Federal Human Resources Management Courses by OPM Technical Competencies and Proficiency Level\(^1, 2, 3\)

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Entry Level GS-5/7/9</th>
<th>Full Performance Level GS-11/12</th>
<th>Expert/Manager GS-13+</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Human Resources Management Online</td>
<td>1</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Federal Human Resources Management</td>
<td>1</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Freedom of Information and Privacy Acts</td>
<td>2/3</td>
<td>4/5</td>
<td></td>
</tr>
</tbody>
</table>

\(^1\) These rankings reveal how the learning outcomes of each course will be applied by the employee categories above.

\(^2\) Courses not designed for HR practitioners are not included in the rankings.

\(^3\) Definitions: OPM Technical Competencies and Proficiency Levels

1 = Awareness  
- Applies the competency in the simplest situations  
- Requires frequent guidance  
- Demonstrates awareness of concepts and processes

2 = Basic  
- Applies the competency in somewhat difficult situations  
- Requires frequent guidance  
- Demonstrates familiarity with concepts and processes

3 = Intermediate  
- Applies the competency in difficult situations  
- Requires occasional guidance  
- Demonstrates familiarity with concepts and processes

4 = Advanced  
- Applies the competency in considerable difficult situations  
- Generally requires little or no guidance  
- Demonstrates broad understanding on concepts and processes

5 = Expert  
- Applies the competency in exceptionally difficult situations  
- Serves as a key resource and advises others  
- Demonstrates comprehensive, expert understanding of concepts and processes
### Recruitment, Staffing, and Placement

**Courses by OPM Proficiency Level**

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Entry Level GS-5/7/9</th>
<th>Full Performance Level GS-11/12</th>
<th>Expert/Manager GS-13+</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Staffing Online</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Basic Staffing and Placement Online</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Federal Staffing and Placement</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Qualifications Analysis</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Job Analysis and Assessment Development</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Examining for FWS Positions</td>
<td></td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Adjudicating and Applying Veterans’ Preference Online</td>
<td>2</td>
<td>3</td>
<td>4/5</td>
</tr>
<tr>
<td>Adjudicating and Applying Veterans’ Preference</td>
<td>2</td>
<td>3</td>
<td>4/5</td>
</tr>
<tr>
<td>Behavioral Job Interviewing to Hire the Best</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Recruitment Strategies Using Social Media</td>
<td></td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Staffing for Support Staff</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Calculating Service Computation Dates</td>
<td>2</td>
<td>3</td>
<td>4/5</td>
</tr>
<tr>
<td>Preparing for a Reduction in Force</td>
<td>2</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Conducting a Reduction in Force</td>
<td>2</td>
<td>3</td>
<td>4/5</td>
</tr>
</tbody>
</table>

1. These rankings reveal how the learning outcomes of each course will be applied by the employee categories above.

2. Courses not designed for HR practitioners are not included in the rankings.

3. Definitions: OPM Technical Competencies and Proficiency Levels

1 = **Awareness**
- Applies the competency in the simplest situations
- Requires frequent guidance
- Demonstrates awareness of concepts and processes

2 = **Basic**
- Applies the competency in somewhat difficult situations
- Requires frequent guidance
- Demonstrates familiarity with concepts and processes

3 = **Intermediate**
- Applies the competency in difficult situations
- Requires occasional guidance
- Demonstrates familiarity with concepts and processes

4 = **Advanced**
- Applies the competency in considerable difficult situations
- Generally requires little or no guidance
- Demonstrates broad understanding on concepts and processes

5 = **Expert**
- Applies the competency in exceptionally difficult situations
- Serves as a key resource and advises others
- Demonstrates comprehensive, expert understanding of concepts and processes
# HR Processing and Analysis Courses by OPM Proficiency Level¹, ², ³

