

ACCRETION VERIFICATION
(To be completed by Human Resource Specialist)

Section I: REVIEW OF OBJECTIVE FACTORS

A:	Incumbent:								
B:	Organization Code:								
C:	Current Title, Series, Grade:								
D:	Proposed Title, Series, Grade:								
E:	Position Audit Date, if applicable (incumbent): Position Audit Date, if applicable (supervisor):								
F:	Years and months on current PD/PAC:								
G:	<p>How was the incumbent placed into the current official (also referred to as the former) Position?</p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center; width: 25%;">Action (Career ladder, accretion, merit, reassignment, etc)</td> <td style="text-align: center; width: 25%;">Effective Date</td> <td style="text-align: center; width: 25%;">From (Series & Grade)</td> <td style="text-align: center; width: 25%;">To (Series & Grade)</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> </table>	Action (Career ladder, accretion, merit, reassignment, etc)	Effective Date	From (Series & Grade)	To (Series & Grade)	_____	_____	_____	_____
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_____	_____	_____	_____						

YES/NO

H:	Do the additional duties adversely affect another encumbered position in the same organization?	
I:	Does the successor position have known promotion potential beyond the new successor grade level?	
J:	Are there other employees in the same organizational entity in positions classified the same as the former position?	

Section II: SUMMARY OF NARRATIVE DOCUMENTATION

(Management Accretion Information, position descriptions, official Personnel Jacket, etc.)

YES/NO

A:	Review of documentation provides sufficient information to identify the primary purpose of the current official position.	
B:	Review of documentation provides sufficient information to identify the primary purpose for the successor position.	
C:	Review of documentation provides sufficient information to determine that the primary duties of the current official position are absorbed into the successor position and that the former position can be abolished.	

YES/NO

D:	Review of documentation provides sufficient information to determine how long the incumbent has been performing the new duties. Length of Time: Years: _____ Months: _____	
E:	Review of documentation provides sufficient information to determine the cause and/or the source of the increased duties and responsibilities.	
F:	Does the position change result from the addition of supervisory or leader duties to at non-supervisory or non-leader position?	
G:	Are there any adverse implications in regard to EEO?	

Section III: CERTIFICATION

Recommendation

This action meets the appropriate classification and accretion of duties criteria.

Human Resources Advisor/Specialist

Date

Approval

Site Human Resources Director

Date

The PD evaluation statement and other appropriate documentation must be attached to the form.

This approval should be retained with the PD as official documentation.