

		Incentives	
	Question	Answer	OPM URL
75	Which positions are eligible for a relocation, recruitment, and retention incentives?	A relocation, recruitment, and recruitment incentives may be paid to an eligible individual who is appointed to a General Schedule (GS), senior-level (SL), scientific or professional (ST), Senior Executive Service (SES), Federal Bureau of Investigation and Drug Enforcement Administration (FBI/DEA) SES, Executive Schedule (EX), law enforcement officer, or prevailing rate position. OPM may approve other categories for coverage upon written request from the head of an executive agency.	
76	Which positions are excluded for a recruitment, relocation, and retention incentives?	Recruitment incentives may not be paid to Presidential appointees; noncareer appointees in the Senior Executive Service; those in positions excepted from the competitive service by reason of their confidential, policy-determining, policy-making, or policy-advocating natures; agency heads; or those expected to receive an appointment as an agency head.	http://www.opm.gov/policy-data-oversight/pay-leave/recruitment-relocation-retention-incentives/?page=2#url=FAQs
77	What does "newly appointed" mean as it relates to eligibility for a recruitment incentive?	Recruitment incentives may be paid to an employee who is newly appointed to the Federal Government. "Newly appointed" refers to the first appointment (regardless of tenure) as an employee of the Federal Government, an appointment following a break in service of at least 90 days from a previous appointment as an employee of the Federal Government, or, in certain cases, an appointment following a break in service of less than 90 days from a previous appointment as an employee of the Federal Government. (See the definition of "newly appointed" at 5 CFR 575.102.)	http://www.opm.gov/policy-data-oversight/pay-leave/recruitment-relocation-retention-incentives/?page=1#url=FAQs
78	Who is eligible for a retention incentive if they are likely to leave for a different position in the Federal service?	<ol style="list-style-type: none"> 1. The employee is in a covered position (see the "Which positions are eligible for a relocation, recruitment, and retention incentives?" question above); 2. The employee's rating of record under an official performance appraisal or evaluation system is at least "Fully Successful" or equivalent; and 3. The agency has provided a general or specific written notice to the employee that his or her position may or would be affected by the closure or relocation of the employee's office, facility, activity, or organization (e.g., the employee's position may or would move to a new geographic location or the employee's position may or would be eliminated). 	http://www.opm.gov/policy-data-oversight/pay-leave/recruitment-relocation-retention-incentives/fact-sheets/retention-incentives-likely-to-leave-for-a-different-federal-position/
79	Who is eligible for a retention incentive if they are likely to leave Federal service in absence of the retention incentive?	<ol style="list-style-type: none"> 1. The employee is in a covered position (see the "Which positions are eligible for a relocation, recruitment, and retention incentives?" question above); 2. The employee's rating of record under an official performance appraisal or evaluation system is at least "Fully Successful" or equivalent; and 3. The agency determines that 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 and that the employee would be likely to leave the Federal service in the absence of a retention incentive. 	http://www.opm.gov/policy-data-oversight/pay-leave/recruitment-relocation-retention-incentives/fact-sheets/retention-incentives-likely-to-leave-the-federal-service/

80	Who can recommend a recruitment, relocation, and retention incentive?	The recommending official for the incentive must be at least one level higher than the supervisor of the employee receiving the incentive payment.	
