

CES HR Elements Course
Lesson 4 Exercise: Placement Scenarios
INSTRUCTOR ANSWER KEY

Scenario 1

An accounting technician in the Tech/Admin support work category, full performance work level, is moving to a staff officer position in the professional work category, at the full performance work level.

Is this competitive and why or why not?

Answer: Competitive; changing work category that is not equivalent to the current work category.

Scenario 2

Elizabeth, a civilian cyber threat analyst and a reservist, has been called to active duty for a period of 18 months. Marvin, her supervisor, doesn't have anyone who can be detailed to support this position. He is considering how to get the work done while Elizabeth is gone and thinks the best course of action is to fill the position for the period of Elizabeth's absence.

Based on what we've just discussed about appointments, what are the supervisor's options? And would these options be competitive or non-competitive?

Answer:

Option 1: Since we know the duration of Elizabeth's absence is 18 months, the best choice for Marvin is to use a term appointment. Term appointments may be used to fill a staffing need for a period of more than one year, but less than five. As such, the term appointment could be made for the full 18 months, with the possibility of an extension if by chance Elizabeth's reservist duty were to be extended. Competition is recommended.

Option 2: If for some reason Marvin can't use a term appointment, he could consider a temporary appointment. Temporary appointments may be used to fill a staffing need that is not anticipated to exceed one year, which

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means he cannot make an appointment for the entire period of Elizabeth's expected absence. He would need to make the initial appointment for one year or less but could then potentially extend it for up to a maximum of two years, if necessary, to accommodate Elizabeth's absence. Unlike the term appointment, a temporary appointment cannot be extended by two years, so if Elizabeth's return is delayed, Marvin may have a problem. Competition is recommended.

Scenario 3

A student program employee graduates from college and moves to a permanent professional work category position, the entry/developmental work level, at grade 7. Is this action competitive and why or why not?

Answer: Non-competitive; it is an exception to competitive action to move from a student program to a permanent position.

Scenario 4

Lateral transfer from DoD CIO to US Cyber Command. Competitive? Why or why not?

Answer: Non-competitive because a lateral transfer, by definition, means to stay in the same work category, work level and grade. A lateral transfer does not have to be competitive; it is an exception to policy.

Scenario 5

Term employee (announcement said selection for the position could make the individual eligible for non-competitive permanent appointment) moves from professional work category, full performance work level at the GG-11 to a permanent position in the same work category and work level, but at GG-12.

Is this competitive? Why or why not?

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Answer: Competitive. Non-competitive is an exception to policy only if at the same or lower work category, work level and grade.

Scenario 6

GG-13 at the full performance work level in the professional work category goes to a GG-13 position at the senior work level in the professional work category. Is this competitive? Why or why not?

Answer: Competitive. Moving to a work level with higher promotion/grade potential so it's competitive, even though it's the same grade.

Scenario 7

A GG-13 cybersecurity analyst position in the professional work category and full performance work level has increased dramatically in scope. Now, the work is aligned to GG-14. Is moving the employee to this new position competitive and why or why not?

Answer: Non-competitive because it is an accretion of duties, which is an exception to competition.