

## Avenues Available to Fill Positions

*(Last updated July 9, 2014)*

Avenue	Purpose	Type of Appointment	Who is Eligible?	Additional Information
<b>Delegated Examining (DE)</b>	<p>Competitively hire non-status applicants (through a delegation agreement with OPM)</p> <p>Not applicable for positions at grades GS-5/7 covered under Administrative Careers with America (ACWA). ACWA positions require a contract with OPM and there is a fee for this service.</p>	<p>Temporary Appointment – can be made for up to 1-year with extensions up to 2-years total.</p> <p>Term Appointment – made for a minimum of 13-months and can be extended up to 4-years total; requires a 1-year trial period.</p> <p>Career-conditional (permanent); requires a 1-year probationary period.</p>	Any U.S. citizen	<ul style="list-style-type: none"> <li>• Target external (non-status) candidates</li> <li>• Post an “all sources” vacancy announcement</li> <li>• Only Delegated Examining certified HR Staff may use this authority</li> <li>• CTAP and ICTAP requirements apply</li> <li>• Temporary and term appointment requires a written certification of appropriate use and do not confer competitive status</li> </ul>
<b>Merit Promotion (MP)</b>	Promote, reassign, change to lower grade or transfer between Federal agencies; current or former Federal employees who held a career or career-conditional (status) appointment.	Career or career-conditional; depending on years of service	<ul style="list-style-type: none"> <li>• Current career/career-conditional employees, or certain former Federal employees with competitive status, and those eligible under special hiring authorities or programs.</li> <li>• USGS may restrict MP opportunities to current DOI/USGS employees in career/career-conditional appointments and those serving under certain noncompetitive special/excepted service appointing authorities that provides for noncompetitive conversion to a permanent position</li> </ul>	<ul style="list-style-type: none"> <li>• Target internal (DOI/USGS) candidates; candidates from other Federal agencies; and former Federal employees that are eligible for reinstatement;</li> <li>• Post “Merit Promotion” vacancy announcement through USAJOBS (may use simultaneously with DE) CTAP and ICTAP requirements must be met when applicable</li> <li>• When merit promotion positions are announced government-wide applications will also be accepted from those eligible under special hiring authorities or programs such as Schedule A (severely physically/intellectually disabled), returning Peace Corp Volunteer, 30% Disabled Veteran, VRA, VEOA or Military Spouse.</li> </ul>

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<b>Reinstatement</b>	Allows for the reemployment of an individual formerly employed in the competitive service who had competitive status at the time of separation.	Temporary, term, career, or career-conditional.	<ul style="list-style-type: none"> <li>Former Federal employees that possessed competitive status at the time of separation.</li> </ul>	<ul style="list-style-type: none"> <li>Competition may or may not be required dependent upon the type of appointment being filled as well as the highest full performance level previously held by the individual being reinstated</li> <li>No time limit on reinstatement eligibility of a former Federal employee that was serving on a career appointment at the time of separation</li> <li>Former Federal employees that were serving on a career-conditional appointment may be reinstated for a period of 3-years from the date of separation</li> <li>There is no time limit on the reinstatement eligibility for veterans regardless of their length of service</li> <li>CTAP and ICTAP requirements apply</li> </ul>
<b>Veterans Recruitment Authority (VRA)</b>	Noncompetitively appoint eligible veterans to fill positions up to the GS-11 level	<p>Excepted Appointment - After 2 years of satisfactory service the agency must convert the employee to a permanent appointment.</p> <p>Temporary or Term Appointment – May make a noncompetitive temporary or term appointment based on an individual’s eligibility for VRA; however, these appointments do not lead to conversion to a permanent appointment.</p>	<ul style="list-style-type: none"> <li>Disabled Veterans</li> <li>Veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized</li> <li>Veterans who while serving on active duty participated in an operation for which an Armed Forces Service Medal was awarded</li> <li>Recently separated veterans (Veterans</li> </ul>	<ul style="list-style-type: none"> <li>Can post an “all sources” vacancy announcement</li> <li>Must establish a training or education program for a VRA appointee who has less than 15 years of education</li> <li>CTAP and ICTAP requirements apply if filling as a temporary or term appointment</li> </ul>

