

FFAS
HANDBOOK

Career Enhancement Program

For FAS, RMA, and FSA Offices,
Except County Offices

SHORT REFERENCE

23-PM
(Revision 3)

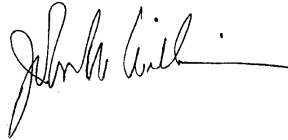
UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

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Career Enhancement Program 23-PM (Revision 3)	Amendment 4
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Approved by: Deputy Administrator, Management



Amendment Transmittal

A

**Reason for
Amendment**

Subparagraph 14 B has been amended to clarify that positive education positions cannot be advertised under the Career Enhancement Program (CEP) for FSA and RMA positions.

Subparagraph 14 C has been amended to prohibit the advertising of dual CEP positions in FSA, National Office.

Page Control Chart		
TC	Text	Exhibit
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Part 1 Basic Provisions

1 Overview

A

Handbook Purpose

This handbook describes the FFAS CEP. CEP designates specific career opportunities for employees (GS-10 and below and/or wage grade) who are in positions or occupational series that do not enable them to realize their full work potential.

B

Objectives

CEP objectives are to:

- provide career opportunities for employees who have the potential for assuming more responsible assignments
 - obtain more effective use of the existing workforce
 - motivate employees and enhance productivity.
-

C

Background and Sources of Authority

Traditionally there have been many single interval series positions with limited career advancement. These positions frequently do not use the full capabilities of the employees who fill them. Through CEP, competitively selected participants will receive specialized on-the-job and formal training designed to provide job skills necessary to enhance their opportunities for career growth and advancement to a target position.

CEP is authorized under the following laws, executive orders, and OPM and departmental regulations and guidelines:

- Pub. L. 92-261, "EEO Act of 1972"
- Executive Order 11478 - EEO in the Federal Government
- Pub. L. 86-507, "Government Employees Training Act"
- USDA Multi-Year Affirmative Employment Program Plan
- Civil Service Reform Act of 1978.

The Career Transition Assistance Program requires that displaced or surplus USDA employees be given placement priority for vacancies.

D

Related Directives/Agreements

The following directive relates to the interview of certified candidates for FAS professional positions:

3 FASR 3, FAS Recruitment Committee.

--To the extent that the provisions of this handbook are inconsistent with a negotiated agreement, the provisions of this handbook do not apply to the bargaining unit employees covered by the negotiated agreement.--

2 Responsibilities

**A
FFAS
Responsibility**

The Administrators have delegated, to DAM, the overall authority and responsibility for developing, implementing, and administering CEP.

The Deputy Administrators and the Executive Assistant:

- are assigned line responsibility and authority within their respective areas
 - shall:
 - be responsible and accountable for CEP participation
 - ensure at least one CEP position on a continuing basis within their area
 - encourage supervisors to consider using CEP when filling positions.
-

**B
Director, HRD
Responsibility**

The Director, HRD shall:

- implement and administer CEP
 - determine that CEP objectives are being met
 - designate an FFAS CEP coordinator.
-

**C
Director, HRD or
Chief, PD,
KCMO
Responsibility**

Each personnel officer shall:

- designate a CEP coordinator
 - be responsible for the competitive selection process
 - ensure that FSA-191-1's are developed and carried out.
-

**D
CEP
Coordinator
Responsibility**

CEP coordinators shall:

- monitor all aspects of CEP, and report progress, successes, and problems
 - assist supervisors to identify appropriate CEP positions
 - assist staffing specialists with the announcement and selection process
 - ensure that FSA-191-1's are developed in a timely manner
 - maintain records and data required for program administration
 - provide counseling to supervisors, applicants, and other interested employees.
-

Continued on the next page

2 Responsibilities (Continued)

**E
Director,
CRSBDS
Responsibility**

The Director, CRSBDS shall:

- provide advice and recommendations on establishing and administering CEP
 - ensure that EEO objectives are considered.
-

**F
Supervisor
Responsibility**

Supervisors shall:

- recommend establishing CEP positions on SF-52's
 - restructure positions, as appropriate, to create CEP opportunities
 - prepare position descriptions with a classification specialist
 - complete requested forms for CEP applications
 - cooperate and fully participate in the participant's training development process
 - ensure that scheduled training development assignments are carried out as scheduled
 - provide continuing counseling, monitoring, and on-the-job training
 - submit timely training and performance evaluation reports as requested.
-

**G
Employee
Responsibility**

Employees shall:

- provide personal information and data as requested to determine qualifications
 - participate fully in developing FSA-191-1's
 - exercise maximum effort to successfully complete FSA-191-1's requirements.
-

3 Eligibility and Pay Retention

A

Eligibility

CEP is open to any FFAS employee who:

- is serving in single-interval series positions GS-1 through GS-10, wage grade equivalent, or in a series that does not provide for advancement beyond grade 10
 - holds a permanent full-time or part-time career or career conditional appointment (beyond the first 90 calendar days of the original career conditional appointment), Schedule A (u) continuing appointment, or veterans readjustment appointment
 - as an applicant for underskilled position, is eligible for change to lower grade or lateral reassignment into the entry position
 - as an applicant for underutilized position, is eligible for promotion, change to lower grade, or lateral reassignment into the entry position.
-

B

Pay Retention

Employees selected for a CEP position at a lower grade than their present grade will be covered by the pay retention provisions of 5 CFR Part 536.

C

Time in Grade

Employees must meet time-in-grade requirements by the closing date of the CEP vacancy announcement.

4-13 (Reserved)

Part 2 Program Description

14 Developing Career Enhancement Positions

A

Introduction

CEP is designed for employees who are serving in single-interval series positions GS-1 through GS-10, wage grade equivalent, or in a series that does not provide for advancement beyond grade 10.

B

Filling Positions

CEP positions are filled by competitive merit promotion principles adapted for CEP, according to this handbook.

***--Note:** FSA and RMA positions with a positive education requirement are not eligible for CEP. According to Departmental regulations, positive education positions are not advertised under CEP regulations because of the education required to qualify for these positions.--*

C

Position Analysis

After approval of a career enhancement position on SF-52, the supervisor shall meet with the designated personnel representative and:

- identify principal duties and functions
- determine entry and target grades

Notes: An "entry" grade is GS-5 or 7.

A "target" grade is GS-7 or 9.

- determine whether the position is to target underskilled or underutilized employees or whether to run dual announcements to target both groups of employees.

Notes: If advertising dual announcements, only 1 selection between the 2 announcements is required.

--For positions in FSA, National Office **only**, advertisement must target either underskilled or underutilized, dual advertisements are **not** permitted.--

Continued on the next page

14 Developing Career Enhancement Positions (Continued)

D

Position

The supervisor and a specialist with delegated classification authority shall:

Description

- prepare, classify, and sign the position descriptions
 - use "Trainee" as a parenthetical addition for the entry position.
-

15 Announcing Career Enhancement Positions

A

Vacancy

Vacancy announcements for all CEP positions shall:

Announcement

- be issued, distributed, and posted through normal procedures as developed for other types of vacancy announcements
- be printed on colored paper, if copies are needed
- clearly identify the position as "Career Enhancement Program".

Example: See subparagraph B for an example of a CEP Vacancy Announcement.

Continued on the next page

15 Announcing Career Enhancement Positions (Continued)

B
Example of CEP
Vacancy
Announcement

This is an example of a CEP Vacancy Announcement, page 1.

United States Department of Agriculture
Farm Service Agency

VACANCY ANNOUNCEMENT

"CAREER ENHANCEMENT PROGRAM (CEP)"

Candidates will be considered without discrimination for any non-merit reason such as race, color, religion, sex, national origin, age, marital or familial status, disability, political affiliation or membership or nonmembership in an employee organization.

This is a CEP opportunity for UNDERSKILLED employees who do not meet the requirements of the OPM Qualifications Standards Handbook. This position will be filled in accordance with the requirements of the Career Enhancement Program Handbook (23-PM).