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Entry Level GS-5/7/9</th>
<th>Full Performance Level GS-11/12</th>
<th>Expert/Manager GS-13+</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Processing Personnel Actions Online</td>
<td>1</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Processing Federal Personnel Actions</td>
<td>1/2</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Adjudicating and Applying Veterans' Preference Online</td>
<td>2</td>
<td>3</td>
<td>4/5</td>
</tr>
<tr>
<td>Adjudicating and Applying Veterans' Preference</td>
<td>2</td>
<td>3</td>
<td>4/5</td>
</tr>
<tr>
<td>Calculating Service Computation Dates</td>
<td>2</td>
<td>3</td>
<td>4/5</td>
</tr>
<tr>
<td>Federal Employee Benefits</td>
<td>2</td>
<td>3/4</td>
<td>5</td>
</tr>
</tbody>
</table>

¹ These rankings reveal how the learning outcomes of each course will be applied by the employee categories above.

² Courses not designed for HR practitioners are not included in the rankings.

³ Definitions: OPM Technical Competencies and Proficiency Levels

1 = Awareness
   - Applies the competency in the simplest situations
   - Requires frequent guidance
   - Demonstrates awareness of concepts and processes

2 = Basic
   - Applies the competency in somewhat difficult situations
   - Requires frequent guidance
   - Demonstrates familiarity with concepts and processes

3 = Intermediate
   - Applies the competency in difficult situations
   - Requires occasional guidance
   - Demonstrates familiarity with concepts and processes

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   - Applies the competency in considerable difficult situations
   - Generally requires little or no guidance
   - Demonstrates broad understanding on concepts and processes

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   - Applies the competency in exceptionally difficult situations
   - Serves as a key resource and advises others
   - Demonstrates comprehensive, expert understanding of concepts and processes
# Employee Benefits Administration Courses by OPM Proficiency Level

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Entry Level GS-5/7/9</th>
<th>Full Performance Level GS-11/12</th>
<th>Expert/Manager GS-13+</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Employee Benefits</td>
<td>1/2</td>
<td>3/4</td>
<td>5</td>
</tr>
<tr>
<td>CSRS and FERS Retirement and Benefits</td>
<td>1/2</td>
<td>3/4</td>
<td>5</td>
</tr>
<tr>
<td>Workers Compensation and Disability Retirement</td>
<td>1/2</td>
<td>3/4</td>
<td>5</td>
</tr>
<tr>
<td>Family and Medical Leave Act for Supervisors and HR Practitioners</td>
<td>2</td>
<td>3/4</td>
<td>5</td>
</tr>
</tbody>
</table>

1 These rankings reveal how the learning outcomes of each course will be applied by the employee categories above.

2 Courses not designed for HR practitioners are not included in the rankings.

3 Definitions: OPM Technical Competencies and Proficiency Levels

1 = **Awareness**
   - Applies the competency in the simplest situations
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   - Applies the competency in exceptionally difficult situations
   - Serves as a key resource and advises others
   - Demonstrates comprehensive, expert understanding of concepts and processes
# Classification and Position Management Courses by OPM Proficiency Level

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Entry Level GS-5/7/9</th>
<th>Full Performance Level GS-11/12</th>
<th>Expert/Manager GS-13+</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Classification Online</td>
<td>2</td>
<td>3/4</td>
<td>5</td>
</tr>
<tr>
<td>Position Classification: An Introduction Online</td>
<td>1</td>
<td>2/3</td>
<td></td>
</tr>
<tr>
<td>Principles of Classification</td>
<td>2</td>
<td>3/4</td>
<td>5</td>
</tr>
<tr>
<td>Position Classification</td>
<td>2</td>
<td>3/4</td>
<td>5</td>
</tr>
<tr>
<td>Classification Refresher</td>
<td></td>
<td>3/4</td>
<td>4</td>
</tr>
<tr>
<td>Advanced Position Classification</td>
<td></td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Writing Federal Position Descriptions</td>
<td>1/2</td>
<td>3/4</td>
<td>5</td>
</tr>
<tr>
<td>Federal Position Management</td>
<td>1</td>
<td>3</td>
<td>4/5</td>
</tr>
<tr>
<td>Fair Labor Standards Act (FLSA) Online</td>
<td>1</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Fair Labor Standards Act (FLSA)</td>
<td>1</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