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			separated during the 3-year period beginning on the date of discharge or release from active duty)	
<b>Veterans Employment Opportunities Act (VEOA)</b>	Allows eligible veterans to apply for positions announced under merit promotion procedures when recruiting from outside the agency's workforce	Career or career conditional as appropriate	<ul style="list-style-type: none"> <li>• Preference eligibles</li> <li>• Veterans separated after 3 or more years of continuous active service performed under honorable conditions</li> </ul>	<ul style="list-style-type: none"> <li>• Statement included in the "who may apply section" of merit promotion announcements</li> <li>• CTAP and ICTAP requirements apply</li> <li>• VEOA qualified eligible applying for an ACWA position must also take and pass an ACWA assessment exam. HR specialist will contact OPM to schedule on-line exam. Hiring Manager responsible for paying OPM fee.</li> </ul>
<b>30% or More Disabled Veteran</b>	Allows for non-competitive temporary appointment of more than 60 days or term appointment to any veteran	<p>Temporary or Term appointment</p> <p>May be converted to career or career conditional at any time during the appointment</p>	<ul style="list-style-type: none"> <li>• Veterans who are retired from active military service with a disability rating of 30% or more or</li> <li>• Rated by the Department of Veterans Affairs as having a compensable service-connected disability of 30% or more</li> </ul>	<ul style="list-style-type: none"> <li>• Can post an all sources vacancy announcement</li> <li>• CTAP and ICTAP requirements apply if the appointment is for more than 120 days in duration</li> </ul>
<b>Appointment of Persons with Intellectual, Severe Physical, or Psychiatric Disabilities</b>	Provides non-competitive appointments for disabled persons	Appointments are in the excepted service and can be made on a temporary or non-temporary basis. Those made on a non-temporary basis may be converted to a	Applicants with disabilities must have an intellectual, severe physical, or a psychiatric disability; have proof of the disability; and meet all required	<ul style="list-style-type: none"> <li>• Requires proof of disability from a licensed vocational rehabilitation specialist or medical professional; or any Federal or state agency that provides disability benefits</li> <li>• Eligibles may apply to open vacancy</li> </ul>

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		permanent appointment in the competitive service after satisfactorily completing 2-years of service under one of these authorities.	qualifications for the position.	announcements and be considered <ul style="list-style-type: none"> <li>• Appointments are not subject to CTAP and ICTAP requirements</li> </ul>
<b>Special Hiring of Military Spouse</b>	The purpose of this authority is to minimize disruptions in military families due to permanent relocations, disability and deaths resulting from active duty service by authorizing the non-competitive appointment of certain military spouses to positions in the competitive service.	Career, career-conditional, temporary, or term appointments	<ul style="list-style-type: none"> <li>• Military spouse whose active duty military spouse: (1) received a permanent change of station; (2) has a 100% disability rating; or (3) died while in active duty.</li> <li>• Must submit the required documentation to verify eligibility for the qualifying event</li> </ul>	<ul style="list-style-type: none"> <li>• Spouses are eligible for 2-years from the date of the qualifying event</li> <li>• There is no hiring preference, but the provision allows military spouses eligibility to be appointed non-competitive entry into competitive service</li> <li>• CTAP and ICTAP requirements apply</li> </ul>
<b>Interchange Agreements with Other Merit Systems</b>	Under 5 CFR Rule 6.7, OPM and an agency having an established merit system (in the excepted service) may enter into an agreement prescribing conditions under which employees may be moved from one system to the other. OPM has agreements with: Non-appropriated Fund employees of the Department of Defense; Tennessee Valley Authority; Nuclear Regulatory Commission; Veterans Health Administration of the	Depends on specifications in the applicable interchange agreement	Individuals must meet the requirements for appointment as described in the interchange agreement	<ul style="list-style-type: none"> <li>• Appointment may be made noncompetitively subject to the conditions of the interchange agreement</li> <li>• Rarely used, however, individuals can generally apply to merit promotion announcements and receive consideration</li> </ul>

