SECTION 3. The employee will be furnished any additional information he/she may desire on his/her appeal rights and the regulatory procedures to be followed. Employees may appeal the correctness of the rating without restraint, prejudice or reprisal,

SECTION 4. Employees will be furnished a copy of their job descriptions Initially and as changes are made, as requested.

ARTICLE 11

PROMOTIONS

SECTION 1. In consideration of the needs of the service, full utilization will be made of employees' skills and potentials. The Employer will select, assign and promote employees on the basis of merit. The Navy promotion program seeks the following objectives:

a. Selection from among the best qualified persons available to fill vacancies.

b. Opportunity for the progressive development of employees.

c. A high level of employee performance satisfaction.

d. The retention of capable employees. The Union recognizes that vacant positions can be filled by reinstatement, reassignment, transfer, TAPER or temporary appointments, selection from appropriate Office of Personnel Management or Center promotional registers, or from DOD Stopper or priority referral lists, or other appropriate sources.

SECTION 2. The parties agree that a current copy of the Civilian Personnel Office Bulletin will be posted on all official bulletin boards. The Employer will provide the Union with fifty (50) copies of the Civilian Personnel Bulletin. These copies will be distributed to areas where the Union sees the need.

SECTION 3. In accordance with existing regulations a career or career-conditional employee may at his/her request be non-competitively considered for reassignment.

SECTION 4. All authorized selection procedures will continue to conform to prescribed/negotiated procedures and regulations.

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SECTION 5. Authorized examinations, given within the commuting area, for filling positions located on the Center will continue to be given during normal working hours on government time without charge to leave.

SECTION 6. In accordance with existing regulations, each repromotion eligible will be considered first. Management shall write and substantiate any reason for unacceptability.

ARTICLE 12

PLACEMENT, RE-HIRING, AND PROMOTIONS OF EMPLOYEES AFFECTED BY REDUCTION-IN-FORCE

SECTION 1. The Employer will notify the Union when a decision to reorganize will result in a reduction in personnel within the units. The Employer will advise the Union of the competitive levels to be affected by such reorganization or reduction.

SECTION 2. All reductions in force will be carried out in compliance with existing regulations.

SECTION 3. Career or career-conditional employees who are separated because of a reduction in force will continue to be placed on the Reemployment Priority List in accordance with existing regulations. Such employees will normally be rehired in temporary and permanent positions for which they are qualified. Acceptance of a temporary position will not alter the employee's eligibility to be offered permanent employment.

ARTICLE 13

DETAILS AND TEMPORARY PROMOTIONS

SECTION 1. Any unit employee who is temporarily assigned/detailed to any higher graded position on a non-competitive basis for more than 10 (ten) working days shall be temporarily promoted to that position. The employee shall receive pay retroactive to the start of the first day assigned/detailed. Temporary promotions will be made from among qualified employees.

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