1 These rankings reveal how the learning outcomes of each course will be applied by the employee categories above.

2 Courses not designed for HR practitioners are not included in the rankings.

3 Definitions: OPM Technical Competencies and Proficiency Levels

1 = Awareness
- Applies the competency in the simplest situations
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- Demonstrates comprehensive, expert understanding of concepts and processes
## Compensation Courses by OPM Proficiency Level\(^1, 2, 3\)

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Entry Level GS-5/7/9</th>
<th>Full Performance Level GS-11/12</th>
<th>Expert/Manager GS-13+</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Setting for FWS Positions Online</td>
<td>1/2</td>
<td>3/4</td>
<td>5</td>
</tr>
<tr>
<td>Pay Setting for GS Positions Online</td>
<td>1/2</td>
<td>3/4</td>
<td>5</td>
</tr>
<tr>
<td>Pay Setting: Federal Wage System</td>
<td>1/2</td>
<td>3/4</td>
<td>5</td>
</tr>
<tr>
<td>Pay Setting: General Schedule</td>
<td>1/2</td>
<td>3/4</td>
<td>5</td>
</tr>
</tbody>
</table>

\(^1\) These rankings reveal how the learning outcomes of each course will be applied by the employee categories above.

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\(^3\) Definitions: OPM Technical Competencies and Proficiency Levels

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- Applies the competency in the simplest situations
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- Serves as a key resource and advises others
- Demonstrates comprehensive, expert understanding of concepts and processes
### Employee Relations and Conduct by OPM Proficiency Level

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Entry Level GS-5/7/9</th>
<th>Full Performance Level GS-11/12</th>
<th>Expert/Manager GS-13+</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Employee Relations (Basic)</td>
<td>1</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Adverse Conduct and Performance Based Actions</td>
<td>1/2</td>
<td>3</td>
<td>4/5</td>
</tr>
<tr>
<td>Federal Employee Relations (Intermediate)</td>
<td>2</td>
<td>3</td>
<td>4/5</td>
</tr>
<tr>
<td>Writing Conduct and Performance Letters</td>
<td>3/4</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Managing Employee Conduct and Performance</td>
<td></td>
<td>3</td>
<td>4/5</td>
</tr>
</tbody>
</table>

1. These rankings reveal how the learning outcomes of each course will be applied by the employee categories above.

2. Courses not designed for HR practitioners are not included in the rankings.

3. Definitions: OPM Technical Competencies and Proficiency Levels

   **1 = Awareness**
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   **5 = Expert**
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   - Serves as a key resource and advises others
   - Demonstrates comprehensive, expert understanding of concepts and processes
# Performance Management Courses by OPM Proficiency Level\(^1, \ 2, \ 3\)

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Entry Level GS-5/7/9</th>
<th>Full Performance Level GS-11/12</th>
<th>Expert/Manager GS-13+</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Performance Management</td>
<td>1/2</td>
<td>3/4</td>
<td>5</td>
</tr>
<tr>
<td>Adverse Conduct and Performance Based Actions</td>
<td>1/2</td>
<td>3</td>
<td>4/5</td>
</tr>
<tr>
<td>Writing Conduct and Performance Letters</td>
<td></td>
<td>3/4</td>
<td>5</td>
</tr>
<tr>
<td>Employee Performance Discussions</td>
<td></td>
<td>2</td>
<td>3/4</td>
</tr>
</tbody>
</table>

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\(^3\) Definitions: OPM Technical Competencies and Proficiency Levels

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- Requires occasional guidance
- Demonstrates familiarity with concepts and processes

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- Applies the competency in considerable difficult situations
- Generally requires little or no guidance
- Demonstrates broad understanding on concepts and processes