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	Department of Veterans Affairs; Federal Aviation Administration; Department of Homeland Security, Transportation Security Administration; Corporation for National and Community Service			
<b>Upward Mobility Program (Internal)</b>	Internal career development program that provides for movement of underutilized, underdeveloped employees into career fields with more promotion potential.	Reassignment or Change to Lower Grade	<ul style="list-style-type: none"> <li>• Current DOI/USGS employees serving under a career or career-conditional, or a limited or excepted appointment that provides for noncompetitive conversion to a permanent appointment.</li> <li>• Management may limit these opportunities to USGS employees who meet this criteria: be in a position at the GS-9 level or below and career ladder of GS-10 or below; have an annual performance rating of at least fully successful; and meets applicable education requirements and selective factors.</li> </ul>	<ul style="list-style-type: none"> <li>• Positions are advertised through USAJOBS</li> <li>• Applicants do not have to meet specialized experience requirements for the upward mobility position</li> <li>• A training plan is developed by the supervisor, the trainee, and HR Specialist</li> <li>• Pay retention is granted for change to lower grade cases if existing salary cannot be accommodated within the salary range of the lower grade</li> <li>• Experience gained through training assignments is credited on an accelerated basis (1-month training equates to 2-months experience)</li> </ul>
<b>Career Development Program (Internal)</b>	Provides for the use of training as a substitute for traditional qualification standards to enable managers to provide career change for current	Reassignment or Change to Lower Grade	<ul style="list-style-type: none"> <li>• Current DOI/USGS employee serving under a career or career-conditional, or a limited or excepted appointment</li> </ul>	<ul style="list-style-type: none"> <li>• Positions are advertised through USAJOBS</li> <li>• Supervisor develops training plan for the trainee</li> <li>• Pay retention is granted for change to</li> </ul>

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	employees who are in positions at the GS-9 through GS-15 level (or equivalent wage grade).		<p>that provides for noncompetitive conversion to a permanent appointment</p> <ul style="list-style-type: none"> <li>• Management may limit these opportunities to USGS employees who meet this criteria: be in a position at the GS-9 through GS-15; have an annual performance rating of at least fully successful; and meet any applicable education requirements and selective factors.</li> </ul>	<p>lower grade cases if existing salary cannot be accommodated within the salary range of the lower grade</p> <ul style="list-style-type: none"> <li>• Training experience may be given double credit (1-month of training may equal 2-months of experience)</li> </ul>
<b>Rotational Assignment</b>	Provides current permanent USGS employees an opportunity to gain expertise and insight of duties and responsibilities of other positions; or to gain additional skills and experiences.	Employee continues serving in their current career or career-conditional appointment but are placed on a time limited promotions (up to 5 years) or reassignment	Current USGS employees serving under a career or career-conditional appointment	<ul style="list-style-type: none"> <li>• Subject to MP procedures; may require competition</li> <li>• Requires a statement of understanding</li> <li>• At the end of the assignment, the employee is returned to the position from which initially assigned or to a position of comparable status, tenure, and pay</li> </ul>
<b>Detail</b>	Assignment of an employee to a different position or set of duties for a specified period of time with no change in pay or official position of record. May be used to handle unexpected workloads, special projects, or to fill in during another employee's absence.	Employee continues serving in their current career, career-conditional, or term appointment but are placed on a detail for a specified period of time	Current DOI/USGS employees serving under a career, career-conditional, or term appointment	<ul style="list-style-type: none"> <li>• Processed in increments of 120-days</li> <li>• Can be made to a classified position description or a statement of duties</li> <li>• Employee cannot be detailed to a higher graded position for more than 120 days without competition</li> </ul>

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<b>Intergovernmental Personnel Act (IPA) Mobility Program</b>	Provides for the temporary assignment of personnel between the Federal government and state or local governments, institutions of higher education, Indian Tribal governments, Federally funded research and development centers, and other eligible organizations.	IPA Assignments can be made using a detail or temporary appointment	<p>Current USGS employees serving under a career or career-conditional appointment</p> <p>An employee of a non-Federal organization must be employed by that organization for at least 90 days in a career position before entering into an IPA agreement.</p>	<ul style="list-style-type: none"> <li>• Assignments may be made for up to 2-years and extended for up to 2 additional years</li> <li>• Requires completion of an OF-69 Assignment Agreement detailing the specifics of the assignment and must be signed by the assignee, the USGS approving official as well as the approver for the other participating organization prior to the start of the assignment</li> </ul>
<b>Faculty Appointment</b>	Allows for the temporary appointment of a faculty member to positions of a scientific, professional, or analytical nature.	Temporary excepted service appointment limited to 130 working days in an employment year	Must be a bona fide member of the faculty of an accredited college or university and have the specialized qualifications for the position to be filled	<ul style="list-style-type: none"> <li>• Appointment can be extended as long as the individual remains a bona fide faculty member</li> </ul>
<b>Critical Hire Authority</b>	Allows a manager to fill positions for which a critical hiring need exists. This includes both short-term positions and continuing positions that need to be filled on an interim basis pending completion of competitive examining, clearances, or other procedures required for a longer appointment.	Excepted service appointment not- to-exceed 30 days. May be extended for up to an additional 30 days if continued employment is essential to the mission of the organization.	Qualified U.S. Citizens	<ul style="list-style-type: none"> <li>• Authority can be used without OPM approval</li> <li>• To make this type of appointment: identify the critical hiring need requirement; determine the qualifications required to meet the critical hiring need; identify the individual(s) who can meet the critical hiring need; appoint the individual</li> <li>• Not subject to CTAP and ICTAP requirements</li> <li>• May not be used to extend the service limit of any other appointment.</li> </ul>