ANNOUNCEMENT NUMBER: F6 PCO 137

POSITION TITLE: Agricultural Program Specialist(Trainee)
PAY PLAN, SERIES, GRADE: GS-1145-5
TARGET GRADE: GS-1145-7

PROMOTION POTENTIAL: GS-12

AREA OF CONSIDERATION: FSA wide*
Local Commuting Area,
Status Candidates Only

LOCATION OF POSITION: Farm Service Agency
Deputy Administrator for Farm Programs
Compliance & Productions Adjustment Division
Acreage Reduction Program Branch
Washington, DC

PHONE NUMBERS: (703) 812-6339 (Announcement Requests)
(202) 254-8328 (Additional Information)
(202) 254-8318 (TTY)

OPENING DATE: July 1, 1996

CLOSING DATE: July 23, 1996

ADDRESSES FOR DELIVERY ARE ON LAST PAGE OF ANNOUNCEMENT

*Note: USDA EMPLOYEES IN THE LOCAL COMMUTING AREA OF THIS POSITION WHO HAVE RECEIVED OFFICIAL NOTIFICATION OF EXPECTED DISPLACEMENT OR HAVE BEEN IDENTIFIED AS SURPLUS WILL RECEIVE PRIORITY CONSIDERATION UNDER THE CAREER TRANSITION ASSISTANCE PROGRAM. SEE SECTION LABELED "CTAP APPLICANTS" FOR SEPARATE CRITERIA FOR APPLICATION.

Non-competitive candidates will NOT be considered, unless eligible under CTAP.

DUTIES: Incumbent receives assignments designed to provide training in the various functions assigned to the Branch. Acquires a knowledge of familiarity with preparing and recommending regulations, procedures, handbook, forms, etc. Acquires a knowledge of the techniques of reviewing current operations and recommendations from State FSA offices, other units of the division, other divisions and offices; Acquires a knowledge of the techniques of analyzing reports and visits field offices with other higher graded specialists; attends meetings and conferences with State and county FSA offices, growers, dealers, buyers, and others.

Continued on the next page

15 Announcing Career Enhancement Positions (Continued)

B
Example of CEP
Vacancy
Announcement
(Continued)

This is an example of a CEP Vacancy Announcement, page 2.

*--

BASIC ELIGIBILITY:

The CEP is open to any employee who is in a single-interval occupational series and who:

- holds a career-conditional or career appointment
- is disabled and was appointed under an appropriate Schedule A authority
- was appointed under a Veterans Readjustment Act authority.

Applicants must meet time-in-grade requirements by the closing date of the vacancy announcement.

EVALUATION CRITERIA:

Evaluation will be based on submission and review of the following mandatory documents:

- Application
- Performance Appraisal
- Supplemental KSA (knowledge, skills and abilities) Statements

EVALUATION WILL ALSO INCLUDE A WRITTEN ESSAY AND INDIVIDUAL INTERVIEW BY THE RATING PANEL TO BE SCHEDULED AT A LATER DATE. THE WRITTEN ESSAY MAY BE RELEASED TO THE SELECTING OFFICIAL FOR REVIEW.

SUPPLEMENTAL KSA STATEMENTS (Mandatory):

For each of the criteria listed below, describe specifically and accurately the relevance of each of the following: experience, training, education, and awards.

You should include specific tasks performed, the dates you performed them, and where you were working at the time.

- 1 Ability to communicate orally.
- 2 Ability to communicate in writing.
- 3 Ability to gather, arrange, and verify data.
- 4 Ability to plan and organize work.
- 5 Skill in the use of office automation technologies.

Note: There are no special forms for these statements. They may be submitted on plain paper with your name and the announcement number at the top. Candidates who do not submit the supplemental statement will not be considered.

HOW TO APPLY:

Interested candidates who meet the basic eligibility requirements may file for consideration by sending the following MANDATORY documents to the address indicated on the last page of this announcement:

- Application (see "Notes")
- A copy of your most recent performance appraisal (or appropriate form)
- Supplemental KSA statements responding to evaluation criteria
- A copy of your latest Notification of Personnel Action (SF-50) that shows competitive civil service status.

