

[National Home](#) > [RCMP Manuals](#) > [Career Management Manual](#) > CMM - App. 4-4 Promotion by Exception

CMM - App. 4-4 Promotion by Exception

[Back to chapter](#)

Appendix Amended: 2019-11-08

1. General

1. 1. If the regular noncommissioned officer (NCO) Promotion Process fails to identify a successful candidate for a position or group of positions, the line officer of the position or positions to be staffed may identify and recommend a promotional candidate through Promotion by Exception (PBE).

1. 2. A PBE business case must be prepared by the line officer and submitted to the DMHR no more than 75 days after the line officer is advised by the National Promotions Unit (NPU) that no successful candidate has been identified.

1. 2. 1. The approved business case must be received by the NPU no more than 90 days after the line officer is advised by the NPU that no successful candidate has been identified.

1. 3. To be considered for a PBE opportunity, a member must:

1. 3. 1. be at the appropriate rank, e.g. only a sergeant (Sgt.) will be considered for a PBE opportunity at the staff sergeant (S/Sgt.) rank;

1. 3. 2. not be deemed ineligible for promotion as a result of supervisor non-support, declining a promotional transfer, ongoing progress reporting, or having been served with a notice of shortcomings;

1. 3. 3. meet the position's language requirements;

1. 3. 4. meet the established criteria for a special measures position, if applicable; and

1. 3. 5. be willing and able to transfer into and occupy the position on a permanent basis.

1. 4. A member who is selected for PBE is deemed releasable from their current position.

1. 5. Before a candidate is promoted, they must:

1. 5. 1. have been successfully validated through the regular validation process on all required functional competencies;

1. 5. 2. meet all other job requirements;

1. 5. 3. meet the Operational Skills Maintenance, and Supervisor Development Program (SDP)/Manager Development Program (MDP) requirements for promotion, as per [CMM ch. 4.](#); and
1. 5. 4. physically occupy the position.
1. 6. Before being promoted, a candidate who did not have a valid passing Job Simulation Exercise (JSE) score on the closing date of the job advertisement must:
 1. 6. 1. attain a passing JSE score in accordance with JSE policies, as per [CMM ch. 4.](#); or
 1. 6. 2. successfully validate through the regular validation process on each of the organizational competencies listed in the competency profile.
1. 7. A selected candidate who does not meet the requirements as per [sec. 1.5.](#) and [1.6.](#) will be provided with a developmental plan to assist them in meeting these requirements.
1. 8. A selected candidate may occupy a promotional position in an acting capacity during the developmental period.
1. 9. PBE candidates are subject to the eligibility criteria, as per [CMM ch. 4., sec. 3., General.](#)
1. 10. A recommended PBE candidate will be subject to a final review before being appointed to a promotional position in an acting capacity, and before being promoted.

2. Promotion by Exception Process

2. 1. If a decision is made to proceed with PBE, a member who wants to be considered as a PBE candidate must have submitted [Form 5147, Covering Letter - NCO Promotion Process](#), by the closing date of the job advertisement. For information on exceptions, refer to [sec. 2.7.](#)
 2. 1. 1. A member may also choose to submit [Form 5145, Application NCO Promotion Process](#) and [Form 5144, Competency Résumé - NCO Promotion Process](#), by the closing date of the job advertisement.
 2. 2. Once it is determined that no successful candidate has been identified through the regular promotion process, the line officer will advise the NPU of their intention to proceed with PBE.
 2. 3. The NPU will:
 2. 3. 1. confirm that candidates meet the requirements identified in [sec. 1.3.1.](#) and [1.3.2.](#);
 2. 3. 2. verify JSE and validation results to identify any competency requirements, which the candidates do not currently meet; and
 2. 3. 3. provide the PBE candidate list, copies of application documents, and other relevant information, to the divisional Career Development and Resourcing (CDR) office.
- NOTE: The PBE candidate list includes members who submitted [Form 5147](#) by the closing date of the job advertisement, and who meet the requirements outlined in [sec. 1.3.1.](#) and [1.3.2.](#)
2. 4. The divisional CDR office may review the personnel file of a member being considered for PBE.

2. 5. If a Community Participation Interview is to be held, the line officer will determine which candidates from the PBE candidate list will advance to the interview stage.
2. 6. Before completing a business case to recommend a member for PBE, the line officer will:
 2. 6. 1. consider documentation provided by the NPU and the divisional CDR office, and any other relevant information;
 2. 6. 2. consult with the NPU, the DMHR, the member, and the member's supervisor, as required;
 2. 6. 3. confirm that the member is willing and able to occupy the identified position on a permanent basis; and
 2. 6. 4. verify that the member meets the language requirements of the position and, if applicable, the special measures criteria.
2. 7. If no suitable candidate is identified from the PBE candidate list, the line officer may recommend another candidate.

3. Completion of a Business Case

3. 1. The business case must include:
 3. 1. 1. details of steps taken to identify interested and qualified candidates through the regular NCO Promotion Process;
 3. 1. 2. details of consultations that have taken place, including confirmation that the member has supervisory/line officer support for promotion, and is willing and able to permanently occupy the position;
 3. 1. 3. a rationale for the recommendation of the identified candidate;
 3. 1. 3. 1. if applicable, reasons for not recommending a candidate from the PBE candidate list. Refer to [sec. 2.7.](#);
 3. 1. 4. 1. if the recommended candidate does not meet the job requirements, Operational Skills Maintenance requirements, SDP/MDP requirements, or JSE requirements, details of a developmental plan that will assist the member in meeting all requirements within the prescribed timeframe. Refer to [sec. 4.](#); and
 3. 1. 5. other relevant information.
3. 2. The DMHR will:
 3. 2. 1. determine a recommended candidate's eligibility for promotion, in relation to [CMM ch. 4., sec. 3.7., 3.9., and 3.19.](#);
 3. 2. 2. in consultation with the commanding officer (CO) and others deemed appropriate, ensure the business case is sound and defensible before approving; and
 3. 2. 3. provide a copy of the approved business case to the NPU.
3. 3. The NPU will forward a copy of the approved business case to the National Staffing Program.

4. Developmental Period

4. 1. When a developmental plan has been implemented, the selected candidate will normally be expected to meet the requirements as per [sec. 1.5.](#) and [1.6.](#), within six months of being appointed to the position in an acting capacity.

4. 1. 1. If the candidate does not meet the requirements within six months, the developmental period may be extended for up to six months.

4. 1. 2. The DMHR may approve an additional extension based on extraordinary circumstances, e.g. maternity or parental leave.

4. 2. To ensure compliance with the terms of the business case, the divisional CDR office will monitor the progress of the developmental plan through consultation with the appropriate manager.

4. 3. The line officer/delegate will advise the NPU when a candidate is prepared to submit a competency résumé for validation.

4. 3. 1. The NPU, in conjunction with the divisional CDR office, will facilitate the validation process.

4. 4. If, upon completion of the developmental period, the selected candidate does not meet all of the requirements, the PBE plan will be cancelled and the member will be reassigned.

4. 4. 1. CDR will interview the member to evaluate their career aspirations, interests, and suitability, and the member will be placed in a position commensurate with their qualifications at the first opportunity.

5. Human Resources Management Information System (HRMIS) Staffing Transaction Administration

5. 1. When a PBE candidate is appointed on an acting basis, or when an acting appointment is going to be extended, CDR in the receiving division will initiate the HRMIS staffing transaction.

5. 2. Should the PBE candidate be successful, the NPU will initiate the promotional staffing transaction in HRMIS.

[Back to chapter](#)

Date Modified: 2019-11-08