

**ARKANSAS FORESTRY COMMISSION  
EMPLOYEE ADVANCEMENT  
POLICY & PROCEDURE STATEMENT  
§ 50**

**Form required: A35.302**

Definitions

- Closed Competition: job vacancies advertised in-house for promotional or transfer opportunities.
- Open Competition: job vacancies advertised in-house and outside the AFC.

Policy

1. Ranger I's may move to a Ranger II position upon meeting specified training criteria set-out in AFC Policy § 110, and availability of Ranger II positions.
2. Other employees also may have advancement opportunities. The AFC encourages employees to train and improve their skills in anticipation of advancement opportunities.
3. The AFC Human Resources Office will distribute to all AFC offices vacancy notices for advertised positions by email.
4. Office supervisors shall post vacancy notices for advertised positions for the duration of the application period.
5. Qualified employees interested in an advertised position must apply to the Hiring Authority identified on the vacancy notice before the closing date.
6. To apply for a closed competition advertised position, an employee must have successfully completed probation and all entry-level training and skills requirement for the advertised position before the vacancy notice date.
7. To apply for an open competition advertised position, an employee must have completed all entry-level training and skills requirements for the advertised position before the vacancy notice date.
8. Qualified employees may place their names on the AFC applicant register by contacting the Human Resources Office. The Human Resources Office sends vacancy notices to employees listed on the applicant register.
9. Employees remain on the applicant register for six months.

**ARKANSAS FORESTRY COMMISSION  
EMPLOYEE ADVANCEMENT  
POLICY & PROCEDURE STATEMENT  
§ 50**

10. Probationary Period: Employees receiving a promotion shall be on probation for twelve months. See AFC Policy § 45.
11. Procedure: The unit manager will submit AFC New Hire and Probation Form A35.302 on all promotions.
12. Repeal: This Employee Advancement Policy § 50 supersedes all earlier employee advancement policies and memoranda of AFC Policy § 50, which are hereby repealed.