



Federal Appointing Authorities



EEO WORLDWIDE WORKSHOP
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**Civilian Personnel Operations
Center, Management Agency**



Appointing Authorities



- Competitive Examining
- Current and Former Competitive Employees
- Excepted Appointments
- Temps and Terms





Merit Principles



- **Merit based employment system**
- **Recruit from all segments of society**
- **Select and advance based on Knowledge, Skills and Abilities**
- **Provide for fair and open competition**
- **Treat employees fairly and equitably**

IT IS THE LAW!



Order of Placement & Consideration



1. **Statutory, Reemployment or Restoration Placements**
2. **Directed Placements (Courts, MSPB, EEOC) or other corrective actions**
3. **RIF actions, or placements in lieu of RIF**
4. **Local repromotion eligible employees**



Order of Placement & Consideration



5. **Certain actions permitted under the DoD Program for Stability of Civilian Employment (job swaps, medical accommodations, etc.)**
6. **Special consideration after failure to receive consideration under the Merit Promotion Plan**
7. **Reemployment Priority List (RPL) registrants for positions at or below grade last held by the registrant**



Order of Placement & Consideration



8. DoD Priority Placement Program (PPP) registrants and the remainder of the RPL candidates
9. All other competitive or noncompetitive placement actions involving DoD candidates
10. ICTAP eligible
11. Selection of candidates from non-DoD sources



Competitive Service Appointments



- **Positions in the Federal Government requiring examination**
- **Covered under**
 - Civil Service laws and statutes
 - Executive Orders
 - Office of Personnel Management regulations



Office of Personnel Management (OPM)



- **Regulatory body for HR agencies**
- **Agency requests certificate**
- **OPM**
 - **announces position**
 - **ranks candidates**
 - **issues certificate to agency**



OPM



- **Specific selection requirements**
 - Veteran's preference
 - Ranked in score order
 - “Rule of 3” applies
- **Individual agencies pay for service**
- **Vacancies located on USAJOBS**
<http://www.usajobs.opm.gov/>



Delegated Examining Authority (DEU)



- OPM delegated examining to CPOCs
- Examine non-status applicants
- Referred by
 - Veteran's preference
 - score order
- Vacancies announced on USAJOBS



Veterans' Preference in Hiring



- **Special hiring consideration for veterans**
- **Applies to**
 - **initial appointments from OPM/DEU certificates**
 - **VRA appointments**
 - **temporary and term appointments**



DEU/OPM

Rules for Certification



-  **Rule of three – selection made for the top three**
-  **Veterans' Preference**
-  **May not pass over preference eligible for a non-veteran**
-  **Applicants referred in score order**



Types of Veteran's Preference



CPS	10 PT	Compensable disability - 30%+ service connected
CP	10 PT	Compensable disability - 10% service connected
XP	10 PT	Disability--any disabled veteran Non-compensable, less than 10%
TP	5 PT	Others eligible for veterans preference
NV		Not eligible for preference



OPM/DEU Sample Certificate



90 CP	Dodson, Linda
85 CP-S	Sale, Richard
100 NV	Thomson, Carlee
98 NV	Smith, Martha
95 XP	Bean, Jen
95 NV	Freed, Becky
95 XP	Kluft, Richard
90 TP	Youngblood, Ardath



Administrative Careers with America (ACWA)



- Recruitment source of external candidates through examination
- Test authority delegated to CPOCs
- Applicants are referred for GS-5/7 administrative positions



Outstanding Scholars



- **Direct Hire used in conjunction with ACWA**
- **Does not cover Engineers/Scientists**
- **Appoint college graduates with high GPA**
- **GPA 3.45 of 4.0 scale or top 10%**



Bilingual/Bicultural Program



- Established by Luevano consent degree
- Applicants are referred for GS-5/7 administrative position
- Applicants appointed into jobs needing bilingual and/or bicultural skills
- Applicant must obtain a passing score on ACWA



Current or Former Employees



- Merit Promotion
- Reinstatement
- Re-employed Annuitants
- Transfer Eligible
- Appointment of Former Overseas Employees



Merit Promotion



- **Internal recruitment system**
 - Identification
 - Qualification
 - Evaluation
 - Referral
- **Based solely on job-related criteria**
- **Agency plan required**
- **Army mandates use of RESUMIX**



Merit Promotion



- **Career Interns**
- **Upward Mobility**
- **Veterans Employment Opportunities Act (VEOA)**
- **Spouse Preference**



Career Intern



- **Competitive selection for permanent position**
 - professional
 - administrative
 - technological fields
- **22 career programs in over 150 different occupations**
- **Enter program at the GS-5/7 level**



Upward Mobility



- Provides a variety of developmental opportunities for employees
- Covers GS-8 positions or equivalent and below
- Requires a formal training plan



VEOA



- **Applies if merit announcement is open outside DoD**
- **Veterans apply, current employees are not eligible**
- **Veterans who are preference eligible or**
- **Veterans separated after at least 3 years service**
- **If selected, appointed career-conditional**



Reinstatement



- Reemployment of a former employee
- Non-competitive appointment to same or lower grade
- Competition required for positions at higher grade or with potential



Re-employed Annuitants



- **Person receiving CSRS or FERS pension**
- **Hired at the will of appointing authority**
- **Salary offset by retirement amount**



Transfer Eligible Employees



- **Movement of a current employees from one Agency to another**
- **All benefits transfer with employee**
- **Must be without a break in service**
- **Non-competitive at same or lower grade**
- **Competitive at higher grade**



