

Staffing Glossary of Terms			
	Question	Answer	OPM URL
35	What is a certificate of eligibles? (also called a referral list)	A list of the highest-ranked eligibles in score and veterans' preference order, submitted to a hiring manager or appointing officer for employment consideration.	https://help.usajobs.gov/index.php/Glossary
36	What is a break in service?	The time when an employee is no longer on the payroll of an agency. (In computing creditable service for benefits, e.g., leave accrual and reduction in force retention, a separation of 1, 2, or 3 calendar days is not considered to be a break in service; a separation of 4 or more calendar days is considered to be a break in service and the days of separation are subtracted from the employee's total creditable service.)	https://help.usajobs.gov/index.php/Glossary
37	What is competitive service?	All civilian positions in the Federal Government that are not specifically excepted from the civil service laws by or pursuant to statute, by the President, or by the Office of Personnel Management (OPM) under Rule VI (5 Code of Federal Regulations Part 6), and that are not in the Senior Executive Service.	https://help.usajobs.gov/index.php/Glossary
38	What is competitive status?	Competitive status is a person's basic eligibility for assignment (e.g., by transfer, promotion, reassignment, demotion, or reinstatement) 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. Once acquired, status belongs to the individual, not to a position.	https://help.usajobs.gov/index.php/Glossary
39	What is the Direct Hire Authority?	OPM-approved agency recruiting plans, which expedite recruitment of persons for appointment to positions in shortage occupations.	https://help.usajobs.gov/index.php/Glossary
40	What is a duty station?	The city/town, county, and State in which the employee works. For most employees, this will be the location of the employee's work site.	https://help.usajobs.gov/index.php/Glossary
41	What is entrance on duty (EOD)?	The process by which a person completes the necessary paperwork and is sworn in as an employee.	https://help.usajobs.gov/index.php/Glossary
42	What is excepted service?	Federal or civil service positions not in the competitive service or the Senior Executive Service. Excepted service positions have been excepted from the requirements of the competitive service by law, Executive Order, or OPM regulation. Excepted service agencies set their own qualification requirements and are not subject to the appointment, pay, and classification rules in title 5, United States Code.	https://help.usajobs.gov/index.php/Glossary
43	What is the Federal Wage System?	The job-grading and pay system that applies to most trade, craft, and labor positions in agencies subject to 5 United States Code (U.S.C.) 5342. Under this system, pay is adjusted according to the rates paid by private industry for similar jobs in the same area. Included are Federal employees in recognized trade or craft or skilled mechanical crafts, occupations, and other persons, including foremen or supervisors, in positions where trade, craft, or labor experience or knowledge is the main requirement.	https://help.usajobs.gov/index.php/Glossary

44	What is general experience?	A type of work experience that is not necessarily directly related to the position but demonstrates the ability to acquire the particular competencies/knowledge, skills, and abilities to perform the work of the position.	https://help.usajobs.gov/index.php/Glossary
45	What does general schedule mean?	Federal pay system that covers more than 1.2 million employees; GS was established under the Classification Act of 1949, as amended. Click here to view GS schedule.	https://help.usajobs.gov/index.php/Glossary
46	What is the grade of a position?	Rate of basic pay associated with a specific level of work or range of difficulty, responsibility and qualification requirements.	https://help.usajobs.gov/index.php/Glossary
47	What is an indefinite appointment?	An appointment given to a non-permanent employee who is hired for an unlimited period of time.	https://help.usajobs.gov/index.php/Glossary
48	What is intermittent service or intermittent employment?	Service when an employee works on less than a full-time basis with no prescheduled tour of duty. In the past, "WAE" – when actually employed -- was used on personnel documents to identify intermittent service.	https://help.usajobs.gov/index.php/Glossary
49	What is the military spouse hiring authority?	Authority to appoint a military spouse without competition when filling competitive service positions on a temporary (not to exceed 1 year), term (more than 1 year but not more than 4 years), or permanent basis. The authority does not guarantee spouses placement in a position over any other applicant. Military spouses are eligible under this authority if the active duty military spouse: 1) receives a Permanent Change of Station (PCS) move; 2) has a 100% disability rating; or 3) died while on active duty. Each of these categories has different eligibility criteria that must be met.	https://help.usajobs.gov/index.php/Glossary
50	What is a non-competitive action?	A promotion, demotion, reassignment, transfer, reinstatement, or an appointment based on prior service.	https://help.usajobs.gov/index.php/Glossary
51	What is a pay plan?	The pay system or pay schedule under which the employee's rate of basic pay is determined, e.g., General Schedule (GS), Executive Schedule (EX), and Leader under the Federal	https://help.usajobs.gov/index.php/Glossary
52	What is the President Management Fellows Program?	An entry level leadership development program for advanced degree candidates; visit www.pmf.gov	https://help.usajobs.gov/index.php/Glossary
53	What is a probationary period?	The first year of service of an employee who is given a career or career-conditional appointment under 5 CFR part 315. During this period, the agency validates the competencies of the employee and his/her fit for the position. Also, the first year of service in a supervisory or management position during which the agency decides whether the employee has the unique skills necessary to succeed in a supervisory or managerial position.	https://help.usajobs.gov/index.php/Glossary
54	What is a provisional appointment?	A temporary appointment to a continuing position when the agency intends later to convert the employee to a non-temporary appointment and has current authority for such conversion at the time of the temporary appointment.	https://help.usajobs.gov/index.php/Glossary