--*

Continued on the next page

15 Announcing Career Enhancement Positions (Continued)

B

**Example of CEP
Vacancy
Announcement
(Continued)**

This is an example of a CEP Vacancy Announcement, page 3.

Notes:

- Employees selected for a position at a lower grade than their present grade will be covered by the pay retention provisions of FPM Chapter 536.
- You can submit an Application for Federal Employment (SF-171), a resume as an application, an Optional Application for Federal Employment (OF-612), OR any other written format. Your application must contain the information outlined in the booklet Applying for a Federal Job (OF-510), in order to evaluate your qualifications and to determine if you meet legal requirements for Federal employment. If your application does not provide all the information requested in the job announcement and the OF-510, you may lose consideration for the job.
- Please indicate job announcement number on your application.
- To be considered for this position the above forms must be received no later than the closing date of this announcement.
- The use of U.S. Government postage-paid envelopes (including inter-office messenger mail) in filing applications is a violation of Federal law and applications received in such envelopes will not be considered.
- Faxed applications will not be accepted.

OTHER INFORMATION:

- The individual selected must be willing to complete a combination of on-the-job training and formal education, at Agency expense, in order to qualify for the target position. Education in this context means formal training outside normal working hours.
- A comprehensive Individual Training Schedule will be prepared for the individual selected.
- This document is available, on request, from this office in the following accessible formats: audiotape, large print, and computer disk.

CTAP APPLICANTS:

The CTAP program was enacted to place qualified surplus or displaced individuals into existing vacant positions. Under this program you must meet minimum qualifications criteria and be determined as "well qualified" under the appropriate rating criteria.

CTAP applicants will be rated using separate criteria from Career Enhancement Program candidates.

Continued on the next page

15 Announcing Career Enhancement Positions (Continued)

B

**Example of CEP
Vacancy
Announcement
(Continued)**

This is an example of a CEP Vacancy Announcement, page 4.

CTAP applicants must:

- meet qualification requirements for the series and grade level for which you are applying;
- apply for a position at the same or lower grade than the position last held and which has no greater promotion potential;
- submit all required forms as described under How to Apply;
- be determined well-qualified, using the following KSA's:
 - 1 Ability to analyze and develop regulations and procedures governing the Production Flexibility aspects of FSA programs.
 - 2 Ability to provide technical assistance and coordination to field staff.
 - 3 Skill in interpreting, coordinating and administering program policies of a broad national scope.
 - 4 Skill in oral communication.
 - 5 Ability to establish and maintain effective working relationships with all levels of management officials and representatives of various outside organizations.

ADDRESS FOR DIFFERENT TYPES OF DELIVERY:

You may hand carry your application to either of the following addresses. Please put application in an envelope addressed to DOB - AG Stop 0596.

2101 L Street, NW	OR	1400 Independence Avenue, SW
5th Floor, Room 5000		Room 0082-South (Mail Slot in Door)
Washington, DC		Washington, DC

You may use the following address for commercial or private courier (i.e., Federal Express, United Parcel Service, etc.):

USDA-FSA-HRD
DOB - AG Stop 0596
2101 L Street, NW
5th Floor, Room 5000
Washington, DC 20037

The following address should be used for all U.S. Postal Service deliveries, to include Express, Certified, Priority, or regular mail:

USDA-FSA-HRD
DOB - AG Stop 0596
1400 Independence Ave, SW
Washington, DC 20250-0596

Continued on the next page

15 Announcing Career Enhancement Positions (Continued)

C

**Contents of
Vacancy
Announcement**

In addition to the usual sections, each announcement shall:

- be open for 2 calendar weeks
 - identify any required written tests
 - require a current AD-435 for all applicants
 - require submission of a current and complete job application
 - *--identify an essay requirement and state that the essay may be released to the selecting official--*
 - specify an interview by the evaluation committee for successful applicants.
-

D

**Area of
Consideration**

Announce CEP positions within the respective Agency and within their local commuting area.