5 = **Expert**
- Applies the competency in exceptionally difficult situations
- Serves as a key resource and advises others
- Demonstrates comprehensive, expert understanding of concepts and processes
Federal Labor Relations Courses by OPM Proficiency Level\(^1, 2, 3\)

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Entry Level GS-5/7/9</th>
<th>Full Performance Level GS-11/12</th>
<th>Expert/Manager GS-13+</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Labor Relations (Basic)</td>
<td>1</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Basic Labor Relations Online</td>
<td>1</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Federal Labor Relations (Intermediate)</td>
<td>2</td>
<td>3</td>
<td>4/5</td>
</tr>
<tr>
<td>Negotiating Federal Labor Agreements</td>
<td>2/3</td>
<td></td>
<td>4/5</td>
</tr>
</tbody>
</table>

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Strategic Human Capital Consulting Courses by OPM Proficiency Level$^{1,2,3}$

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Entry Level GS-5/7/9</th>
<th>Full Performance Level GS-11/12</th>
<th>Expert/Manager GS-13+</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strategic Human Capital Management</td>
<td>1</td>
<td>3</td>
<td>4/5</td>
</tr>
<tr>
<td>Federal Workforce Analysis and Planning</td>
<td></td>
<td>2/3</td>
<td>4/5</td>
</tr>
<tr>
<td>Internal Consulting Skills for Federal HR Professional</td>
<td></td>
<td>3/4</td>
<td>5</td>
</tr>
<tr>
<td>Using and Presenting HR Data for Organizational Decisions</td>
<td>1/2</td>
<td>3/4</td>
<td>5</td>
</tr>
</tbody>
</table>

$^1$ These rankings reveal how the learning outcomes of each course will be applied by the employee categories above.

$^2$ Courses not designed for HR practitioners are not included in the rankings.

$^3$ Definitions: OPM Technical Competencies and Proficiency Levels

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- Requires frequent guidance
- Demonstrates awareness of concepts and processes

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- Serves as a key resource and advises others
- Demonstrates comprehensive, expert understanding of concepts and processes
Equal Employment Opportunity Courses by OPM Proficiency Level\textsuperscript{1, 2, 3}

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Entry Level GS-5/7/9</th>
<th>Full Performance Level GS-11/12</th>
<th>Expert/Manager GS-13+</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEO-Its Place in the Federal Government</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Online</td>
<td>2</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>EEO in the Federal Sector</td>
<td>1/2</td>
<td>3/4</td>
<td>5</td>
</tr>
<tr>
<td>Federal EEO Counseling</td>
<td>1</td>
<td>3</td>
<td>4/5</td>
</tr>
<tr>
<td>EEO Counseling Online</td>
<td>1</td>
<td>3</td>
<td>4/5</td>
</tr>
<tr>
<td>Special Emphasis Program Management</td>
<td>2</td>
<td>3/4</td>
<td>5</td>
</tr>
<tr>
<td>Roles and Responsibilities of EEO/Diversity Committee</td>
<td>2/3</td>
<td>4/5</td>
<td>5</td>
</tr>
</tbody>
</table>

\textsuperscript{1} These rankings reveal how the learning outcomes of each course will be applied by the employee categories above.

\textsuperscript{2} Courses not designed for HR practitioners are not included in the rankings.