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<b>Reemployed Annuitants</b>	<p>Hire retired Federal employees with specialized skills in positions that are:</p> <p>Hard-to-fill as evidenced by historically high turnover, a severe shortage of candidates or other significant recruiting difficulty; or,</p> <p>Critical to the accomplishment of the organization's mission; or, needed to complete a specific project or initiative</p>	Temporary, term, or career appointment	Qualified Federal retirees eligible for reinstatement	<ul style="list-style-type: none"> <li>• May be separated at any time at the discretion of the appointing officer, regardless of the appointment type.</li> <li>• May affect employee's annuity Note: National Defense Authorization Act (NDAA) grants agencies their own dual compensation (salary offset) waivers on a temporary basis under certain specified circumstances (e.g., limits number of hours, USGS waiver and approval process, authority expires 10/27/14).</li> <li>• CTAP and ICTAP requirements apply unless appointment is for less than 121 days</li> </ul>
<b>Other Noncompetitive Appointments: Returning Peace Corps or Vista Volunteers</b>	Non-competitive appointment of former Peace Corps and VISTA Volunteers	Career or career conditional dependent upon prior Federal service	<ul style="list-style-type: none"> <li>• Individuals that served as volunteers under the Peace Corps or VISTA programs whose service totaled at least 1-year</li> </ul>	<ul style="list-style-type: none"> <li>• Rarely used, however, individuals can generally apply to merit promotion announcements and receive consideration</li> </ul>
<b>Pathways Programs – Intern Program</b>	This Program is designed to provide students enrolled in a wide variety of educational institutions, from high school to graduate level, with opportunities to work in agencies and explore Federal careers while still in school and while getting paid for the work performed.	<p>The Program has two types of Internship appointments:</p> <p>Temporary Intern (Excepted Service) appointment can be made for up to 1 year and may be extended provided the individual remains at least a half-time student in a degree/certificate program.</p> <p>Career Intern (Excepted Service) appointment is expected to last for more</p>	<ul style="list-style-type: none"> <li>• Current students enrolled in an accredited high school, college (including 4-year colleges/universities, community colleges, and junior colleges); professional, vocational, and trade school; advanced degree programs; or other qualifying educational institutions, pursuing a qualifying degree or</li> </ul>	<ul style="list-style-type: none"> <li>• Recruitment through announcements posted on USAJOBS and job fairs</li> <li>• Veterans' preference applies</li> <li>• Minimum of 2.0 GPA required</li> <li>• Appointments are not subject to CTAP and ICTAP requirements</li> <li>• Requires a signed Pathways Agreement between the intern and supervisor</li> <li>• Recommend a mentor for career interns</li> <li>• Career Interns (and under certain conditions Temporary Interns) may be</li> </ul>



