COURSE SYLLABUS

Advanced Suitability Adjudication Course (Self-Paced)

Deepen your knowledge of federal suitability adjudication by applying adjudicative guidelines to complex cases with legal context and decision documentation.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/advanced-suitability-adjudication-course-self-paced



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Course Outline

Module 1: PowerPoint Slides

- Full set of course presentation slides for the Advanced Suitability Adjudication program.
- Covers adjudication process under 5 CFR 731, position designation guidelines, and investigative procedures.
- Includes case study examples, due process steps, significant suitability cases, and credit reporting considerations.
- Highlights strategies for conducting effective investigations and interviews.

Module 2: Exercises 1 thru 3

- Practice scenarios to reinforce adjudication principles from the PowerPoint slides.
- Opportunities to work through hypothetical adjudication cases.
- Focus on questioning techniques, evaluating evidence, and making determinations consistent with OPM guidance.
- Includes individual and group activities for collaborative learning.

Module 3: OPM Guidance

- Reference materials from the U.S. Office of Personnel Management.
- Includes official policies, procedures, and interpretations related to suitability adjudication.
- Provides regulatory excerpts, memoranda, and policy statements for agency compliance.
- Ensures consistency in decision-making across cases.

Module 4: Credit Issues and Adjudication Worksheets

- Resources addressing the role of credit history in adjudication decisions.
- Worksheets for evaluating credit reports and identifying patterns of concern.
- Guidance on documenting findings in accordance with the Fair Credit Reporting Act.
- Balancing financial considerations with other adjudicative factors.

Module 5: Aguzie v. OPM Removal Tenured Employee Case

- Detailed case file and analysis of the Aguzie v. OPM decision.

- Explores removal of a tenured federal employee based on suitability factors.
- Reviews procedural requirements and evidentiary considerations.
- Discusses implications for future adjudication decisions.