81	Who can approve a recruitment, relocation, and retention incentive?	<p>The following lists who can serve as an approving official for recruitment, relocation, and retention incentives:</p> <p>A. The heads of Bureaus, equivalent offices, or their designees are granted authority to approve the incentive.</p> <p>B. The Executive Resources Board (ERB) approves recruitment, relocation, and retention incentives for all employees occupying positions in the SES, SL, and ST categories. Requests for payment of an incentive for employees at this level must be submitted to the Chair of the ERB through the appropriate Assistant Secretary or equivalent official.</p> <p>C. Decisions to approve or disapprove payment of an incentive for employees in the Immediate Office of the Secretary will be made by the Assistant Secretary - Policy Management and Budget. Requests must be submitted through the appropriate assistant secretary or equivalent official to the Assistant Secretary - PMB.</p>	
82	What factors must be considered by the approving official before a recruitment or relocation incentive is awarded?	<p>The approving official should consider the following factors before a recruitment or relocation incentive is awarded:</p> <p>A. The success of recent efforts to recruit high quality candidates for similar positions;</p> <p>B. Recent turnover in similar positions;</p> <p>C. Labor market factors that may affect the ability of the Bureau or equivalent office to recruit high quality candidates for similar positions now or in the future;</p> <p>D. Special qualifications needed for the position; and</p> <p>E. In the case of recruitment incentives, the practicality of using the superior qualifications appointment authority alone or in combination with an incentive.</p>	
83	What factors must be considered by the approving official before a retention incentive is awarded?	<p>There are two factors that should be considered by the approving official before a retention incentive is awarded:</p> <p>A. The success of recent efforts to recruit candidates and retain employees with qualifications similar to those of the employee for positions similar to the employee's position; and</p> <p>B. The availability in the labor market of candidates for employment who could, after a reasonable orientation period, perform the full range of duties and responsibilities assigned to the position held by the employee.</p>	

84	Can a Bureau or equivalent office issue recruitment, relocation, and retention incentives to groups of employees?	Yes. Bureaus or equivalent offices may issue recruitment, relocation, and retention incentives to groups of employees that meet the applicable criteria.	http://www.opm.gov/policy-data-oversight/pay-leave/recruitment-relocation-retention-incentives/?page=1#url=FAQs
85	What rate of pay will the Department use to compute recruitment, relocation, and retention incentives?	The Department will use the employee's special rate or locality rate of pay, as applicable, to compute recruitment, relocation, and retention incentive payouts. The rate of basic pay excludes additional pay of any other kind, including night-shift differentials under 5 U.S.C. 5343(f) or environmental differentials under 5 U.S.C. 5343(c)(4) for Federal Wage System employees.	http://www.opm.gov/policy-data-oversight/pay-leave/recruitment-relocation-retention-incentives/?page=4#url=FAQs
86	Are incentive payments considered part of basic pay?	No. Incentive payments are not considered part of the basic pay for any purpose.	http://www.opm.gov/policy-data-oversight/pay-leave/recruitment-relocation-retention-incentives/?page=6#url=FAQs
87	Are recruitment, retention, or relocation incentives subject to the annual and biweekly premium pay limitations under 5 U.S.C. 5547 and 5 CFR 550.105 and 550.106?	No. Recruitment and relocation incentive payments are not subject to the biweekly or annual premium pay limitation, since recruitment and relocation incentives are neither premium pay nor basic pay.	http://www.opm.gov/policy-data-oversight/pay-leave/recruitment-relocation-retention-incentives/?page=4#url=FAQs
88	What is the maximum amount of recruitment and relocation incentive payments received by an employee in a service period?	Under 575.109(b) and 575.209(b)(1), the total amount of recruitment, retention, and relocation incentive payments received by an employee in a service period may not exceed 25 percent of an employee's annual rate of basic pay, including any special rate or locality payment, multiplied by the number of years, or fractions of a year, in a service period. This will allow a Bureau or equivalent office to pay an incentive of as much as 100 percent of an individual employee's annual rate of basic pay in effect at the beginning of the service period if the employee signs a four year service agreement.	http://www.opm.gov/policy-data-oversight/pay-leave/recruitment-relocation-retention-incentives/?page=3#url=FAQs
89	What is the maximum amount of retention incentive payments received by an employee in a service period?	An agency must establish a single retention incentive rate for each individual or group of employees, expressed as a percentage of each employee's rate of basic pay, not to exceed 25 percent (for an individual employee) or 10 percent (for a group or category of employees). (See 5 CFR 575.309(a).) With OPM approval, this cap may be increased to as much as 50 percent under the conditions specified in 5 CFR 575.309(e).	http://www.opm.gov/policy-data-oversight/pay-leave/recruitment-relocation-retention-incentives/?page=3#url=FAQs

90	Can a Bureau or equivalent office request a waiver to the maximum amount of recruitment, retention, and relocation incentive payments?	Yes. OPM may waive the 25 percent limitation based on a critical need by the Bureau or equivalent office. Under such a waiver the total amount of the incentive payment received by an employee in a service period may not exceed 50 percent of the employee's annual rate of basic pay, including any special rate of locality payment at the beginning of the service period multiplied by the number of years, including fractions of a year in a service period. In no event may a waiver provide total payments exceeding 100 percent of the employee's annual rate of basic pay at the beginning of the service period.	http://www.opm.gov/policy-data-oversight/pay-leave/recruitment-relocation-retention-incentives/?page=6#url=FAQs
91	How does a Bureau or equivalent office request a waiver to the maximum amount of recruitment, retention, and relocation incentive payments?	To request a waiver to the maximum amount of recruitment, retention, and relocation incentive payments, the Bureau or equivalent office will send a written request for the waiver to Policy, Management, and Budget (PMB) - Office of Human Resources for approval. The request will contain all of the documentation required for approving the incentive payment plus the justification for the increase up to the 50 percent level. PMB - Office of Human Resources will refer the request to OPM for approval.	
