DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY
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NAVSUPPACT NAPLES INST 12315.2A
N021:VVH
28 MAY 2002

NAVSUPPACT NAPLES INSTRUCTION 12315.2A

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: PROBATION ON INITIAL APPOINTMENT TO SUPERVISORY OR MANAGERIAL POSITIONS

Ref: (a) CFR 315

Encl: (1) Waiver for Managerial Probationary Period

1. Purpose. To promulgate policy and provide guidance regarding probationary periods for newly appointed supervisors and managers in the competitive service, except for appointment to the Senior Executive Service.

2. Cancellation. NAVSUPPACT NAPLES INST 12315.2

3. Scope. This instruction applies to all U.S. civilian personnel in the competitive service serviced by the Human Resources Office (HRO), U.S. Naval Support Activity, Naples, Italy.

4. Procedure

a. Probationary Period

(1) Reference (a) requires that all newly appointed supervisors and managers in the competitive service serve a probationary period.

(2) Upon initial appointment to a supervisory position, the employee must complete a supervisory probationary period. An employee who previously completed a probationary period in a supervisory position or a managerial position is exempted from this requirement. An employee who previously completed a probationary period in a supervisory position may be exempted from completing a managerial probationary period. The justification for this exemption is based on the performance and experience of the employee in a supervisory position. The decision to waive this requirement for an employee rests with

the employee's immediate and higher level supervisor of the managerial position. Enclosure (1) must be completed and submitted to the servicing HRO prior to placement of the employee into the position.

(3) An employee who is temporarily appointed, promoted or reassigned to a supervisory or managerial position that exceeds 120 days is required to serve a probationary period.

b. The probationary period for newly appointed supervisors and managers will be for a period of one year.

c. At the beginning of the probationary period, the employee will be advised of the requirements, duration and entitlement to placement if the probationary period is not successfully completed. A performance standard should be developed to describe the standards used to monitor the employee's progress and issued to the employee at the beginning of the probationary period. Progress reviews should be added as necessary to keep the employee informed. When deficiencies are identified, the employee should receive assistance to improve in these areas. If the deficiencies make the employee unsuitable for continued employment as a supervisor or manager, the employee will be placed in a nonsupervisory or nonmanagerial position. Certification that the employee successfully completed the probationary period should be completed and submitted to the servicing HRO.

5. Failure to Satisfactorily Complete the Probationary Period

a. Action must be taken when it is determined that an employee is unsuitable for continued employment in a supervisory or managerial position. The employee must be notified of the action and the effective date of the placement. The HRO will be notified prior to the effective date of the action and provided supporting documentation.

b. The decision to return an employee to a nonsupervisory or nonmanagerial position under this instruction will be initiated by the employee's immediate or higher level supervisor and reviewed by the department head, officer in charge, or commanding officer, as appropriate.

c. An employee who does not satisfactorily complete the probationary period will not be returned to a position of lower grade and pay than the position from which the individual was transferred, assigned or promoted. The placement of an employee removed from a supervisory or managerial position under this instruction must be made by the end of the required probationary period. Options available for such placement are:

(1) If hired locally, to leave the previously occupied position vacant or filled on a temporary promotion basis until the probation in the supervisory or managerial position is completed.

(2) A temporary position may be established for the purpose of placing the employee until an appropriate continuing position is available.

(3) Place the employee in a vacant position. If this placement becomes necessary, the following apply in order:

(a) Place the employee in a position within the activity/command.

(b) Request placement assistance from Department of the Navy (DON) activities/commands within the commuting area.

(c) Refer the case through the chain of command to Chief of Naval Operations or Assistant for Administration, Office of the Deputy Under Secretary of the Navy (Policy), as appropriate, for placement within their respective organizations or through coordination with each other for eventual placement within the DON.

NOTE: Overseas activities may use management-directed exercise of return rights when placement in the overseas location is not possible.

6. Appeals and Grievances. The return of an employee to a non-supervisory or nonmanagerial position is not covered under the Navy administrative grievance procedures. A return under these procedures is not considered an adverse action and, therefore, is not appealable.

7. Crediting Service Toward Completion of the Probationary Period

a. An employee who is reassigned, transferred or promoted to another supervisory or managerial position while serving a probationary period is subject to the probationary period prescribed for the new position. Service in the former position counts toward completion of the probationary period in the new position.

b. Service on detail, temporary promotion or reassignment to another supervisory or managerial position while serving probation is creditable toward completion of probation. Service in a nonsupervisory or nonmanagerial position is not creditable.

c. Absence in nonpay status while on the rolls (other than for compensable injury or military duty) is creditable up to a total of 22 workdays. Absence (whether on or off the rolls) due to compensable injury or military duty is creditable in full upon restoration to federal service. Nonpay time in excess of 22 workdays extends the probationary period by an equal amount.

d. Service during a probationary period from which an employee was separated or demoted for performance or conduct reasons does not count toward completion of probation required under a subsequent appointment.

e. Temporary service in a supervisory or managerial position under temporary appointment, promotion or reassignment prior to probation is creditable. Prior service under a detail may be credited only when a detail to a supervisory or managerial position is made permanent without a break in service.

B. L. GRAY

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WAIVER FOR MANAGERIAL PROBATIONARY PERIOD
CFR TITLE 5, PART 315

Name	SSN
Position Title	
Pay Plan, Series, Grade	Effective Date of Assignment
Organization	

JUSTIFICATION FOR EXEMPTION

Position Title	PP-Grade	Start Date	End Date	Agency

Supervisory Experience
Performance while as a supervisor

First Level Supervisor's Signature	Date
Second Level Supervisor Signature	Date
HRO Review	Date