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		<p>than one year with option to noncompetitively convert to career, career conditional, or term appointment within 120 days following completion of student's degree or certificate requirements.</p> <p>If converted to a term appointment may be subsequently noncompetitively converted to permanent before term expires</p> <p>All Interns may work either full or part-time schedules</p>	<p>certificate.</p> <ul style="list-style-type: none"> <li>• Must be at least a half-time student at an accredited institution</li> <li>• Position should relate to the student's academic field of study or career goals</li> </ul>	<p>noncompetitively converted to permanent/term appointment within 120 days of successful completion of the program when the following requirements have been met:</p> <ul style="list-style-type: none"> <li>○ Completed 640 hours of work experience</li> <li>○ Meets the OPM qualification requirements for the position</li> <li>○ Completed his/her academic degree or certificate program</li> <li>○ Recommended for conversion by supervisor</li> </ul>
<b>Pathways Programs – Recent Graduate Program</b>	<p>This Program affords developmental Federal experiences intended to promote possible careers in the civil service to individuals who have recently graduated from qualifying educational institutions or programs. Recent Graduates who successfully complete the program may be eligible for conversion to a permanent job in the civil service.</p>	<p>Excepted Service appointment with option to noncompetitively convert to career, career conditional, or term appointment after completion of their 1 year appointment (maximum up to 2 years if in agreement).</p> <p>If converted to a term appointment may be subsequently noncompetitively converted to permanent before the term expires</p>	<ul style="list-style-type: none"> <li>• Individuals who apply for recent graduate opportunities within 2 years of completing their academic program</li> <li>• Exception: Veterans unable to apply within 2 years due to military service obligation shall have 2 years from the date released from active duty but the period cannot extend beyond 6 years from the date of graduation.</li> </ul>	<ul style="list-style-type: none"> <li>• Recruitment through announcements posted on USAJOBS and job fairs</li> <li>• ACWA positions require a contract with OPM and there is a fee for this service</li> <li>• Veterans' Preference applies</li> <li>• Minimum of 2.0 GPA required</li> <li>• Appointments are not subject to CTAP and ICTAP requirements</li> <li>• Mentor required within 90 days of appointment and outside individual's chain of command</li> <li>• 40 hours of formal training required</li> <li>• Requires a signed Pathways Agreement between the recent graduate and supervisor</li> </ul>
<b>Pathways Programs - Presidential Management</b>	<p>Designed to recruit candidates pursuing advanced degrees</p>	<p>Appointed in the excepted service</p>	<ul style="list-style-type: none"> <li>• Individuals who complete graduate study</li> <li>• Successfully complete</li> </ul>	<ul style="list-style-type: none"> <li>• Recruitment handled by OPM and selection coordinated through agency's PMF coordinator</li> </ul>

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<b>Fellows (PMF) Program</b>	<p>Allows individuals to be appointed to a 2-year fellowship that provides formal training and developmental assignments as established by the DOI/bureau</p> <p>If fellow successfully completes the 2-year fellowship may be converted noncompetitively to a permanent/term appointment. If converted to a term appointment may be subsequently noncompetitively converted to permanent before term expires</p>	<p>Must meet program requirements as specified by OPM</p>	<p>OPM assessment process</p> <ul style="list-style-type: none"> <li>Selected as finalist by OPM and for appointment within DOI/Bureau</li> </ul>	<ul style="list-style-type: none"> <li>Finalists attend PMF Job Fair to search for agency positions</li> <li>DOI/Bureau pays appointment fee of \$7,000 to OPM</li> <li>Appointments are not subject to CTAP and ICTAP requirements</li> <li>Veterans' preference applies if qualified veteran finalist expressed interest in specific DOI/Bureau position</li> <li>Requires a signed Pathways Agreement between the PMF and supervisor</li> <li>Mentor required within 90 days of appointment who is outside chain of command</li> <li>80 hours of interactive formal training per year required</li> <li>Must serve one developmental assignment of at least 4 to 6 months related to the Fellow's target position</li> <li>Must be approved for conversion by agency's Executive Resources Board</li> </ul>
<b>Workforce Recruitment Program (WRP) for Students with Disabilities</b>	<p>Employment program that connects Federal employers nationwide with postsecondary students and recent graduates with disabilities. It is co-sponsored by the Department of Labor and Department of Defense.</p>	<p>Excepted Service appointment using the Schedule A authority for persons with disabilities.</p>	<ul style="list-style-type: none"> <li>Meet eligibility requirements for the Schedule A disability authority</li> </ul>	<ul style="list-style-type: none"> <li>Personal interviews with the students across the country are conducted by the DOL and DOD</li> <li>A database of candidates is compiled and available to EEO and HR Specialists</li> </ul>