--When it is determined that there are fewer than 10 eligible candidates within the respective area of consideration, the area may be widened until a sufficient number of eligible candidates exist, first within the Agency of the position and ultimately to the mission-area.--

16-25 (Reserved)

Part 3 Selection Process

26 Applying for Vacancies

**A
Employee
Responsibilities**

All interested employees meeting the eligibility requirements must:

- submit application to the address indicated on the vacancy announcement
 - ensure application is received on or before the closing date of the announcement
 - ensure completion and submission of all documents requested in the vacancy announcement.
-

27 Evaluating Candidates

**A
Evaluation
Process**

After the closing date of the vacancy announcement, applications will be reviewed by the HRD specialist to determine whether the applicant meets the basic requirements of CEP.

**B
Panel Function**

Panel members will rate and interview candidates according to the following requirements. Each rating panel shall consist of 3 employees who occupy a grade level at least as high as a full performance level of the vacancy, including:

- 2 employees who are subject matter experts of the announced position
- 1 EEO/CR specialist or representative
- a union representative as an observer, if one wants to attend.

Notes: These employees must not be a supervisor of any applicants.

A personnel specialist shall serve as facilitator on all panels.

A chairperson from among the panel members must be elected.

Continued on the next page

27 Evaluating Candidates (Continued)

C

Panel Responsibilities

The rating panel shall rate and evaluate candidates on the basis of:

- the required KSA's
 - their current appraisal
 - awards received
 - the essay
 - the interview
 - potential to perform
 - self-development efforts
 - outside activities, including volunteer work.
-

D

HRD Responsibilities

The HRD representative shall:

- administer a written essay to all applicants for:
 - use by the rating panel
 - release to the selecting official
 - combine and total each applicant's overall score
 - certify the best qualified candidates, as determined by a meaningful break in the composite rating panel's scores, on FSA-335 to the selecting official.
-

E

Final Selection

The selecting official shall:

- interview all certified candidates

Note: For FAS professional positions, according to 3 FASR 3, all certified candidates must be interviewed by the FAS recruitment committee.
 - make a final selection
 - coordinate with an employee development specialist and a staffing specialist to develop FSA-191-1 for the employee selected.
-

Continued on the next page

27 Evaluating Candidates (Continued)

F

CEP Case File

A CEP case file documenting the proceedings for selecting and evaluating all candidates shall be maintained in the appropriate personnel office for a minimum of 2 years.

G

Reviewing Case File

Applicant may review only files that relate to their own evaluation.

The following may review CEP files:

- EEO/CR officials
 - Federal investigators
 - auditors
 - union officials during the course of representation.
-

28-37 (Reserved)

Part 4 Training

38 Individual Training Plan

A

Introduction

The employee’s training plan shall specify the length of training, as determined by the personnel specialist, and type of training needed to qualify the trainee for the target position. The training program includes both on-the-job and formal training that are needed to fully qualify the applicant for the target position.

B

Training Plan Purpose

Before permanent reassignment or promotion to the target position, trainees must make up the difference in the qualifications they bring to CEP and the qualifications required in the Qualifications Standards Handbook.

C

Developing a Training Plan

The employee development specialist, in consultation with the selecting official and the staffing specialist, shall develop an individual training plan for the employee selected. Use FSA-191-1 to document the training.

D

Cost

Training costs shall be paid from the FAS, FSA, or RMA training budget funds.

39 Documenting Training

A

Completing FSA-191-1

FSA-191-1 shall:

- credit training at the rate of 1 month of training for 2 months of experience
 - provide for no minimum amount of training
 - include no less than 50 percent training time in the target area
-

Continued on the next page

39 Documenting Training (Continued)

A

Completing FSA-191-1 (Continued)

- supplement the trainee’s present qualifications so the trainee will be able to perform the target position
- state, in detail, the training and/or education the participant will receive
- be signed by all parties before the selectee begins work in the new position
- if needed, be extended up to 6 months to allow for lost time because of illness, emergency, or other special circumstances that may interfere with the trainee’s schedule
- be modified, when justified, and requested in writing by the supervisor and the trainee, and agreed to by the employee development specialist and personnel specialist.