92	How can payments be issued for recruitment and relocation incentives?	<p>Payments for recruitment and relocation incentives may be issued the following ways:</p> <p>A. An initial lump-sum payment at the commencement of the service period.</p> <p>B. Installments throughout the service period required by the service agreement.</p> <p>C. Final lump-sum payment upon completion of the full service period.</p> <p>D. Combination of the payment methods listed above.</p>	http://www.opm.gov/policy-data-oversight/pay-leave/recruitment-relocation-retention-incentives/?page=2#url=FAQs
93	How can payments be issued for a retention incentive?	<p>Payments for a retention incentive may be issued the following ways:</p> <p>A. Installments after the completion of specified periods of service.</p> <p>B. A single lump-sum payment after completion of the full service period (A Bureau or equivalent office may not pay a retention incentive as an initial lump-sum payment at the start of a service period or in advance of fulfilling the service period for which the retention incentive is being paid.</p> <p>C. Biweekly installments when no service agreement is required.</p>	http://www.opm.gov/policy-data-oversight/pay-leave/recruitment-relocation-retention-incentives/?page=3#url=FAQs
94	Is a service agreement required before paying a recruitment, relocation, or retention incentive?	Yes. Before paying a recruitment, relocation, or retention incentive, the Bureau or equivalent office must require that the employee sign a written service agreement to complete a specified period of employment with the Bureau or equivalent office.	

95	When is a service agreement not required for a retention incentive payment?	A service agreement is not required when a Bureau or equivalent office pays an employee a retention incentive in biweekly installments of equal amounts. This is the only situation in which a service agreement is not required.	http://www.opm.gov/policy-data-oversight/pay-leave/recruitment-relocation-retention-incentives/?page=6#url=FAQs
96	What criteria is required in a service agreement for recruitment, relocation, and retention incentives?	A service agreement for recruitment, relocation, and retention incentives must contain all of the following:	http://www.opm.gov/policy-data-oversight/pay-leave/recruitment-relocation-retention-incentives/?page=4#url=FAQs
		Specific time for the service period;	
		Amount of the incentive payment;	
		Method and timing of incentive payments, e.g. lump-sum or installments;	
		Conditions under which an agreement may be terminated by the Bureau or equivalent office plus any obligations on the part of the Bureau or equivalent office or employee for refund of all or part of the incentive payment; and	
		Any other terms and conditions for receiving and retaining incentive payments.	
97	May a Bureau of equivalent office terminate a recruitment, relocation, or retention incentive service agreement?	Yes. A Bureau or equivalent office may unilaterally terminate a recruitment, relocation, or retention incentive service agreement based on the management needs of the office.	http://www.opm.gov/policy-data-oversight/pay-leave/recruitment-relocation-retention-incentives/?page=5#url=FAQs
98	Under what conditions must a Bureau or equivalent office terminate a recruitment, relocation, or retention incentive service agreement?	A Bureau or equivalent office must terminate a service agreement for a recruitment, relocation, or retention incentive if one of the following occurs:	http://www.opm.gov/policy-data-oversight/pay-leave/recruitment-relocation-retention-incentives/?page=5#url=FAQs
		A. The employee is demoted or separated for cause (i.e. performance or conduct).	
		B. If the employee receives a rating of record lower than "Fully Successful" or equivalent during the period of the service agreement.	