Appointment of Former Overseas Employees



- Applies to family members accompanying sponsor (civilian or military) assigned overseas
- Competitive service appointment



Appointment of Former Overseas Employees



- **Family member completed 52 weeks of creditable overseas service**
- **Authority good for 3 years following the date of returning to the US**



Excepted Service



**Some categories of positions “excepted”
from the competitive service**

- **Attorneys**
- **Defense Civilian Intelligence Personnel Service**
- **Interpreters**
- **Consultants**
- **Chaplains/Assistants**



Excepted Appointments



Appointments exempt from competition

- Federal Career Intern Program
- People with Disabilities Program
- Student Employment
- Veteran's Recruitment Act
- Presidential Management Intern



Federal Career Intern Program



- **Direct hire into entry-level GS-5-7 or 9 level positions**
- **Allows conversion to competitive service**
- **Candidates appointed to administrative positions must have passing score on ACWA exam**



Hiring DisAbled Workers



- **Traditional appointing authorities can be used**
- **Non-competitive appointments through excepted service, if applicable**
- **Designed to circumvent any attitudinal barriers**
- **Reasonable accommodations required**



Student Career Experience



- **Work experience must match schooling**
- **Allows for non-competitive conversion to permanent position**
- **Formally structured**
- **Requires a written agreement by all parties (agency, school, and student) as to the nature of of the program**
- **No requirement for students to meet any economic or income criteria**



Veterans' Recruitment Appointments



- Special hiring authority for veterans
- Limitations on eligibility depending on periods of service
- Veterans' preference applies when making appointments
- Limited to GS-11
- Conversion rights after 2 years
- Must meet basic qualifications

Not all VRA eligibles have veterans' preference!!



Presidential Management Interns



- Two-year internship program
- Appoint graduate degree students
- Focus on management of public policies and programs
- Hired at the GS-09 level
- Eligible for conversion to a permanent position at the GS-12 level



External Sources of Candidates



- **OPM/DoD Interchange Agreement - NAF/AAFES**
- **Special authority for Worker-Trainee positions**
 - **TAPER appointment**
 - **GS-1, WG-2/3**



Term and Temporary Appointments



- **Applies to all GS and WG positions**
- **Agency publicizes, including OPM website**
- **Rating and referral by DEU**
- **Refer by score or by group**
- **Veterans preference applies**



Term Appointments



- More than one year, less than four years
- Earn annual/sick leave
- Covered by FERS
- Health, Life Insurance, Thrift Savings
- Requires RIF procedures to terminate early
- No eligibility for conversion or reinstatement to permanent position



Temporary Appointments



- **Less than one year; can be extended for a maximum of one additional year**
- **Earn annual/sick leave**
- **Covered by FICA**
- **Can be terminated at any time**
- **No eligibility for conversion or reinstatement to permanent position**



Temporary Employment



- **Student Temporary Employment**
- **30% Disabled Veterans**
- **Historically Black Colleges (HBC)/Hispanic Serving Institutions Faculty**



Student Temporary Employment



- **Temporary appointment – limited benefits**
- **Does not need to be related to field of study**
- **No conversion provision**
- **Summer jobs**
- **Length student remains in school**



30% Disabled Veteran



- **Requires current (one year) Veteran's Administration letter**
- **Disability rated at 30% or more**
- **Duration may vary depending on type of disability and position requirements**
- **Once certified that successful in the position, converted to a career-conditional appointment**



HBC Faculty



- **Excepted service appointment**
- **Filled by bona fide members of the faculty**
- **May not exceed 130 working days a year**
- **Positions of a scientific, professional, or analytical nature**



Recruiting Incentives



- **Recruitment Bonus**
- **Relocation Bonus**
- **Retention Allowance**
- **Hiring above Minimum Rate**
- **Transportation Expenses**
- **Repayment of Student Loans**



OPM and DEU



Permanent, Temps and Terms

- Open to candidates with citizenship and qualifications
- Identify activities recruiting
- Train managers
- Target recruitment



Administrative Positions



- **ACWA – CPOCs delegated testing authority**
- **Outstanding Scholars – Direct hire in conjunction with ACWA**
- **Bilingual/Bicultural Program – Direct hire with ACWA**



New Appointments



Scientific and Engineering Positions

- **FCIP – Direct hire, fast appointment**
Recruiting incentives a plus
- **Student Career Experience – nurture students and spread goodwill**



Moving up!



- **Worker-Trainee – start on the first floor!**
- **Upward Mobility – bridge from lower to higher grade**
- **Career Interns – Future leaders**
- **Presidential Management Interns – skilled policy makers**



Hiring Veterans



Fill jobs fast!!

- **VEOA – Veteran’s groups**
- **30% Disabled Veterans**
- **Veteran’s Recruitment Act**



People with Disabilities



So many options/resources

- **Contract work**
- **Temporary employment**
- **Permanent employment**
- **Vocational Rehabilitation counselors**
- **Army supported programs**
- **DoD programs – CAP office**



Reaching for our Roots



Historically Black College Hispanic Serving Institutions

- **Develop long-lasting relationships**
- **Meaningful experiences highly likely**
- **Mentor other faculty members or students**
- **Blend of academia and Government**



Opportunities for students



Great experience – attract good ones!

- **Student Temporary/Career**
- **Volunteer Service**
- **Summer hires**



Federal Appointing Authorities



Thanks
for your
Time!!