55	What is a reemployed annuitant?	A person retired under the Civil Service Retirement System (CSRS) or Federal Employees Retirement System (FERS) whose annuity continues after the Federal Government reemploys him or her.	https://help.usajobs.gov/index.php/Glossary
56	What is a register (also known as a Civil Service register)?	A list of qualified applicants compiled in order of relative standing for certification. Applies to Federal jobs and is generally administered by OPM or delegated to agencies by OPM.	https://help.usajobs.gov/index.php/Glossary
57	What is a seasonal employee?	An employee who works on an annual recurring basis for periods of less than 12 months (2,087 hours) each year.	https://help.usajobs.gov/index.php/Glossary
58	What is the scientific and professional (ST) series?	Unique category of Federal jobs, which covers non-executive positions classified above the GS-15 level, and involves performance of high-level research and development in the physical, biological, medical, or engineering sciences, or a closely-related field. All ST positions are in the competitive civil service; however, by statute appointments may be made to ST positions without applying through the competitive examination process required for most entrants into the competitive civil service. This means qualified applicants for ST positions can often be hired more quickly than applicants for other Federal positions. Vacant ST positions are advertised on www.usajobs.gov . Agencies with the largest number of ST positions include Agriculture, Commerce, Defense, Environmental Protection Agency (EPA), Health and Human Services (HHS), Interior, and National Aeronautics and Space Administration (NASA).	https://help.usajobs.gov/index.php/Glossary
59	What is the senior executive service (SES)?	The Senior Executive Service (SES) is comprised of the men and women charged with leading the continuing transformation of government. These leaders possess well-honed executive skills and share a broad perspective of government and a public service commitment which is grounded in the Constitution. The keystone of the Civil Service Reform Act of 1978, the SES was designed to be a corps of executives selected for their leadership qualifications. Members of the SES serve in the key positions just below the top Presidential appointees. SES members are the major link between these appointees and the rest of the Federal workforce.	https://help.usajobs.gov/index.php/Glossary

