

Cyber Excepted Service (CES) HR Elements Course

Lesson 4

Employment and Placement



DoD CIO





Learning Topics

- Appointing Authorities
- Flexibility In Sources
- Qualification Standards
- Probationary Periods
- Veterans' Preference
- Implementation Considerations
- Internal Placement Flexibilities
- Competitive Actions
- Exceptions to Competition
- Developmental Programs
- Practical Exercise: Placement Scenarios
- Lesson Review





Appointing Authorities

- Section 1599f, Title 10, United States Code is the CES hiring authority. Applies to:
 - Permanent appointments
 - Competitive and non-competitive (direct hire and “on-the-spot”)
 - Indefinite appointments
 - Term appointments
 - Temporary appointments
 - Component specific student hiring programs
- CES does not cover other positions or employees hired under other personnel authorities



Flexibility in Sources

- CES provides maximum flexibility for hiring from both internal (federal) and external (non-federal sources):
 - Appointments may be made directly from any non-federal applicant source, with or without public notification or vacancy notices
 - Can access applicants through any legal means
 - Must be consistent with merit systems principles
 - May concurrently recruit from both internal and external sources
 - May limit the area of consideration and periods of time that announcements are open
 - No requirement for USA Jobs announcements
 - Examples: component hosted website, job fairs, and college campus recruitment events



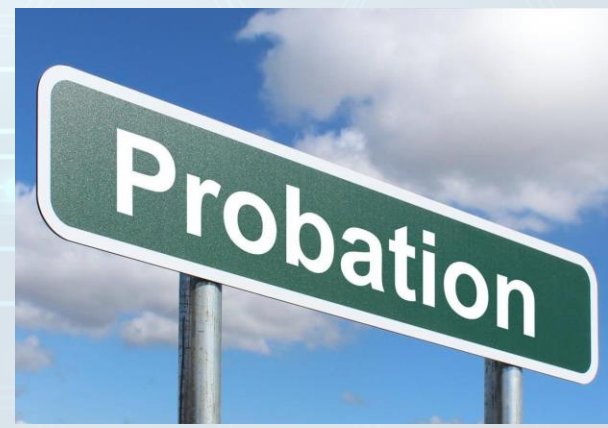
Qualification Standards

- CES does not permit the use of time-in-grade
- To determine qualifications, CES uses:
 - Requirements of the position
 - CES work category and work level descriptions
 - DoD cyber position requirements
 - DoD Directive 8140.01, “Cyberspace Workforce Management,” August 11, 2015
 - OPM minimum qualification standards
 - Component specific guidelines
 - Quality of experience
 - *Qualification profiles* include descriptions of the competencies, knowledge, skills, abilities, education, training, and/or the type and quality of experience required for successful job performance



Probationary Periods

- **New Hires:**
 - Must complete a 3 year probationary period
- **Current Employees:**
 - Employees that have completed a probationary period will not be required to serve a new one under CES
 - Employees in the process of completing a probationary period will complete one in accordance with their original conditions of employment
- **New Supervisors and Managers:**
 - Must complete 1 year probationary period





Veterans' Preference Procedures

- CES Vacancy Announcements CANNOT reference point based preference:
 - CES does not apply 5 or 10 point veterans' preference during the rating and ranking process
- Veterans' preference applies when filling positions that are open to external applicants only. External candidates entitled to veterans preference under Title 5 USC 2108 must be identified as 'preference eligible'
 - Preference eligibles with a military service connected disability of 30% percent or more must be specifically identified.
- During the final selection phase, preference eligible veterans will be granted preference in selection over non-preference eligible candidates with substantially equal qualifications
- Components must receive approval from Under Secretary of Defense (USD) Personnel and Readiness (P&R) to pass over a substantially equally qualified preference eligible with a service connected disability of 30% percent or more before extending an offer of employment to a non-preference eligible candidate



Implementation Considerations

- **Vacancy Announcements:**
 - Announcements must clearly state that positions are in the excepted service, covered by CES, and that there is a required 3 year probationary period for new federal government appointments
- **Voluntary Current Employee Conversions:**
 - Will receive an offer letter with the opportunity to convert from the competitive service to the CES
 - Acceptance: must sign a statement that acknowledges that the position is in the excepted service covered by CES
 - Decline: if the position becomes vacant, it will automatically be converted to CES
- **Mandatory Current Employee Conversions:**
 - Cybersecurity Schedule A 213.3106(b)(11)
 - Will receive a letter that states that the position has been converted from the competitive to excepted service
 - Must sign a statement that acknowledges that the position is in the excepted service covered by CES
- **New Appointments:**
 - Must sign a statement acknowledging that the position is in the excepted service covered by CES
 - Must sign a statement acknowledging that they understand the conditions of employment or assignment unique to CES



Internal Placement Flexibilities

CES provides the flexibility to quickly assign the right people where they are needed.





Competitive Actions

- **Promotions** to a higher grade within the same work category
 - **Temporary Promotions** of 120 days or more
- **Reassignments** to a position with higher grade potential
- **Details** to a higher work level, grade, or work category having higher promotion potential for more than 240 days
- **Transfers** to a higher work level, grade, or work category having higher promotion potential





Exceptions to Competition

- **Lateral Transfers** to a position with the same work category, work level, and grade
- **Reassignments**
- **Details** for 120 days or less
- **Developmental Program Progressions** from entry/developmental work level to full performance work level
- **Accretion of Duties**





Developmental Programs

- Career development programs for employees in the professional work category
- Selections are made through formal component competitive procedures
- Progression across the entry/developmental work level and then to the full performance work level:
 - CES does not have career ladders
 - Non-competitive promotions across the entry developmental work level
 - Only one non-competitive promotion to the full performance work level
- Documented developmental benchmarks and milestones are required for progression



Practical Exercise: Placement Scenarios

Instructions:

- Each team will have 20 minutes to complete this exercise
- Review each scenario and determine the following:
 - The type of action required
 - Whether the action requires competition
 - Document the rationale for these decisions
- Select a spokesperson to share the team's findings



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