		C. If the employee otherwise fails to fulfill the terms of the service agreement.	
99	Who can terminate the service agreement for recruitment, relocation, and relocation incentives?	The authorized Bureau or equivalent office official terminating the service agreement does not have to be the "Approval Official" for the recruitment, relocation, and retention incentive. The official terminating the incentive must be in the approved managerial hierarchy of the Department, Bureau or equivalent organization.	

100	If a Bureau or equivalent office terminates an incentive service agreement based on management needs, is the Bureau or equivalent office required to pay any recruitment, relocation, or retention incentive payments?	Yes. If a Bureau or equivalent office terminates a service agreement based on management needs, the Bureau or equivalent office must pay any recruitment, relocation, or retention incentive payments attributable to completed service.	http://www.opm.gov/policy-data-oversight/pay-leave/recruitment-relocation-retention-incentives/?page=2#url=FAQs
101	What happens if an incentive service agreement is terminated because of the employee's unacceptable performance or conduct; the employee receives a rating of record of lower than "Fully Successful" or equivalent; or the employee fails to fulfill the terms of the service agreement?	If an incentive service agreement is terminated because of the employee's unacceptable performance or conduct; the employee receives a rating of record of lower than "Fully Successful" or equivalent; or the employee fails to fulfill the terms of the service agreement, the employee will retain any incentive payment that is attributable to completed service only if approved by the Bureau or equivalent office under the terms of the service agreement; and the employee must reimburse the Federal Government for any incentive payment received that are attributable to uncompleted service.	http://www.opm.gov/policy-data-oversight/pay-leave/recruitment-relocation-retention-incentives/?page=4#url=FAQs
102	What are the responsibilities of a Bureau or equivalent office if the Bureau or equivalent office authorizes biweekly payments of a retention incentive without a service agreement?	<p>if the Bureau or equivalent office authorizes biweekly payments of a retention incentive without a service agreement, the Bureau or equivalent office must do the following:</p> <p>A. The Bureau or equivalent office must review the decision to pay the retention incentive on an annual basis to determine if the incentive is still warranted and certify this decision in writing.</p> <p>B. The Bureau or equivalent office must reduce or terminate a retention incentive whenever payment at the original level is no longer warranted.</p> <p>C. The retention incentive must be terminated if the employee is demoted, receives a rating of record lower than "Fully Successful," or if the Bureau or equivalent office reassigns the employee to a different position which does not warrant a retention incentive.</p>	
103	Are Bureaus or equivalent offices required to maintain records on each employees that receives an incentive payment?	Yes. Each Bureau or equivalent office required to maintain records on each employees that receives an incentive payment.	http://www.opm.gov/policy-data-oversight/pay-leave/recruitment-relocation-retention-incentives/?page=4#url=FAQs
104	What information is required in the	The following information is required in the incentive payment records:	http://www.opm.gov/policy-data-oversight/pay-leave/recruitment-relocation-retention-incentives/?page=4#url=FAQs

	incentive payment records?	<p>The number of recruitment, relocation, and retention incentives offered and the number accepted;</p> <p>The percentage of salary offered and accepted in each individual case; and</p> <p>A summary statement assessing the effect of the incentive authority on the ability to fill positions with qualified candidates in a timely manner or in the case of retention allowance, to retain the services of employees.</p>	oversight/pay-leave/recruitment-relocation-retention-incentives/?page=2#url=FAQs
105	What are the reporting requirements for authorized incentive payments?	OPM requires a report to be submitted by the Department in the first quarter of the calendar year.	http://www.opm.gov/policy-data-oversight/pay-leave/recruitment-relocation-retention-incentives/?page=2#url=FAQs
106	What is the purpose of category rating?	The purpose of category rating is to increase the number of qualified applicants an agency has to choose from for selection while preserving veterans' preference rights. The category rating approach gives agencies the flexibility to assess and select from among applicants in the highest quality category without regard to the "rule of three."	http://www.opm.gov/policy-data-oversight/hiring-authorities/competitive-hiring/#url=Category-Rating
