



Part IV



TRANSITION

Promotions, Reassignments and Change to Lower Grades



Promotions, Reassignments & Change to Lower Grades

Changing Jobs within the GS System

When a GS employee voluntarily changes jobs, the change can be a Promotion, a Reassignment or a Change to Lower Grade (CLG).

In a nutshell:

If employee is going to...	Then the action will be a...
The same grade	Reassignment
A higher grade	Promotion
A lower grade	Change to Lower Grade





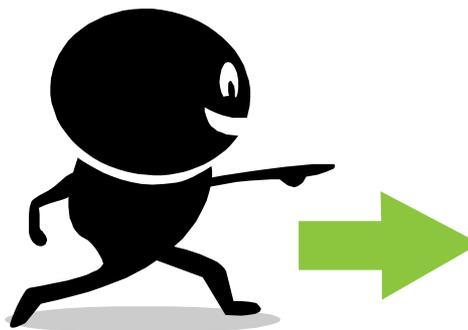
Promotions, Reassignments & Change to Lower Grades

Reassignments

Under GS, a reassignment is the movement of an employee to another position **at the same grade level.**

*For example, if the employee's current position is a GS-05 and the position he/she is going to is also a GS-05, then the employee will be **reassigned** to the new position.*

- Base salary remains unchanged on reassignment within the GS pay system. *GS employees remain on the same step when they are reassigned to the same grade.*





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Promotions

Under GS, the movement of an employee to another position **at a higher grade level** is a promotion.

*For example, if the employee's current position is a GS-05 and the position he/she is going to is a GS-06, then the employee will be **promoted** to the new position.*

- Base salary is normally increased between 6% and 20% upon promotion within the GS pay system.

The new salary is usually determined by adding the equivalent of 2 within grade increases (WGIs) to the employee's current base pay and then finding the lowest step on the promotion grade that equals or exceeds that amount.





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Change to Lower Grades

Under GS, the movement of an employee to another position **at a lower grade level** is a Change to Lower Grade (CLG).

*For example, if the employee's current position is a GS-05 and the position he/she is going to is a GS-04, then the employee will receive a **CLG** to the new position.*

- Pay will be set following your installation's pay setting policy. Contact your servicing Civilian Personnel Advisory Center (CPAC) for more information.





Additional Training Sources

GS 101

<http://www.cpms.osd.mil/nsps/gs101/index.htm>

NSPS Transition Simulator

http://www.cpms.osd.mil/nsps/transition_simulator2010.html

Performance Management (Web-based Training)

http://www.cpms.osd.mil/NSPS/PM_WBT/index.htm

