

Glossary

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active duty	Full-time duty with military pay and allowances in the Armed Forces. Active duty does include "annual" active duty for training, but excludes weekend Reserve meetings.
agency	Any department or independent establishment of the Federal Government, including a government-owned or controlled corporation, that has the authority to hire employees in the competitive, excepted, and senior executive service.
applicant	Person who has asked to be considered for a job with an agency. An applicant may be a current employee of the agency, an employee of another agency, or a person who is not currently employed by any agency.
appointing authority	The authority based in legislation and regulation that enables the appointment of certain categories of candidates into the Federal service.
appointment	Any personnel action that brings an individual onto the rolls (staff) of an agency.
Armed Forces	The Army, Navy, Marine Corps, Coast Guard, and Air Force. For purposes of this training, we are referring to the uniformed combatant military services.
career appointment	Competitive service permanent appointment given to an employee who has completed 3 substantially continuous, creditable years of Federal service. In special cases (such as Administrative Law Judges), career appointment may be given to a person at the time he or she is hired from a civil service register.
career-conditional appointment	The initial appointment of an individual into the competitive service. Typically, a career-conditional employee must complete three years of substantially continuous service before achieving career appointment status.

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category rating

A ranking and selection procedure that places applicants in categories for referral under competitive procedures. Applicants who meet basic minimum qualification requirements and whose job competencies have been assessed against specific job ranking factors are placed in predefined quality categories instead of being ranking according to numeric scores. Preference eligibles are listed ahead of non-preference eligibles within each quality category. Qualified Veterans who are entitled to 10-point preference will be placed at the top of the highest quality category, followed by 5 pt Veterans who have been rated in the highest category, followed by non-Veterans who have also been placed in the highest quality category. All other 5 pt Veterans who are determined to be qualified for referral in the next highest quality category will be listed before non-Veterans who have also been rated in that same category. This method of referral has been deemed mandatory in the May 11, 2010 Presidential Memorandum *Improving the Federal Recruitment and Hiring Process*.

competitive examination procedures (delegated examination procedures)

The process by which the general public can compete for Federal positions. Frequently, this authority is delegated to Federal agencies, delegated examining. Agencies can open vacancies to those from outside the Federal workforce, Federal employees who do not have competitive status, or current competitive employees seeking new appointments. Competitive examining ensures fair and open competition from all segments of society, and referral based on the examination of the candidate's skills and abilities.

competitive list of eligibles

List of applicants who have applied and met the qualification requirements for a specific vacancy announcement issued under competitive or delegated examination procedures. It is the most common method of entry for new employees.

competitive service

All civilian positions in the Federal Government not specifically excepted from the civil service laws under Title V, by or pursuant to the statute, by the President, or by the OPM under Rule VI, and not in the senior executive service.

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competitive status	A person's basic eligibility for assignment (e.g., by transfer, promotion, reassignment, demotion, reinstatement, or special authority) to a position in the competitive service without having to compete with members of the general public in an open competitive examination. When a vacancy announcement indicates that status candidates are eligible to apply, career employees and career-conditional employees who have served at least 90 days after competitive appointment may apply, as well as those in special categories to which competitive status has been granted. Once acquired, status belongs to the individual, not to a position.
disabled Veteran	Person separated under honorable conditions from active duty in the Armed Forces performed at any time and who has established the present existence of a service-connected disability or is receiving compensation, disability retirement benefits, or pension because of a public statute administered by the Department of Veterans Affairs or a military department.
excepted service	Some agencies are excluded from the competitive civil service procedures by virtue of their mission and under a statutory exception. Positions in these agencies are in the "excepted service". Additionally, some positions in agencies that normally covered under the competitive service may be "excepted" from normal competitive procedures and are called excepted service positions. In these cases, OPM provides excepted service hiring authorities to fill special jobs or to fill any job with certain categories of individuals. Some example would be students or individuals with disabilities.
Executive Order grade	Directive issued by the President. Level of work or range of difficulty, responsibility, and qualification requirements.
honorable conditions	Refers to an honorable or a general discharge from the Armed Forces.
merit promotion procedures	Procedures involved in the placement, promotion, transfer, or reassignment of competitive service employees or status candidates.
noncompetitive action	A promotion, demotion, reassignment, transfer, reinstatement, or an appointment based on prior service or other status designation.

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preference eligible

Veterans, spouses, widows, or mothers who entitled to have 5 or 10 points added to their earned score on a civil service examination (see 5 U.S.C. 3309). They are also accorded a higher retention standing in the event of a reduction in force (see 5 U.S.C. 3502). Preference does not apply, however, to in-service placement actions such as promotions.