107	How are quality categories defined?	<p>Quality categories are defined through job analysis. The categories should be written to reflect the requirements to perform the job successfully and to distinguish differences in the quality of candidates' job-related competencies or knowledge, skills, and abilities (KSAs). Each category has eligible candidates who have demonstrated through an assessment(s) similar levels of proficiency on the critical job-related competencies/KSAs. Some factors to consider when developing categories may include:</p> <ul style="list-style-type: none"> - Breadth and scope of competencies/KSAs; - Increased levels of difficulty or complexity of competencies/KSAs; - Successful performance on the job; and - Level of the job. <p>The highest quality category will be used for those candidates who possess the type and quality of experience that substantially exceeds the minimum qualifications of the position, including all selective placement factors and appropriate quality ranking factors as determined by the job analysis.</p>	http://www.opm.gov/policy-data-oversight/hiring-authorities/competitive-hiring/#url=Category-Rating

108	How are preference eligibles given preference in selection under category rating?	<p>Preference eligibles who meet the qualification requirements are assessed and placed in the appropriate quality categories. Within each category, qualified preference eligibles are placed ahead of non-preference eligibles. No preference points, i.e., 5 or 10 points, are added to the preference eligibles' rating. Qualified preference eligibles are listed in alphabetical order group within each preference order (CPS, CP, XP, and TP). Selections can be made from any preference eligible group. Qualified non-preference eligibles are listed in alphabetical order below preference eligibles. For scientific and professional positions at the grade 9 level (or equivalent) or higher, qualified preference eligibles with a compensable service connected disability of 10% or more (CPS or CP) shall be listed at the top of their quality category.</p> <p>For all other positions and grade levels, qualified preference eligibles with a compensable service-connected disability of 10% or more (CPS or CP) are placed at the top of the highest quality category and ahead of non-preference eligibles ranked in the highest quality category (CPS and CP eligibles "float" to the highest quality category.)</p>	http://www.opm.gov/policy-data-oversight/hiring-authorities/competitive-hiring/#url=Category-Rating
109	Are the procedures used to pass over a preference eligible under category rating the same as those used in traditional numeric rating, ranking, and selection?	<p>Yes. The procedures used to pass over a preference eligible under category rating are the same as those used in the traditional "rule of three" process. In the traditional and category rating processes, an agency may not select a non-preference eligible over a higher ranked preference eligible or a preference eligible within the same category, respectively, unless the agency receives approval to pass over the preference eligible in accordance with 5 U.S.C. § 3318.</p>	http://www.opm.gov/policy-data-oversight/hiring-authorities/competitive-hiring/#url=Category-Rating
110	How are candidates selected under category rating?	<p>Agencies make selections from within the highest quality category regardless of the number of candidates (i.e., the rule of three does not apply). However, preference eligibles receive absolute preference within each category. If a preference eligible is in the category, an agency may not select a non-preference eligible unless the agency requests to pass over the preference eligible in accordance with 5 U.S.C. § 3318, and the request is approved.</p> <p>If there are fewer than three candidates in the highest quality category, agencies may combine the highest category with the next lower category and make selections from the merged category. The newly merged category would then constitute the highest quality category. Preference eligibles must be listed ahead of non-preference eligibles in the newly merged category. Once again, as long as a preference eligible remains in the merged category, an agency may not select a non-preference eligible unless the agency receives approval to pass over the preference eligible in accordance with 5 U.S.C. § 3318.</p>	http://www.opm.gov/policy-data-oversight/hiring-authorities/competitive-hiring/#url=Category-Rating

111	What should be included in a Merit Promotion Vacancy Announcement?	As a minimum, vacancy announcements should contain the following information: a number that identifies the vacancy; issuing office; opening and closing dates; address of office receiving applications; position title, series and grade; entrance pay; number of positions; duty location; duties of the job; qualifications required, including selective placement and ranking factors; evaluation methods to be used; the full performance level of the job; area of consideration; instructions on how to apply; equal employment opportunity nondiscrimination statement; veterans preference information; and any other special requirements, such as CTAP language including the definition of well-qualified.	DOI Merit Promotion Plan (no direct link on Elips)