Continued on the next page

39 Documenting Training (Continued)

B
Example of
FSA-191-1

This is an example of FSA-191-1.

REPRODUCE LOCALLY. Include form number and date on all reproductions.

FSA-191-1 (03-19-92)		U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency	
Career Enhancement Program INDIVIDUAL TRAINING SCHEDULE			
INSTRUCTIONS: <i>This Individual Training Schedule is to be completed for each program participant who is placed in position designated under the Career Enhancement Program (CEP). The FSA CEP coordinator should also keep a copy (to be updated as necessary) which will be placed in the participant's official personnel folder upon completion of the Program.</i>			
1. PARTICIPANT'S NAME AND OFFICE ADDRESS Brian Goetter Rm. 5742-S		TELEPHONE NUMBER (area code) (202) 720-1111	3. DATE ENTERED ON DUTY 4-5-9X
		4. SUPERVISOR'S NAME B. A. Wonderman	
		5. TELEPHONE NUMBER (area code) (202) 720-4567	6. ROOM NUMBER 6453-S
7. PREVIOUS POSITION Clerk-Typist	SERIES/GRADE GS-322-4	7. CAREER ENHANCEMENT ENTRY POSITION Equal Opportunity Specialist	SERIES/GRADE GS-360-5
PART A - SCHEDULE OF TRAINING			
ENTRY POSITION: (Career Enhancement position for which selected)			
TARGET POSITION: (Positon for which Career Enhancement is needed)			
ENTRY POSITION QUALIFICATION REQUIREMENTS: (X-118 Standard)			
a. General Experience:			
b. Specialized Experience:			
EMPLOYEE QUALIFICATION EVALUATION: Present qualifying experience, if any.			
TARGET POSITION QUALIFICATION REQUIREMENTS: Amount of general and specialized experience needed to meet qualifications standards.			
TRAINING PLAN: Training and assignments that will develop the employee's ability to perform the target position.			
DURATION OF THE TRAINING PLAN: Specific length of time in years and months in which the participant will need to train to meet qualifications for the target position.			
PART B - CONCURRENCES			
8. SUPERVISOR'S SIGNATURE /s/ B.A. Wonderman	DATE 3-26-9X	10. HRD STAFFING SPECIALIST SIGNATURE /s/ Susan Smith	DATE 3-26-9X
9. TRAINING OFFICER'S SIGNATURE /s/ Irma Teacher	DATE 3-26-9X	11. PARTICIPANT'S SIGNATURE /s/ Brian Goetter	DATE 3-26-9X
<small>This program or activity will be conducted on a nondiscriminatory basis without regard to race, color, religion, national origin, age, sex, marital status, or disability.</small>			

40-49 (Reserved)

Part 5 Evaluation**50 Overview**

A**Introduction**

This part includes information about:

- reviewing the trainee's performance
 - terminating an employee from CEP.
-

B**CEP****Requirements**

Employees in CEP must:

- maintain a satisfactory performance rating according to their performance standards
 - successfully complete all required on-the-job and formal training scheduled on FSA-191-1
 - submit quarterly reports to supervisor on completed training for final submission to HRD
 - maintain a C average on formal training.
-

51 Performance Rating

A**Reviewing****Trainee's****Performance**

The trainee's supervisor shall:

- quarterly, evaluate performance on AD-435A
 - provide written feedback to the trainee
 - document, on Agency letterhead, 30 calendar days before completing the training period, the trainee's performance and potential for satisfactory performance in the target series
 - send copies of the employee's performance records to the appropriate personnel office for inclusion in the CEP case file along with the CEP participant's quarterly report
 - certify in writing that all of the requirements have been met.
-

52 Terminating Participation

A

Panel Review

In case of nonperformance or academic failure, a panel consisting of the supervisor, a staffing specialist, an employee development specialist, and employee relations specialist shall meet to review the case.

