

P3713.27 UPWARD MOBILITY PROGRAM (CENTRAL OFFICE ONLY)



U.S. Department of Justice
Federal Bureau of Prisons

P R O G R A M S T A T E M E N T

OPI: HRM/PER

NUMBER: P3713.27

DATE: 7/17/2008

Upward Mobility Program (Central Office Only)

/s/

Approved: Harley G. Lappin
Director, Federal Bureau of Prisons

1. PURPOSE AND SCOPE

To provide information regarding the Central Office Upward Mobility Program.

The Upward Mobility Program is designed to develop career opportunities for lower level employees whose positions or occupational series do not enable them to achieve their full employment potential.

SUMMARY OF CHANGES

Rescinded: P3713.22 - Upward Mobility Program - Central Office (8/26/02)

The following changes were made to this program statement:

- Amends targeted positions and grade levels for upward mobility.
- Reference to the Human Resource Manager changed to the Employee Services Manager.

PROGRAM OBJECTIVE

The expected results of this program are:

- Employees will be assisted to identify and fulfill their career goals.
- Employees and managers will be provided a system to enable them to better use their knowledge, skills, and abilities.

- Training and developmental opportunities will be provided for employees to enable them to meet the current and future mission of the Bureau.
- Employees will be motivated to achieve their full potential, enhancing morale and job satisfaction.

2. **ELIGIBILITY**

The Upward Mobility Program is open to permanent Bureau employees who:

- Have one year of service in a single interval job series GS-1 to GS-8.
- Or
- Are wage grade employees who have one year of service within the Bureau.

3. **RESPONSIBILITIES**

The Central Office Employee Services Manager is responsible for developing and implementing the Upward Mobility Program including:

- Counseling employees.
- Explaining the nature of the program.
- Determining career interests.
- Planning activities.

4. **TARGETED UPWARD MOBILITY POSITIONS**

The following positions have been identified as Upward Mobility positions. When vacancies occur in these positions, consideration must be given to advertising them at the lowest grade level to enhance opportunities for selections under the Upward Mobility Program.

a. Budget Analyst	GS-0560-5/7
b. Information Technology Specialist	GS-2210-5/7
c. Traffic Management Specialist	GS-2130-5/7
d. EEO Specialist	GS-0260-5/7
f. Management Analyst	GS-0343-5/7
g. Marketing Specialist	GS-1101-5/7
h. Paralegal Specialist	GS-0950-5/7
i. Employee Services Specialist	GS-0201-5/7
j. Quality Assurance Specialist	GS-1910-5/7
k. Safety & Occupational Health Specialist	GS-0018-5/7

REFERENCES

Related BOP Policies

P3000.03	Human Resource Management Manual (12/19/07)
P3713.21	Affirmative Action and Diversity Management Program (5/16/01)

ACA Standards

- 3rd Edition Standards for Adult Correctional Institutions: None
- 2nd Edition Standards for Administration of Correctional Agencies: 2-CO-1C-01, 2-CO-1C-09, 2-CO-1C-13, and 2-CO-1C-14
- 3rd Edition Standards for Adult Local Detention Facilities: None
- Adult Correctional Boot Camp Programs: None

Records Retention

See the Records and Information Disposition Schedule (RIDS) on Sallyport.