112	What is a job analysis?	A job analysis is used to document the relationship between the basic duties and responsibilities and the knowledge, skills and abilities required to perform the duties and responsibilities. In order to complete a job analysis, the servicing personnel specialist works cohesively with the selecting official and/or a subject matter expert. A job analysis must be conducted when filling a position.	http://www.opm.gov/policy-data-oversight/hiring-authorities/competitive-hiring/deo_handbook.pdf#page=275
113	How are interviews to be conducted?	Selecting officials must ensure that all candidates are treated fairly and equitably. Normally, if one candidate is interviewed, all other candidates should be interviewed. However, if only certain candidates are chosen to be interviewed, the choice must be based on job-related criteria. The selecting official is responsible for ensuring that interviews are properly conducted, that all questions are job-related and that every effort is made to obtain the same information from each candidate. The interviewer may not ask about or discuss a candidate's race or ethnic background, color, sex, age, disability, religious beliefs, marital or family status, political affiliation, sexual orientation or labor organization affiliation or activity. If distance precludes a personal interview, a telephone interview may be conducted. The payment of expenses for preemployment interviews is authorized in certain situations (refer to 5 CFR 572).	DOI Merit Promotion Plan (no direct link on Elips)
114	What is Special Selection Priority (SSP)?	Special Selection Priority is priority consideration of well-qualified displaced and surplus DOI employees who apply for vacancies in the local commuting area. This should be cleared when filling competitive service positions from within or outside the Department, unless selection causes another employee to be separated by reduction-in-force.	DOI Merit Promotion Plan (no direct link on Elips)
115	What is the Reemployment Priority List (RPL)?	The Reemployment Priority List is priority consideration of displaced and surplus DOI employees and employees who are fully recovered from a compensable injury after more than a year. This should be cleared when filling competitive (temporary, term, or permanent) positions from outside the Department.	DOI Merit Promotion Plan (no direct link on Elips)

116	What is the Interagency Career Transition Assistance Plan (ICTAP)?	<p>The Interagency Career Transition Assistance Plan is priority consideration of well-qualified displaced employees from other Federal agencies who apply for vacancies in the local commuting area.</p> <p>This should be cleared when filling competitive service positions from outside the Department.</p>	http://www.opm.gov/faqs/topic/usajobs/index.aspx?page=1
117	How does an individual receive priority consideration under the Career Transition Assistance Program (CTAP)?	The surplus or displaced employee must meet the eligibility requirements described in 5 CFR 330 Subpart F. The employee must apply within the specified time frames and submit proof of eligibility (the RIP separation notice or notice of proposed removal for declining a directed reassignment or transfer outside the local commuting area, Certification of Expected Separation or other official notice from DOI indicating that the employee is surplus or eligible for discontinued service retirement, or official DOI certification identifying the employee as being in a surplus occupation.) The eligibility determination is subject to verification prior to final offer.	DOI Merit Promotion Plan (no direct link on Elips)
118	What is Merit Promotion (MP)?	The system under which agencies consider an employee for vacant positions on the basis of personal merit. Vacant positions are usually filled through competition with applicants (current competitive service employees) being evaluated and ranked for the position on the basis of their experience, education, competencies and performance.	https://help.usajobs.gov/index.php/General_Information
119	What are KSA's?	Knowledge, Skills, and Abilities (KSAs), or Competencies are the attributes required to perform a job and are generally demonstrated through qualifying experience, education, or training. Knowledge is a body of information applied directly to the performance of a function. Skill is an observable competence to perform a learned psychomotor act. Ability is competence to perform an observable behavior or a behavior that results in an observable product.	https://help.usajobs.gov/index.php/General_Information
120	Who is eligible for non-competitive appointments?	Special non-competitive appointing authorities are established by law or Executive Order. Veterans, persons with disabilities, many current and former Federal employees, and returning Peace Corps volunteers are examples of individuals eligible for noncompetitive appointment.	https://help.usajobs.gov/index.php/General_Information
121	What is competitive examination?	The competitive examination, which is open to all applicants, may consist of a written test, an evaluation of an applicant's education and experience, and/or an evaluation of other attributes necessary for successful performance in the position to be filled. The process is used to fill civil service positions with candidates who apply from outside the Federal workforce. It is also used to enable current Federal employees without civil service status to compete for a permanent appointment and to enable employees with civil service status to compete for other Federal positions.	https://help.usajobs.gov/index.php/General_Information

