

## How do I know which action is correct?

If action is...	Then correct terminology is...
Moving a technician to a higher graded position	Promotion
Moving a technician to a higher graded position where no selection package was involved (e.g., a new classification package, desk audit, or fulfillment of training requirements)	Promotion – Non-Competitive
Appointing an individual as a permanent technician who is not currently onboard	Excepted Appointment
Appointing an individual as a temporary technician	Excepted Appointment NTE
Moving to a position at the same grade and series (e.g., WG-10 to WG-10)	Reassignment
Moving a technician to a lower graded position when grade retention is <u>not</u> authorized	Change to Lower Grade
Moving a technician to a lower graded position when grade retention is <u>is</u> authorized	Position Change
Abolishing an obsolete <u>vacant</u> position and establishing another one (due to a classification package)	Cancel/Establish
Appointing an individual to an AGR tour	AGR New Hire
Reassigning an AGR individual (through STPA, Lateral Transfer, or ANY other type of action)	AGR Reassignment
Requesting a position to be advertised	Fill Position
Detail to another position where no change in pay is involved	Detail
Detail to a higher graded position	Promotion NTE