- The panel shall determine corrective action or discontinuance of assignment.
 - The decision, and reasons for the decision, shall be:
 - documented on Agency letterhead
 - provided to the employee and their union representative if they have one
 - filed in the CEP case file.
-

B

**Termination
From CEP**

An employee who fails to meet training and/or performance requirements may be:

- removed from the CEP position
- returned to a similar position and grade level from which selected.

Note: Union representatives shall be notified of any meetings with bargaining unit employees concerning proposed termination from CEP or proposed changes to the target plan.

Reports, Forms, Abbreviations, and Delegations of Authority

Reports None

Forms This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-435	Performance Appraisal		15
AD-435A	Performance Plan, Progress Review, and Appraisal Worksheet		51
FSA-191-1	Career Enhancement Program - Individual Training Schedule	39	2, 27, 50, Ex. 2
FSA-335	Promotion Certificate		27
OF-510	Applying for a Federal Job		15
OF-612	Optional Application for Federal Employment		15
SF-52	Request for Personnel Action		2, 14
SF-171 <u>1/</u>	Application for Federal Employment		15

1/ This form is obsolete.

Abbreviations Not Listed in 1-CM The following abbreviations are not listed in 1-CM.

Approved Abbreviation	Term	Reference
CEP	Career Enhancement Program	Text
CR	Civil Rights	2, 27
KSA	knowledge, skills, and abilities	15, 27, Ex. 2

Continued on the next page

Reports, Forms, Abbreviations, and Delegations of Authority (Continued)

Redelegations of Authority This table lists the redelegations of authority in this handbook.

Redelegation	Reference
The Administrators have delegated, to DAM, the overall authority and responsibility for developing, implementing, and administering CEP.	2

Definitions of Terms Used in This Handbook

Career Counseling	<u>Career counseling</u> is advice provided by the supervisor and training officer to assist the trainee in attaining the target position and identifying personal career goals.
Career Enhancement	<u>Career enhancement</u> is development and use of specific career opportunities for lower grade employees who are in positions that do not enable them to realize their full work potential.
Closing Date	The <u>closing date</u> is the calendar date by which an application for a vacancy must be received by the personnel office in charge of recruitment.
Designated Personnel Specialist	A <u>designated personnel specialist</u> is a personnel specialist designated on the vacancy announcement who is responsible for filling a career enhancement position.
Entry Level	<u>Entry level</u> is the grade of a position in which an applicant is placed after selection.
Entry Position	<u>Entry position</u> is the position in which the participant enters CEP to gain qualifying experience for a target position.
Individual Training Plan	<p>The <u>individual training plan</u> is a schedule of both formal and work-site training and developmental experiences adapted to the needs of the trainee that is designed to provide or enhance necessary KSA's, which are needed to ensure that the trainee can successfully perform in the target position. The plan is prepared:</p> <ul style="list-style-type: none"> • primarily by the supervisor and the trainee, with necessary input from the training officer and the employment specialist <p style="margin-left: 40px;">Note: The employment specialist would provide guidance regarding qualifications needed, and the training specialist would provide guidance on available courses.</p> <ul style="list-style-type: none"> • on FSA-191-1.

Continued on the next page

Definitions of Terms Used in This Handbook (Continued)

Job Analysis Job analysis is a systematic, documented review of the job to be filled to determine KSA's and performance criteria.

PotentialPotential:

- is an individual's ability or aptitude to do something or learn to do something
- must be viewed in relation to specific criteria for the position in question
- is not an abstract measurement.

Target Level

Target level is the grade that a career enhancement participant attains after successfully completing an individual training plan.

Underskilled Employee

An underskilled employee is an employee not presently qualified (does not meet the Qualification Standards Handbook requirements) for entry position, but who shows potential, with appropriate experience and/or education, to function in a new position.

Underutilized Employee

An underutilized employee is an employee who is qualified (meets the Qualification Standards Handbook requirements) for an entry level position, but whose current position does not fully use his or her experience and/or knowledge.