122	What is Delegated Examining (DE)?	A hiring authority OPM grants to agencies to fill competitive service positions with applicants without prior Federal service, Federal employees without competitive service status, or those with status. DE appointments are subject to civil service laws and regulations to ensure fair and open competition.	https://help.usajobs.gov/index.php/General_Information
123	What is Time-In-Grade?	Time in grade is a requirement for a specified amount of time that an employee must spend in a grade before they are eligible for promotion (5 CFR 300.604).	https://help.usajobs.gov/index.php/General_Information
124	What is a term appointment?	A term appointment is an appointment lasting more than one year but less than four years, with a specific expiration date. Reasons for utilizing a term appointment include: project work; extraordinary workload; scheduled abolishment of a position; reorganization; uncertainty of future funding; contracting out of the function.	https://help.usajobs.gov/index.php/General_Information
125	What is a temporary appointment?	<p>A temporary appointment is an appointment lasting one year or less, with a specific expiration date. An agency may make a temporary appointment to: fill a short-term position that is not expected to last more than one year; or, meet an employment need that is scheduled to be terminated within one or two years for reasons such as reorganization, abolishment, or the completion of a specific project or peak workload; or, fill positions that involve intermittent (irregular) or seasonal (recurring annually) work schedules.</p> <p>A temporary employee's appointment may be terminated at any time and the employee is not eligible for promotion, reassignment, or transfer to other jobs.</p>	https://help.usajobs.gov/index.php/General_Information
126	Who is eligible for veteran's preference?	<p>By law, Veterans who are disabled or who served on active duty in the Armed Forces during certain specified time periods or in military campaigns are entitled to preference over others in hiring from competitive lists of eligibles and also in retention during reductions in force. In addition to receiving preference in competitive appointments, Veterans may be considered for special noncompetitive appointments for which only they are eligible.</p> <p>Go to http://www.dol.gov/vets/programs/vetspref/main.htm to determine if you are eligible to receive Veterans' preference and the type of preference to which you may be entitled.</p>	https://help.usajobs.gov/index.php/General_Information
127	How do I determine if I am eligible for veteran's preference?	Go to http://www.dol.gov/vets/programs/vetspref/main.htm to determine if you are eligible to receive Veterans' preference and the type of preference to which you may be entitled.	https://help.usajobs.gov/index.php/General_Information
128	How do I get a preference letter from Veterans Affairs (VA)?	The Department of Veterans Affairs (VA) can produce an official letter certifying that a veteran is eligible for preference. The preference selected (SF-15 Application for 10-Point Veteran Preference) determines what type of certification letter is needed. To obtain a veteran's preference letter from the VA, you should contact your local VA Regional Office at 1-800-827-1000 or contact them by visiting their website: http://www.va.gov .	https://help.usajobs.gov/index.php/General_Information

129	What is reinstatement?	<p>Individuals, who previously held a career or career-conditional appointment with the Federal government, may be eligible for reinstatement, which allows reentry to the Federal competitive service workforce without competing with the public. Reinstatement eligibles can also apply for Federal jobs open only to status or merit promotion candidates.</p> <p>Eligibility Requirements</p> <p>There is no time limit on eligibility for those who: Are Veterans' preference eligible and served one day as a career conditional employee, or Acquired career tenure by completing three years of substantially continuous creditable career-conditional service.</p> <p>Non-veterans' preference eligibles who separated from civil service as a career-conditional employee may be reinstated within three years after the date of separation. Reinstatement eligibility may be extended by certain activities that occur during the three-year period after separation from your last career or career-conditional appointment, those activities include: Federal employment under temporary, term, or similar appointments. Federal employment in excepted, non-appropriated fund, or Senior Executive Service positions. Federal employment in the legislative and judicial branches. Active military duty terminated under honorable conditions. Service with the District of Columbia Government prior to January 1, 1980 (and other service for certain employees converted to the District's independent merit system). Certain government employment or full-time training that provided valuable training and experience for the job to be filled. Periods of overseas residence as a dependent who followed a Federal military or civilian employee to an overseas post of duty.</p>	https://help.usajobs.gov/index.php/General_Information