Presidential Management Fellows Program (PMF)

A flagship leadership development program at the entry level for advanced degree candidates. It was created more than three decades ago by Executive Order and has gone through many changes over the years. The Program attracts and selects the best candidates possible, but is really designed with a more narrow focus - developing a cadre of potential government leaders. It provides some sustenance during the first years of employment and encourages development of leadership capabilities. The PMF Program instills a lasting bond as well as a spirit of public service, ultimately encouraging and leading to a career in the government.

promotion

Nature of action used to document personnel actions that change an employee (1) to a position at a higher grade level within the same job classification system and pay schedule or (2) to position with a higher rate of basic pay in a different job classification system and pay schedule.

reasonable accommodation

Changes made at the worksite or to working conditions that enable individuals with disabilities to perform the duties associated with a position.

reassignment

Movement of an employee from one position to another position at the same grade and pay system.

reduction in force

Release of an employee from his or her competitive level (position), required by the agency because of lack of work or funds, abolition of position or agency, or cuts in personnel authorizations. A reduction in force can result in an employee being reassigned, down-graded or separated.

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reinstatement eligible

Prior Federal employee who held a career or career conditional appointment in the Federal Civil Service and has civil service status. Former employees who have achieved career status after three substantially continuous years of service, enjoy reinstatement for life. Former employees who are not Veterans and who have not achieved career status must be reinstated within three years of separation from their last career conditional appointment. However, a Veteran who separated from a career conditional appointment will be reinstatable for life.

Schedule A Appointing Authority for People with Disabilities

Though not specifically for Veterans, the Schedule A appointing authority for people with disabilities is an excepted authority that agencies can use to appoint eligible Veterans who have a severe physical, psychological, or intellectual disability. No vacancy announcement is required.

status employee/status candidate

An individual who was competitively appointed as either a career or career conditional employee in the Federal Civil Service. (See definition of reinstatement above to for further clarification of when status applies.)

status quo appointment

An appointment that is used to keep an employee in a position when the position is moved into the competitive service and when the employee is not eligible for or selected for conversion to competitive service. (See *Guide to Processing Personnel Actions*, Ch 10.2.e.)

temporary appointment

Appointment made for a limited period of time and with a specific not-to-exceed (NTE) date determined by the authority under which the appointment is made. Temporary appointments do not convey civil service status.

term appointment

Appointment to a position that will last more than one year but not more than four years and that is of a project nature where the job will terminate upon completion of the project.

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transfer

Movement of an employee, without a break in service of one full workday, from a position in one agency to a position in another agency that can be filled under the same appointing authority: 5CFR 315.501 authorizes the transfer of competitive service career and career-conditional appointees to competitive service career or career-conditional appointments in other agencies; 5 CFR 307.103 authorizes transfer of excepted service Veterans' readjustment appointees to excepted service Veterans' readjustment appointment positions in other agencies; and 5 U.S.C. 3395 authorizes transfer of career and non-career appointees in the Senior Executive Service to career and non-career.

transitioning service member

Active duty individual who is within 12 months of separation or 24 months of retirement.

USAJOBS

USAJOBS is the Federal Government's Employment Information System. It provides worldwide job vacancy information, employment information fact sheets, job applications, and forms online. The USAJOBS website allows you to build and store a resume that can be used for multiple applications. It has online resume development and electronic transmission capabilities. You can apply for the majority of Federal positions through this system.

USAJOBS is updated every business day from a database of more than 30,000 worldwide job opportunities and is available in a variety of formats to ensure access for customers with differing physical and technological capabilities. It is convenient, user friendly, accessible through the computer or telephone and available 24 hours a day, 7 days a week.

Veteran

Person who was separated with an honorable discharge or under honorable conditions from active duty in the Armed Forces performed during one of the periods described in 5 U.S.C. 2108.

Veterans Employment Initiative

An Executive Order with the intent to enhance recruitment of and promote employment opportunities for Veterans within the Executive Branch.

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Veterans Employment Opportunities Act of 1998 (VEOA)

Gives preference eligibles and certain eligible Veterans access to jobs that otherwise would have been available only to current Federal employees. In this type of appointment, you would be applying for jobs as if you were already a Federal employee (known as a status candidate). For this reason, you would not receive Veterans' preference in the referral process. If selected, you would be given a career or career-conditional appointment.

To be eligible for a VEOA appointment, you must have separated under honorable conditions AND must meet *one* of the following criteria:

- Be a preference eligible (as defined in title 5 U.S.C. 2108(3)), OR
- Have separated after three or more years of continuous active service performed under honorable conditions.

Veterans' preference

Preference given to applicants who served in the active military and who received an honorable discharge or discharge under honorable conditions during the competitive process; for most excepted service jobs; and when agencies make temporary, term, and overseas limited appointments.

Veterans' Recruitment Appointment (VRA)

An excepted authority that allows agencies to appoint eligible Veterans without competition. There is no limit to the number of times you can apply under VRA, and Veterans' preference applies when using this authority.

You can be appointed under the VRA authority at any grade level up to and including a GS-11 or equivalent, if you separated under an honorable or general discharge AND:

- Are in receipt of a campaign badge for service during a war or in a campaign or expedition; OR
- Are a disabled Veteran; OR
- Are in receipt of an Armed Forces Service Medal for participation in a military operation; OR
- Are a recently separated Veteran (within the last three years).

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