\textsuperscript{3} Definitions: OPM Technical Competencies and Proficiency Levels

1 = \textbf{Awareness}
   • Applies the competency in the simplest situations
   • Requires frequent guidance
   • Demonstrates awareness of concepts and processes

2 = \textbf{Basic}
   • Applies the competency in somewhat difficult situations
   • Requires frequent guidance
   • Demonstrates familiarity with concepts and processes

3 = \textbf{Intermediate}
   • Applies the competency in difficult situations
   • Requires occasional guidance
   • Demonstrates familiarity with concepts and processes

4 = \textbf{Advanced}
   • Applies the competency in considerable difficult situations
   • Generally requires little or no guidance
   • Demonstrates broad understanding on concepts and processes

5 = \textbf{Expert}
   • Applies the competency in exceptionally difficult situations
   • Serves as a key resource and advises others
   • Demonstrates comprehensive, expert understanding of concepts and processes
Employee Development Courses by OPM Proficiency Level¹, ², ³

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Entry Level GS-5/7/9</th>
<th>Full Performance Level GS-11/12</th>
<th>Expert/Manager GS-13+</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Employee Development</td>
<td>2</td>
<td>3</td>
<td>4/5</td>
</tr>
<tr>
<td>Instructional Design Essentials</td>
<td>1</td>
<td>3</td>
<td>4/5</td>
</tr>
<tr>
<td>Instructor Training</td>
<td>1</td>
<td>3/4</td>
<td>4/5</td>
</tr>
<tr>
<td>Briefing Techniques</td>
<td>1</td>
<td>3/4</td>
<td>4/5</td>
</tr>
</tbody>
</table>

¹ These rankings reveal how the learning outcomes of each course will be applied by the employee categories above.

² Courses not designed for HR practitioners are not included in the rankings.

³ Definitions: OPM Technical Competencies and Proficiency Levels

¹ = **Awareness**
- Applies the competency in the simplest situations
- Requires frequent guidance
- Demonstrates awareness of concepts and processes

² = **Basic**
- Applies the competency in somewhat difficult situations
- Requires frequent guidance
- Demonstrates familiarity with concepts and processes

³ = **Intermediate**
- Applies the competency in difficult situations
- Requires occasional guidance
- Demonstrates familiarity with concepts and processes

⁴ = **Advanced**
- Applies the competency in considerable difficult situations
- Generally requires little or no guidance
- Demonstrates broad understanding on concepts and processes

⁵ = **Expert**
- Applies the competency in exceptionally difficult situations
- Serves as a key resource and advises others
- Demonstrates comprehensive, expert understanding of concepts and processes
Personnel Suitability and Security Courses by OPM Proficiency Level\(^1, 2, 3\)

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Entry Level GS-5/7/9</th>
<th>Full Performance Level GS-11/12</th>
<th>Expert/Manager GS-13+</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Suitability Adjudication</td>
<td>3</td>
<td>3/4</td>
<td>4</td>
</tr>
<tr>
<td>Understanding the Personnel Security Program</td>
<td>1</td>
<td>2/3</td>
<td>3</td>
</tr>
<tr>
<td>Suitability Adjudication</td>
<td>2</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Personnel Security Adjudication</td>
<td>2</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Advanced Personnel Security Adjudication</td>
<td>3</td>
<td>3/4</td>
<td>4</td>
</tr>
<tr>
<td>Personnel Security and Suitability Adjudication</td>
<td>2</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Fundamentals of Conducting a Personnel Security Interview</td>
<td>2</td>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>

\(^1\) These rankings reveal how the learning outcomes of each course will be applied by the employee categories above.

\(^2\) Courses not designed for HR practitioners are not included in the rankings.

\(^3\) Definitions: OPM Technical Competencies and Proficiency Levels

1 = Awareness
- Applies the competency in the simplest situations
- Requires frequent guidance
- Demonstrates awareness of concepts and processes

2 = Basic
- Applies the competency in somewhat difficult situations
- Requires frequent guidance
- Demonstrates familiarity with concepts and processes

3 = Intermediate
- Applies the competency in difficult situations
- Requires occasional guidance
- Demonstrates familiarity with concepts and processes

4 = Advanced
- Applies the competency in considerable difficult situations
- Generally requires little or no guidance
- Demonstrates broad understanding on concepts and processes

5 = Expert
- Applies the competency in exceptionally difficult situations
- Serves as a key resource and advises others
- Demonstrates comprehensive, expert understanding of concepts and processes