Department of the Army

A Quick Reference Guide to Recruitment Methods and Incentives for Appropriated Fund Positions
(Revised April 7, 2003)

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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.
NAF: Nonappropriated Fund employees. Generally, employees in Moral, Welfare and Recreation organizations.
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:

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 commonalty 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. Reference AR 690-950, December 31, 2001 and DA PAM 690-950, February 15, 2002.

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. Reference 5 CFR 300.301

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. Reference Title 5, CFR, Ch 335, Sub Part A.

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. Reference 5 CFR Part 335.

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. Reference AR 690-300, Chapter 335 and 5 CFR, Part 335.

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. Reference 5 CFR Part 300, 5 CFR Part 335.

External Recruitment Methods:

ACTEDS (DA) Interns: Full time, entry level, permanent civilian positions with the Department of Army. The term "intern" is synonymous with an Army management training program hired for entry grade levels (GS-5 and GS-7) for development to mid level management positions (GS-9 or GS-11). The length of Army's "internship" is two years and consists of on-the-job training combined with formal classroom training. The recruitment cell is located at the North Central CPOC.

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. Reference 5 CFR Chapter 332.

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. Reference 5 CFR, Chapter 337 and OPM DEU Operations Handbook.

NAF - AAFES: Interchange Eligibles: Currently serving on a NAFI/AAFES position, without time limitations, or have been separated from such appointment, without personal cause, within preceding year. Must be or have been serving continuously for one year in NAFI/AAFES position. May only be appointed to a permanent position based on this authority.

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. Reference 5 CFR, Chapter 211, 315, Subpart C & 332. U.S. Code Section 3309-3318 and AR 690-300, Chapter 315 & 332.

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. Reference DEU Operations Handbook Book.

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. Reference 5 CFR Part 300.550 & 601, 300.553 and 5 USC Sections 5532 and 3323(b).

Veterans Employment Opportunity Act (VEOA): Veterans who are preference eligible OR veterans separated after at least 3 years of continuous military service may apply under merit promotion announcements open to employees outside of the agency (DOD). Reference 5 CFR 315.611.

Non-Competitive Recruitment Methods:

Direct Hire: Direct-hire authority is designed to effectively recruit eligibles for career-conditional appointment to positions in shortage or critical shortage occupations. The implementation of direct-hire authority includes the direct receipt of applications, the examination of competitors, and compliance with competitive selection rules in cooperation with the Office of Personnel Management (OPM) examining office.

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 positions must have a passing score on the ACWA examination. Reference E.O. 13162, dtd July 6, 2000 and 5 CFR Parts 216 and 315.

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. Reference 5 CFR 315, 29 CFR Chapter 161B EEOC-MD-713, Section 501 of the Rehabilitation Act.

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. Reference 5 CFR , Chapter 315.401.

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. Reference 5 CFR 213.3202, 338.101 310.101(a) and 410.401(a)(b).

Scholarship for Service (SFS): A program created to provide scholarships to selected students pursuing careers in information assurance or computer security while attending selected universities with information assurance (IA) programs and have been certified by the National Security Agency . In exchange, these students agree to serve at a Federal agency after graduation for a period equivalent to the length of the scholarship.

Student Temporary Employment Program (STEP): Provides flexibility to appoint students on a temporary basis to jobs that may or may not be related to their academic field of study. Employment can range from summer jobs to positions that can last for as long as the individual is a student. Reference 5 CFR 213.3202, 338.101 310.101(a) and 410.401(a)(b).

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. Reference 5 CFR Chapters 315 & 332.

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. Reference 5 CFR, Chapter 210, Section 102 and Chapter 315, Subpart E.

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. Reference 5 CFR, Chapter 307.

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. Reference 5 U.S.C. 5753 and 5 CFR Part 575, Subpart A.

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. Reference 5 U.S.C. 5753 and 5 CFR Part 575, Subpart B.

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. Reference 5 U.S.C. 5754 and 5 CFR Part 575, Subpart C.

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. Reference 5 U.S.C. 5379 and 5 CFR Part 537.

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. Reference 5 CFR 532.403(b).

HR Reference Guide - Federal Career Intern Program (FCIP)

WHAT: Designed to help agencies to recruit and attract exceptional individuals into a variety of occupations. It was created under Executive Order 13162 July 10, 2000, and is intended for positions at grade levels GS-5, 7 and 9 or other trainee positions with no limitations on promotion potential.

PROGRAM FEATURES:

- Appointment In The Excepted Service
- Subject To OPM Qualifications
- Public Announcement is not required, but agencies must follow Merit Principles
- Veteran's Preference applies
- Rule Of 3 in selections does not apply
- MACOM approved two-year training plan must be in place before intern is hired. ACTEDS Plans May Be Adapted For Use.
- Appointments are not subject to interagency career transition assistance program (ICTAP) requirements
- Geographic rotations not required
- ACWA tools are required if the series and grade are subject to the Leuvano Consent Decree
- Return right provision for career/career conditional employees who fail to complete the program unrelated to misconduct or suitability
- No limitation on promotion
- May be appointed year round
- Non competitive conversion to the competitive service upon successful completion of the program
- Administered by the agencies, not OPM

HR Reference Guide - Student Temporary Employment Program (STEP)

WHAT: Designed to provide maximum flexibility to both the student and the agency.

PROGRAM FEATURES:

- Appointment in the excepted service under schedule b 213.3202(a), if pursuing any of the following educational programs:
  - High School Diploma Or General Equivalency Diploma (GED)
  - Vocational/Technical Certificate
  - Associate Degree
  - Baccalaureate Degree
  - Graduate Degree
  - Professional Degree
- Subject to OPM qualifications or agency- developed standards
- Not eligible for non-competitive conversion to career or career-conditional appointment under this authority
- No mandatory requirement for students to document financial need in order to be eligible.
- Eligible for annual and sick leave
- Generally ineligible for retirement coverage
- May work full-time or part-time during the year

May be non-competitively converted to the student career experience program whenever they meet the program requirements and the agency has an appropriate position available

HR Reference Guide - Student Career Experience Program (SCEP)

WHAT: Designed to provide experience directly related to the student's educational program and career goals. Program provides for periods of attendance at an accredited school combined with periods of career-related work in a federal agency

PROGRAM FEATURES:

- Appointment in the excepted service under schedule b 213.3202(b) if pursuing any of the following educational programs:
  - High School Diploma Or General Equivalency Diploma (GED)
  - Vocational/Technical Certificate
  - Associate Degree
  - Baccalaureate Degree
  - Graduate Degree
  - Professional Degree
- Subject to OPM qualifications or agency developed-standards
- May be non-competitively converted to a term, career, or career-conditional appointment at any time within 120 days after satisfactory completion of the requirements for his/her diploma, certificate, or degree
- Must have completed at least 640 hours of career-related work, before completion of or concurrently with, the course requirements
- No mandatory requirement for students to document financial need in order to be eligible
- Eligible for annual and sick leave
- Generally covered by the Federal Employees Retirement System (FERS)
- May work full-time or part-time during the year
- Requires a written agreement by all parties (agency, school, student) as to the:
  - Nature of work assignments
  - Schedule of work assignments and class attendance
  - Evaluation procedures

Requirements for continuation and successful completion of the program