



## A Quick Reference Guide to Recruitment Methods and Incentives for Appropriated Fund Positions

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### Terms and Definitions:

**APF:** Appropriated Fund employees. Employees paid by funds that congress appropriates for that purpose.

**Competitive Service:** All civilian positions in the Federal Government which are not specifically excepted from civil service laws by or under statute, the President, or by the Office of Personnel Management (OPM).

**CPAC:** Civilian Personnel Advisory Center.

**CPOC:** Civilian Personnel Operations Center.

**DEU:** Delegated Examining Unit.

**Excepted Service:** Positions outside of and excepted from the rules of the Competitive Service.

**FMP:** Family Member Preference.

**MSP:** Military Spouse Preference.

**OPM Certificate:** A referral list of eligible candidates prepared by the Office of Personnel Management

**VEOA:** Veterans Employment Opportunity Act Eligibles.

**VRA:** Veterans Readjustment Act Eligibles.

### Internal Recruitment Methods:

**Merit Promotion:** The identification, qualification evaluation, and selection of candidates which will be made without regard to political, religious, labor organization affiliation, marital status, race, color, sex, national origin, non-disqualifying physical or mental handicap, or age and shall be based solely on job-related criteria in accordance with legitimate position requirements. Selection from merit promotion is a competitive selection.

**Reassignment:** The noncompetitive movement of an employee to another position for which he/she qualifies at the same grade level and with an equivalent target grade if applicable.

**Voluntary Change to Lower Grade:** The noncompetitive movement of an employee to another position for which he/she qualifies at a lower grade than currently being held.

**Career Programs:** A career program is comprised of occupational series and functional fields grouped together on the basis of population, occupational structure, grade range, and commonality of job and qualification characteristics. Career programs were established to ensure there is an adequate base of qualified and trained professional, technical, and administrative personnel to meet Army's current and future needs.

**Details:** The temporary assignment of an employee to a different position or set of duties for a specified period with the employee returning to his/her original position at the end of the detail. Employee does not need to meet the qualification standards in order to be detailed.

### **Internal Recruitment Methods Con't:**

**Temporary Promotion:** The temporary assignment of an employee to a higher graded position for a specified period of time, with the employee returning to his/her permanent position upon the expiration of the temporary action. In order for an employee to be temporarily promoted, he/she must meet the same qualification requirements that are necessary for a permanent promotion.

### **External Recruitment Methods:**

**Reinstatement:** The reemployment of a former employee who held a career or career conditional appointment with a Federal Agency. Individuals may be placed in positions at grades equal to or lower than previously held.

**Reemployed Annuitants:** An annuitant under either the Civil Service Retirement System (CSRS) or Federal Employees Retirement System (FERS) may be reemployed in any position for which they are qualified.

**Transfers From Other Federal Agencies:** The movement of an employee, without a break in service of 1 workday, from a position in another Federal agency.

**Delegated Examining Authority:** The CPOCs have been delegated the authority to issue certificates for all series and grades by OPM. This is a way to consider applicants who have not previously held career or career conditional positions. Applicants are referred in order of score and veterans preference.

**Office of Personnel Management Certificates:** A list of applicants seeking employment with a Federal agency in the competitive service. Applicants are

referred in order of score and veteran preference. There is a charge for an OPM certificate.

**People with Disabilities Employment Program:** People with disabilities can be hired through the traditional competitive hiring process or, if they qualify, noncompetitively through the use of excepted service appointing authorities.

**Veterans Readjustment Authority (VRA):** VRA eligibles may be appointed non-competitively up to the GS-11 and equivalent jobs depending upon the period of their military service.

**Veterans Employment Opportunity Act (VEOA):** Veterans who are preference eligible or who have at least 3 years of continuous military service may apply under merit promotion announcements open to employees outside of the agency (DOD).

**Thirty Percent or More Compensably Disabled Veterans:** May be appointed noncompetitively to positions, if qualified. A current Veterans Administration letter dated within the last year or discharge papers substantiating the disability is required for applying under this program.

**Administrative Careers with America (ACWA):** A certificate of eligible external candidates generated by OPM for GS-5/7, 2-grade interval administrative positions covered by the Luevano Consent Decree. Applicants are appointed in the Competitive Service.

**Federal Career Intern Program (FCIP):** May be used to appoint candidates for positions at the GS-5/7 or 9 level without requesting an OPM certificate of eligibles. Applicants are appointed in the Excepted Service and may be non-competitively converted to the competitive service upon completion of the program. Candidates appointed

for administrative must have a passing score on the ACWA examination.

**Student Career Experience Program (SCEP):** Allows appointment of students while in school who may be non-competitively converted to permanent positions upon completion of the program.

**Outstanding Scholar:** Allows appointment of college graduates with a grade point average of 3.45 or better on a 4.0 scale, or graduating in the top 10% of their graduating class. This method must be used in conjunction with the ACWA authority.

**Recruitment Incentives:** May be used for hard-to-fill positions when warranted and supporting documentation is substantiated. They generally require approval by the installation commander.

**Recruitment Bonus:** May be authorized up to 25% of the annual rate of basic pay to a newly appointed employee.

**Relocation Bonus:** May be authorized up to 25% of the annual rate of basic pay to an employee who must relocate to accept a position in a different commuting area.

**Retention Allowance:** May be authorized up to 25% of basic pay to a current employee if the unusually high or unique qualifications of the employee or a special need of the agency for the employee's services makes it essential to retain the employee.

**Re-payment of Student Loans:** May be authorized to facilitate the recruitment or retention of highly qualified employees and a determination has been made the organization would encounter difficulty in filling the position.

**Advanced In-hire Rates:** Pay may be set within the rate range of the grade into which the employee is being placed, but above the minimum rate.