



The ABC's of PAR and PER

PAR - Preferred Assignment Register AKA Dream Sheet

PER – Promotion Eligibility Register

PAR

- A. Purpose - Select preferred assignments (days off, tour) in your occupational group (i.e. Labor Custodial, Maintenance Mechanic, Electronic Technician etc.)**
- B. When: Every January and 3 additional times per year. Unlike other crafts, WE DO NOT BID. When a vacancy occurs, jobs are filled via the JCIM pecking order and installation seniority until another vacancy occurs. Subsequent vacancies are not posted individually.**
- C. You select the jobs you want and rank in order: ranking your job selections in order from most preferred to least preferred. Number 1 is your top choice; the higher numbers rank in desired order. That's where the dream sheet name came from. If done correctly, you only need to submit one time unless preference changes. Example: You are in your number 5 pick. A posting occurs, you are reached in pecking order (jobs are awarded by installation seniority) and it's your number one pick. You will get that and stay as you are in your number 1 pick. Or, your number 4 pick reaches you, you will be awarded that, the other 3 picks stay alive. There is no expiration date. If you decide your current position works best for you and you don't want to move. you then turn in a blank par (no selections). If not, if any job becomes vacant ranked higher than what your current assignment is and it reaches you in the pecking order you will be awarded the job. No turning down. You select it, you get it.**
- D. In Summary: pick your desired jobs in ranked order. DO NOT select any job you don't want. Your annual PAR count is limited so DO NOT submit every time there is a posting. If done correctly, if you see a job you desire, it's already on your PAR sheet. The only exception is for a newly created position. Then you can redo your PAR sheet (it doesn't count**

against you in max for year) and don't select that job only (unless it is all you want).

- E. Remember, all the jobs you desire should be on your PAR sheet. Keep copies: review regularly in case your preference changes. The time to make a change is before you are awarded something you don't want. It's too late after that.**

PER

- A. Purpose – Lists eligible candidates for promotion by job/occupational group i.e. Maintenance Mechanic, Area Maintenance Tech, BEM, etc.**
- B. Only eligible jobs are listed in your current level and higher – If you are a level 7 you will have eligible level 7 thru 10 jobs listed. If you are a current level 9 and you qualify for a level 7 (MOS clerk) your name will not appear on register although you are qualified, you would put in for a downgrade if desired.**
- C. Same level is considered a promotion. I.E. you are an MPE level 9 and a BEM level 9 becomes open, you will be awarded a promotion. Once your name appears on a PER if you presently don't want the position (or want only certain tours, days etc.) you must submit a letter before the closing date and time of Notice of Intent. (Submit as soon as PER is posted, then you are covered. So, you can be on any or all PER, you can submit a letter declining any or all. You must get the copy signed/date stamped by management to protect your interests. If you didn't decline a position in advance, and your name is reached in the pecking order, then you must take the position. No declining after the fact.**

REMEMBER: ONLY YOU ARE RESPONSIBLE FOR YOUR ACTIVE PAR SHEETS AND PER ELIGIBILITY. DECIDE WHAT YOU WANT/DON'T WANT BEFORE ANY POSTINGS. ONCE A NOTICE OF INTENT CLOSES, IF YOUR NAME IS REACHED ON A PAR/PER, THEN THAT JOB IS YOURS.

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