60	What is a Schedule A appointment?	<p>For special jobs and situations for which it is impractical to use standard qualification requirements and to rate applicants using traditional competitive procedures.</p> <p>For example, the Schedule A exception is used to hire attorneys because, by law, OPM cannot develop qualification standards or examinations for attorney jobs. This exception can also be used for other special jobs, including chaplain, law clerk trainee, medical doctor, dentist, certain interpreters, experts for consultation purposes, and some others.</p> <p>Examples of other Schedule A exceptions include:</p> <p>A critical hiring need to fill a short-term job or to fill a continuing job pending completion of examining, clearances, or other procedures.</p> <ol style="list-style-type: none"> 1. A temporary or part-time job in a remote or isolated location. 2. A noncitizen must be hired because no qualified citizen is available. 3. A temporary board or commission established by law or Executive order must be quickly staffed. <p>Applicants with an intellectual disability or a severe physical or psychiatric disability (with or without reasonable accommodation) may also be hired under Schedule A.</p>	https://help.usajobs.gov/index.php/Glossary
61	What is a Schedule B appointment?	<p>Applies to jobs and situations for which it is impractical to rate applicants using competitive procedures. However, under Schedule B, applicants must meet the qualification standards for the job. For example, Schedule B includes hiring for the Student Temporary Employment Program, the Student Career Experience Program, and the Federal Career Intern Program. Only students qualify for student programs; it is not practical to use competitive procedures for them.</p>	https://help.usajobs.gov/index.php/Glossary
62	What is a Schedule C appointment?	<p>OPM grants hiring authority under Schedule C on a case-by-case basis in situations for which political appointments are appropriate. Schedule C appointees keep a confidential or policy-determining relationship to their supervisor and agency head. Generally, the authority to fill a Schedule C job is revoked when the incumbent leaves and agencies need specific approval from OPM to establish or reestablish the position.</p>	https://help.usajobs.gov/index.php/Glossary
63	What is specialized experience?	<p>A type of work experience directly related to the work to be performed in a position.</p>	https://help.usajobs.gov/index.php/Glossary
64	What is a standard form 50 (SF-50)?	<p>Notification of Personnel Action. The Standard Form 50 is completed by the personnel or administrative office to which appointing authority has been delegated, and is used to notify the employee and the payroll office, and to record the action in the employee's Official Personnel Folder.</p>	https://help.usajobs.gov/index.php/Glossary
65	What is a step?	<p>The step within a grade under which an employee is paid. For example, step 2 of GS 7; step 1 of WG 5.</p>	https://help.usajobs.gov/index.php/Glossary
66	What is the Student Pathways Program?	<p>Three excepted service programs tailored to recruit, hire, develop, and retain students and recent graduates. The programs include: the Internship Program, the Recent Graduates Program, and a reinvigorated Presidential Management Fellows (PMF) Program.</p>	https://help.usajobs.gov/index.php/Glossary

67	What is a superior qualifications appointment?	Placement of a person in a hard-to-recruit-for position at a pay rate above the minimum rate based on the applicant's unique or unusually high qualifications, a special government need for applicant's services, and the applicant's current salary or salary offerings being higher than the minimum rate of the grade level to which the applicant can be appointed.	https://help.usajobs.gov/index.php/Glossary
68	What is tenure?	The period of time an employee may reasonably expect to serve under his or her current appointment. Tenure is governed by the type of appointment under which an employee is currently serving, without regard to whether the employee has competitive status or whether the employee's appointment is to a competitive service position or an excepted service position.	https://help.usajobs.gov/index.php/Glossary
69	What are tenure groups?	Categories of employees ranked in priority order for retention during reduction in force.	https://help.usajobs.gov/index.php/Glossary
70	What is a tour of duty?	The hours of a day (daily tour of duty) and the days of an administrative workweek (weekly tour of duty) that are scheduled in advance and during which an employee is required to perform work on a regularly recurring basis.	https://help.usajobs.gov/index.php/Glossary
71	What is the Veterans' Employment Opportunity Act?	A special hiring authority, which gives eligible Veterans access to positions that otherwise, may have only been available to current competitive service employees. In VEOA appointments, preference eligible and Veterans are not accorded preference, but they are allowed to compete for job opportunities that are not offered to other external candidates. A VEOA eligible who is selected will be given a career or career-conditional appointment.	https://help.usajobs.gov/index.php/Glossary
72	What is the Veterans' Recruitment Act (VRA)?	An excepted authority that allows agencies to appoint eligible veterans without competition if the veteran has received a campaign badge for service during a war or in a campaign or expedition; or is a disabled veteran; or has received an Armed Forces Service Medal for participation in a military operation; or is a recently separated veteran (within the last 3 years) and separated under honorable conditions. Appointments under this authority may be made at any grade level up to and including a GS-11 or equivalent. This is an excepted service appointment, which can be converted to competitive service after 2 years.	https://help.usajobs.gov/index.php/Glossary
73	What are wage employees (also called wage grade)?	(also called prevailing rate employees) These employees are in trades, crafts, or labor occupations is fixed and adjusted from time-to-time in accordance with prevailing rates.	https://help.usajobs.gov/index.php/Glossary
74	What is a work schedule (see tour of duty)?	Several work schedules exist – alternative, flexible, fixed and compressed.	https://help.usajobs.gov/index.php/Glossary