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<b>National Association of Geoscience Teachers (NAGT)</b>	USGS partners with the NAGT to provide internships for rising college seniors or recent college graduates through the Cooperative Summer Field Training Program.	Temporary excepted service appointment not to exceed 5 months.	<ul style="list-style-type: none"> <li>Recent college graduates or rising college seniors</li> <li>Must receive nominations by Field Camp Directors</li> <li>Nominees apply by submitting resume, letter of interest and official transcripts to USGS Education Office</li> </ul>	<ul style="list-style-type: none"> <li>USGS scientists submit proposals for interns to USGS National Education Coordinator/Robert Ridky in January</li> <li>Director's Office typically provides partial funding to support NAGT interns</li> <li>Recent graduates are appointed to professional scientific positions equivalent to the GS-5 level; rising seniors are appointed to technician positions at the GS-4 level</li> </ul>
<b>Field Assistants</b>	Provides technical support primarily in the field or in a laboratory to meet seasonal or temporary needs.	Temporary excepted service appointment limited to 180 working days in an employment year.	<ul style="list-style-type: none"> <li>Open to a all qualified U.S. citizens</li> </ul>	<ul style="list-style-type: none"> <li>The Hiring Manager is responsible for posting the recruitment bulletin, accepting applications, making qualification determinations, and applying veterans preference</li> <li>Positions are filled as technicians in the biological or physical science fields up through the GG-07 level</li> </ul>
<b>USGS Mendenhall Postdoctoral Research Fellowship Program</b>	Provides an opportunity for selected postdoctoral fellows to conduct concentrated research in association with selected members of the USGS professional staff. The Program is also intended to provide research experiences that enhance their personal scientific stature and credentials.	Excepted service appointment not-to-exceed 2 years that may be extended up to a total of 4-years	<ul style="list-style-type: none"> <li>Must have received a Ph.D. within the past 5 years, or by the time employment begins.</li> <li>Must meet the OPM qualification requirements of the position being filled</li> <li>Only in the unusual case that a U.S. citizen is not available or qualified may a noncitizen be considered</li> </ul>	<ul style="list-style-type: none"> <li>Research opportunities are identified through internal USGS competition</li> <li>Opportunities are posted on the web and in professional journals</li> <li>Candidates submit their applications online through USAJOBS</li> <li>Selectees are appointed at the GS-12 level and receive full benefits</li> </ul>
<b>USGS Postdoctoral Research Fellowship</b>	Provides highly motivated recent Ph.D. graduates with the opportunity to conduct	Excepted service appointment made for a minimum of 13-months that	<ul style="list-style-type: none"> <li>Must have received a Ph.D. within the past 5 years, or by the time</li> </ul>	<ul style="list-style-type: none"> <li>Opportunities are advertised open to all qualified candidates through USAJOBS</li> </ul>

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<b>Program</b>	concentrated research in association with selected USGS scientists as a final element to their formal career preparation. They contribute to the overall research efforts of the USGS and, in turn, gain excellent professional research experience.	can be extended up to a total of 4-years	<p>employment begins.</p> <ul style="list-style-type: none"> <li>• Must meet the OPM qualification requirements of the position being filled</li> <li>• Only in the unusual case that a U.S. citizen is not available or qualified may a noncitizen be considered</li> </ul>	<ul style="list-style-type: none"> <li>• In some instances, where there is a need for a postdoctoral research fellow and a highly qualified candidate is identified without advertisement, a noncompetitive appointment can be made</li> <li>• Selectees are appointed at the GS-12 level and receive full benefits</li> </ul>
<b>Volunteers for Science Program</b>	Allows agency to bring volunteers onboard in a non-paid status	Volunteers are not appointed to the rolls of the Federal agency.	<ul style="list-style-type: none"> <li>• US Citizens, and Non-Citizens, if legal permanent resident, or in academic institution and institution grants permission</li> <li>• Volunteers must sign OF-301A, Volunteer Services for Natural Resources Agencies, agreement</li> <li>• If under the age of 18, must have written consent from a parent or legal guardian</li> </ul>	<ul style="list-style-type: none"> <li>• Volunteer opportunities can be found at <a href="http://www.volunteer.gov">http://www.volunteer.gov</a></li> <li>• Volunteers do not impact FTE counts</li> <li>• Students may receive class credit for volunteer work; however, it is their responsibility to make these arrangements with their instructors</li> </ul>

The information provided above is not an all inclusive list of options for filling positions. Please consult with your servicing Human Resources Specialist if you have any questions or need additional information about the specific authorities or programs listed.

