COURSE SYLLABUS

Federal Due Process: Notice, Reply, and Decision Course (Self-Paced)

Learn the notice, reply, and decision sequence that determines whether a federal disciplinary action survives review, and finish by drafting a legally sufficient Notice of Proposed Suspension against a real case file.

> 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/federal-due-process-notice-reply-and-decision-course

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Course Outline

Module 1: Federal ER Certification Orientation

- Distinguish employee relations from labor relations, equal employment opportunity (EEO), and suitability
- Route an incoming issue to the correct authority, forum, and clock
- Recognize when a single fact pattern belongs in more than one lane at once
- Trace a discipline case through its full lifecycle, from intake to review
- Identify who acts at each stage of the case and what each stage produces
- Recognize the two stages where agencies most often lose cases
- Rank the sources of federal HR authority in order of precedence
- Read a 5 U.S.C. and 5 C.F.R. citation and find the text it points to
- Resolve an apparent conflict between agency policy and regulation

Module 2: Due Process: Notice, Reply, and Decision

- Explain the constitutional basis for federal employee due process
- Determine whether an employee is covered by subchapter I, subchapter II, or neither
- Identify the coverage variations that most often trip up an entry-level specialist
- State the required contents of a notice of proposed suspension of 14 days or less
- Distinguish a charge from a specification and write each correctly
- Identify the defects that most often make a notice indefensible
- Schedule and conduct an oral reply that satisfies the employee's right to answer
- Document a reply so the record shows it was genuinely considered
- Handle extension requests, representation, and mitigation evidence correctly
- Write a decision that resolves each charge and addresses the reply
- Apply the ex parte rule and recognize when a communication becomes a due-process problem

- Distinguish a constitutional due-process violation from harmful procedural error from a curable mistake
- Draft a legally sufficient Notice of Proposed Suspension against a real case file