



DoD Cyber Excepted Service (CES) Personnel System



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Department of Defense
OFFICE OF PREPUBLICATION AND SECURITY REVIEW

CES Vacancy Announcements

Source: DoDI 1400.25, Volume 3005, "CES Employment and Placement."

Overview

Vacancy announcements are required to communicate employment opportunities through the most practical venues to attract candidates who meet the requirements and qualifications for CES positions. *The DoD Components may access applicant sources through any legal means, consistent with the merit system principles in Section 2301 of Title 5 U.S.C.* These applicant sources include but are not limited to: Office of Personnel Management websites USAJobs.gov and CyberCareers.gov; DoD Component websites; newspaper and periodic publications distributed in applicant-rich population areas; job fairs or college campus recruiting activities organized by the Component or other Federal entities; employee referral programs; or other means.

CES Vacancy Announcement Requirements (subject to local collective bargaining agreements)

When advertising CES positions, DoD Components should ensure that all potential applicants have access to the below information relevant to the opportunity being offered:

- ☐ A brief description of job responsibilities
- ☐ The pay plan, occupational series, position title, work level, grade, and pay range
- ☐ The organizational and geographic location of the position
- ☐ A statement of who is eligible to apply
- ☐ The minimum qualifications required
- ☐ The criteria against which applications will be evaluated
- ☐ The conditions of employment (e.g., probationary period, suitability/fitness, security clearances, exceptional travel)
- ☐ A brief description of the CES occupational structure
- ☐ A brief description of the career advancement process for the Component, if applicable
- ☐ Application documentation and procedures, including the preferred means of contact
- ☐ Opening and closing dates of the announcement
- ☐ An equal employment opportunity statement
- ☐ A statement of any incentives or entitlements for which the applicant may be considered
- ☐ *A statement that clearly states that the position is a CES position in the Excepted Service
- ☐ *A statement that CES applies and documents Veterans' Preference in accordance with DoDI 1400.25, Volume 3005
- ☐ *A statement that defines "specialized experience"

Recommendations for CES Vacancy Announcements

*Statement of Excepted Service

- ✓ Statement that positions are in the excepted service and are covered by CES
- ✓ Recommended Language:
"This position is a DoD Cyber Excepted Service (CES) personnel system position in the Excepted Service under 10 U.S.C. 1599f."

*CES Veteran's Preference

- ✓ Statement that CES applies Veterans preference in accordance with DoDI 1400.25, Volume 3005, CES Employment and Placement
- ✓ Statement on how Veterans' preference should be documented or claimed by the applicants (specific to each Component)
- ✓ Recommended Language:
"DoD Components with CES positions apply Veterans' Preference to preference eligible candidates, as defined by Section 2108 of Title 5 U.S.C., in accordance with the procedures provided in DoD Instruction 1400.25, Volume 3005, 'CES Employment and Placement.' If you are a veteran claiming veterans' preference, as defined by Section 2108 of Title 5 U.S.C., you must submit documents verifying your eligibility with your application package."

*Specialized Experience

- ✓ Statement(s) that clearly defines specialized experience requirements: knowledge, skills, abilities; competencies; or knowledge of certain systems, programs, policies, and or procedures
- ✓ Recommended Language:
"Applicant must have directly applicable experience that demonstrates the possession of knowledge, skills, abilities, and competencies necessary for immediate success in the position. Qualifying experience may have been acquired in any public or private sector job, but will clearly demonstrate past experience in the application of the particular competencies or knowledge, skills, and abilities necessary to successfully perform the duties of the position. Such experience is typically in or directly related to the work of the position to be filled. Qualifying experience would be demonstrated by..."

Additional Information for CES Vacancy Announcements

*CES salaries range may exceed step 10

- ✓ Recommended Language
"If selected, the authorized rate of pay may exceed the stated maximum salary rate range under certain circumstances."

*Use of plain language (DEU Handbook)

- ✓ OPM Reference
"OPM Delegated Examining Operations Handbook, dated June 2019"

Prohibited on CES Vacancy Announcements

Title 5 Veterans' 5 and 10-Point Preference

X CES Vacancy Announcements CANNOT reference point-based-preference. CES does not apply 5 or 10-point veterans' preference.

(NOTE: CES requires that preference-eligible candidates with a Military Service-connected disability of 30 percent or more must be specifically identified and documented)

Time-In-Grade or Grade-Equivalents

X CES Vacancy Announcements CANNOT require experience at or equivalent to a lower grade.
(NOTE: CES applicants must demonstrate the required proficiency-level and competencies as determined by a qualification assessment of previous comparable experience (e.g. volunteer, military, civilian, etc.) that documents the knowledge, skills, abilities, and competencies that indicate their potential for a higher grade.)