130	What does status candidate mean?	<p>"Status candidates" refers to those individuals who are current or former Federal civilian employees who hold or held non-temporary appointments in the competitive service, not the excepted service. When a vacancy announcement indicates that status candidates are eligible to apply, Federal government employees who have served at least 90 days after competitive appointment may apply.</p>	https://help.usajobs.gov/index.php/General_Information
131	What does area of consideration mean?	<p>The area of consideration describes the individuals from whom the agency will accept applications to compete for the position. It may be a broad or a limited group of individuals. The area of consideration may also be referred to as "Who May Apply" within the vacancy announcement. If you are not within the area of consideration and you are not eligible for a non-competitive or special hiring authority, the agency will not consider your application.</p>	http://www.opm.gov/FAQs/QA.aspx?fid=de14aff4-4f77-4e17-afaa-fa109430fc7b&pid=9e1e030a-bd89-4b0b-9505-260b9c383db3&result=1

132	What is a vacancy announcement?	Federal vacancy announcements are the means by which an agency advertises its vacancies. Job vacancy announcements describe position information including the title, salary, duties, qualification requirements, closing date, and application procedures. There is no universal format for vacancy announcements: each agency creates and manages announcements independently, so you should carefully review each section. Announcements are removed from the USAJOBS Website on the closing date; therefore, you are encouraged to maintain for future reference a copy of announcements to which you apply	http://www.opm.gov/FAQs/QA.aspx?fid=de14aff4-4f77-4e17-afaa-fa109430fc7b&pid=4d01550b-9a21-4978-936d-bdab557abe99&result=1
133	How can I find out which positions I am qualified for?	Vacancy announcements will include the qualification requirements, such as education and/or experience, license requirements, etc. You should review the vacancy announcement to determine whether you meet the requirements for the position.	http://www.opm.gov/FAQs/QA.aspx?fid=de14aff4-4f77-4e17-afaa-fa109430fc7b&pid=9e5d06ef-fcbc-462f-9dd3-65c2167f036f&result=1
134	Where is information posted about Federal jobs?	USAJOBS is the official job site of the United States Federal Government. This Website, www.usajobs.gov , is the centralized site for most Federal agencies to post vacancy announcements. At any given time, there are approximately 20,000 positions posted on the site. Additionally, many agencies also advertise in newspapers of general circulation, participate in job fairs, and recruit on school campuses.	http://www.opm.gov/FAQs/QA.aspx?fid=de14aff4-4f77-4e17-afaa-fa109430fc7b&pid=1a68c69d-a220-4084-a965-8402adbad49e&result=1
135	How to apply for Federal employment?	Each vacancy announcement on USAJOBS, regardless of format, includes a section with application directions called "How to Apply." Since application procedures vary across agencies, it is important you follow the directions provided within each vacancy announcement. You may be directed to use an on-line application program. In such instances, you may need to provide additional documentation such as college transcripts or verification of veterans' preference by mail or fax for your application to be considered complete. Some agencies require all application materials be mailed or faxed. In these circumstances, you will be given the option to submit either a resume or application. The OF-612 (Optional Application for Federal Employment) form is the Federal Government job application and can be accessed at: http://www.opm.gov/forms/pdf_fill/of612.pdf .	http://www.opm.gov/FAQs/QA.aspx?fid=d5e0f29c-fcc1-4ee2-a9f1-67ef78c0dfe4&pid=746aeaba-5634-4f9d-a796-33aa36d5b0bc&result=1

136	What are qualification standards?	<p>Qualification Standards are a description of the minimum requirements necessary to perform work of a particular occupation successfully and safely. These minimum requirements may include specific job-related work experience, education, medical or physical standards, training, security, and/or licensure. They are not designed to rank candidates, identify the best qualified for a particular position, or substitute for an analysis of an applicant's knowledge, skills, and abilities/competencies. The qualification standards for white collar occupations are in the Operating Manual: Qualification Standards for General Schedule Positions. To review the Operating Manual please visit: http://www.opm.gov/qualifications/index.asp. For information about the Job Qualification System for Trades and Labor Occupations, please visit: http://www.opm.gov/qualifications/x-118c/index.htm.</p>	<p>http://www.opm.gov/FAQs/QA.aspx?fid=de14aff4-4f77-4e17-afaa-fa109430fc7b&pid=56f30860-6b28-4899-a8f8-459aa856a077&result=1</p>
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