRAM



A Hand Up - Not A Hand Out



BACKGROUND

The Equal Employment Opportunity (EEO) Act of 1972 (Public Law 92-261) requires Federal agencies to develop and operate specific upward mobility programs offering career opportunities for lower level employees, at and below GS-9 or equivalent, to allow them to realize their full work potential. Such programs must be an integral part of the affirmative employment efforts. The Upward Mobility Program entails positive management action which goes beyond normal staff improvement practices to provide opportunities for employees to develop and advance. Within the Department of Navy, utilization of the program is mandatory for all headquarters and field activities employing 100 or more U.S. citizen civilians.

The Naval Facilities Engineering Command's (NAVFACENGCOM) Upward Mobility Program has been in effect since 1973 and operates under the Navy-wide Upward Mobility Training Agreement with the Office of Personnel Management (OPM). The program provides opportunities for employees with growth potential to move into positions or occupational series with advance-

ment possibilities. The designated Upward Mobility Program Coordinator is located in the office of the Director of Headquarters Operations (HQO).



POLICY

It is the policy of the Naval Facilities Engineering Command that all management levels support upward mobility and career development programs so that maximum opportunities are made available for employees to gain training and education that will enhance their ability to perform at their highest potential. SECNAV Instruction 12000.23 and HRO WASH DC Instruction 12713.2B describe Upward Mobility program requirements and provide procedural guidance. The program objective is to provide advancement opportunities for all persons in lower level (GS/WG-9 and below), dead-ended occupations, utilizing demonstrated potential as the criteria for selection. Through intense training and development, personnel selected for this program will be provided the opportunity to acquire the necessary knowledge, skills, and abilities to perform successfully in a target position.



IMPLEMENTATION

At the end of this brochure is a listing of positions identified as those which, when vacated, could be restructured and utilized for Upward Mobility application. This list will be updated annually by the Upward Mobility Program Coordinator in concert with the Headquarters Executive Steering Group (ESG).

All Headquarters line managers and supervisors shall support and bear primary responsibility for the Upward Mobility Program. They shall question the necessity of filling vacancies at their full performance levels, and examine the possibility of establishing lower graded, career ladder positions as a means of providing career progression opportunities for in-house employees. They shall use the enclosed listing to determine at least the first such vacancy that becomes available to fill, in that series, in each fiscal