## **GLOSSARY OF TERMS**

### ***Administrative Careers with America (ACWA)***

A program which offers competitive, entry-level (GS-5 and GS-7 levels) employment, through written examination and multiple choice questionnaire, in several general administrative occupational areas: health, safety and environmental; writing and public information; business, finance, and management; personnel, administration, and computers; benefits review, tax, and legal; law enforcement and investigation. The full performance level for the position must be GS-9 or above.

### ***All Sources***

A vacancy announcement open to “all sources” allows any qualified candidate to submit an application regardless if they are a current Federal employee or an individual from the general public.

### ***Break In Service***

The amount of time someone is not on an agency payroll (i.e., the time between separation and reemployment). For career-conditional employees, a break in service means not being on an agency payroll for more than thirty calendar days.

### ***Career Appointment***

The employment status of a permanent employee who has completed three years of substantially continuous creditable service.

### ***Career Conditional Appointment***

The employment status of a permanent employee who has not completed three years of substantially continuous creditable service.

### ***Career Tenure***

After serving three years of *substantially continuous creditable service*, a career conditional employee becomes a career employee and gains career tenure. Employees with career tenure have permanent reinstatement eligibility and may be considered for positions without having to take another competitive civil service examination. *Substantially continuous service* means service without a break for more than 30 calendar days (i.e., the break must be for less than or equal to 30 calendar days).

### ***Career Transition Assistance Plan (CTAP)***

A program designed to actively assist its surplus and displaced employees by providing selection priority for competitive service vacancies.

### ***Change to Lower Grade (CLG)***

For positions under the General Schedule (GS) or under the same wage grade schedule, a change-to-lower grade changes the employee to a lower grade. When both the old and the new positions are under the same type of ungraded wage schedule or in different pay-method categories, a change-to-lower grade changes the employee to a position with a lower rate of basic pay.

### ***Competitive Service***

All civilian positions in the Federal Government that are not specifically excepted from civil service laws by or pursuant to statute, by the President, or by the U.S. Office of Personnel Management (OPM) under Rule VI. OPM is authorized to determine finally whether a position is in the competitive service.

***Detail***

A temporary assignment to a different position for a specified period when the employee is expected to return to his or her regular duties at the end of the assignment.

***Excepted Service***

All civilian positions which are specifically excepted from the requirements of the Civil Service Act or from the competitive service by statute or by the U.S. Office of Personnel Management by regulation 5 CFR 6.1.

***Interagency Career Transition Assistance Plan (ICTAP)***

Refers to regulations established in 1996 that provides selection priority to displaced Federal employees when applying for jobs in other Federal agencies.

***Non-Status***

All competitive service appointments that are time-limited or non-permanent and from which employees do not acquire competitive status.

***Probationary Period***

Period during which an employee's fitness for work is tested. Most Federal positions have a 1-year probationary period.

***Promotion***

For positions under the same type job classification system and pay schedule, a promotion changes the employee to a higher grade level. When the old and the new positions are under different job classification systems and pay schedules, a promotion changes the employee to a position with a higher rate of basic pay.

***Reassignment***

The change of an employee from one position to another without promotion or change to lower grade, level or band. Reassignment includes: 1) movement to a position in a new occupational series or to another position in the same series; 2) assignment to a position that has been redescribed due to the introduction of a new or revised classification or job grading standard; 3) assignment to a position that has been redescribed as a result of position review; and 4) movement to a different position at the same grade but with a change in salary that is the result of different local prevailing wage rates or a different locality payment.

***Recently Separated Veteran***

Any veteran in the period during the three-year timeframe beginning on the date of such veteran's discharge or release from active duty.

***Reinstatement***

Non-competitive appointment of a person formerly employed in the competitive service (i.e., who either had a competitive status or was serving probation when separated) into the competitive service as a career or career-conditional employee.

***Temporary Appointment***

A non-status appointment to a competitive service position for a specific time period up to 1-year.

***Term Appointment***

Non-permanent appointment expected to last longer than one year, but less than four years.

***Veterans Employment Opportunities Act (VEOA)***

The VEOA of 1998 gives eligible veterans access to jobs that otherwise only would have been available to status employees. In VEOA appointments, veterans are not afforded preference as a factor, but they are allowed to compete for job opportunities that are not offered to other external candidates. A VEOA eligible who is selected will be given a career or career-conditional appointment.