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Approved for Release
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Director for Human Resources Management and
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Date

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**DEPARTMENT OF COMMERCE
OFFICE OF HUMAN RESOURCES MANAGEMENT**

HUMAN RESOURCES (HR) BULLETIN #210, FY17

SUBJECT: Creating a Job Opportunity Announcement

EFFECTIVE DATE: Upon release of this HR Bulletin

EXPIRATION DATE: Effective until canceled or superseded

SUPERSEDES: HR Bulletin #144, FY11 "Creating a Vacancy Announcement," dated April 18, 2011

REVISIONS: This HR Bulletin revises the Department of Commerce's "Generic DEU Template – Category Rating," and its "Generic Merit Template," adds a "Generic Direct-Hire Authority Template," revises the Minimum Area of Consideration language; and makes minor revisions to language such as replacing "vacancy announcement" with "job opportunity announcement."

Revisions to both Category Rating and Merit Assignment templates include the following:

- 1) Under the *Job Summary* section, modified probationary and trial period language.
- 2) Under the *Qualifications Required* section, added mandatory language on National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social).

Revisions to the Category Rating Template include:

- 1) Under the *Other Information* section, changed the following language, "The following links provide information on how you may be eligible for various hiring authorities," to "The following links provide information on various hiring authorities that do not fall under competitive examining procedures; however, they may enable you to apply through merit assignment procedures, or be eligible for a non-competitive appointment."

Revisions to the Merit Assignment Template include:

- 1) Under the *How You Will Be Evaluated* section, added due weight language.

Revisions to all templates include:

- 1) A mandatory question about the applicant serving under a current or former political appointment.
- 2) Under the *Job Summary* section, optional language is provided if the JOA is being used to fill similar positions within the same bureau.
- 3) A mandatory question authorizing the bureau to share the applicant's application for other similar positions, when the optional language above is used.

COVERAGE: This bulletin applies to all competitive service positions through GS-15 or equivalent levels when public notice is provided and rating and ranking procedures are applied, and for direct-hire job opportunity announcements.

BACKGROUND: The Presidential Memorandum dated May 11, 2010, "Improving the Federal Recruitment and Hiring Process," is part of the Obama Administration's comprehensive initiative to address long-standing impediments to recruiting and hiring top talent into the Federal civilian workforce. The President's initiative calls for the elimination of essay-style questions during the initial application process, making it easier for individuals to apply for Federal jobs. To ensure that the Department of Commerce (Department) is in compliance with the President's Hiring Reform agenda and is attracting the best-qualified candidates with the most appropriate skill sets, job opportunity announcements (JOAs) should be carefully written in plain, easy-to-understand language.

In addition, the Office of Personnel Management (OPM) issued the memorandum, "Government Recruitment Guidance – Include Standardized Language in Job Opportunity Announcements Emphasizing the Value of National Service Experience," on July 22, 2014, to help recruit and hire individuals who have participated in National Service programs. This guidance supports the July 15, 2013, Presidential Memorandum, "Expanding National Service Through Partnerships to Advance Government Priorities." In order to emphasize the value of national service experience, standardized language on National Service programs is required to be on every JOA.

JOAs are the underpinnings of an effective recruitment and hiring process that allow potential candidates to understand what the job entails and what qualifications are required. With minimal effort, individuals should be able to ascertain whether the job is a good fit and whether the job requirements match their skill sets and interests. All information pertinent to the position should be included in the JOA.

PURPOSE: The purpose of this HR Bulletin is to provide guidance to servicing human resources offices (SHROs) and the Enterprise Services Center (ESC) on creating JOAs in a simple and straightforward manner that is easy to understand, to ensure the best-qualified candidates are attracted and recruited, and to meet the requirements of the President's Hiring Reform objectives, as well as regulatory requirements of Title 5, Code of Federal Regulations (CFR) § 330.707. This HR Bulletin is to be used in conjunction with the generic Department JOA templates (merit assignment, category rating, and direct-hire authority). The three attached generic templates can be found at the end of this bulletin. The use of these templates is mandatory for both mission critical and non-

mission critical occupations to ensure Department-wide consistency. However, language may be added in order to clarify bureau specific issues.

PROCEDURES: It is the policy of the Department to use available hiring flexibilities when filling positions. However, when a position is advertised the following policy applies, *except for positions filled under the Pathways Program authority, and for CTAP/ICTAP eligible only announcements:*

JOAs must remain open for a minimum of seven calendar days. Waivers to the minimum posting requirement will not be granted. However, the open period may also be defined in terms of a specific number of applications received.

HR practitioners, in consultation with hiring managers, have the flexibility to advertise positions for longer periods of time; however, the OPM's 80-day hiring timeline requirement still needs to be met.

NOTE: It is recommended that JOAs not close on a holiday or weekend.

In the event of a conflict between a provision of the Recruitment Plan and applicable provisions of negotiated collective bargaining agreement, the collective bargaining agreement will apply.

Determining Area of Consideration.

The area of consideration must be sufficiently broad to ensure the availability of a reasonable number of high quality applicants, taking into account the nature and level of the position to be filled, merit principles, Equal Employment Opportunity (EEO) principles, and applicable regulations and requirements of negotiated union agreements. The area of consideration must be identified in the job opportunity announcement and may not be changed once the announcement is open.

Prior to recruiting for a position, the hiring manager, in consultation with their designated human resources specialist should determine the appropriate recruitment strategy to ensure a diverse pool of qualified applicants.

The area of consideration shall be at least DOC-Wide. The SHRO/ESC may request approval to restrict the area of consideration to less than DOC-wide through a written request (can be in the form of an e-mail) to the Director for Human Resources Management and Chief Human Capital Officer (Director) with a detailed justification for the waiver. The SHRO/ESC must receive approval in writing (can be in the form of an e-mail) from the Director prior to posting the JOA.

Required Questions.

OPM requires agencies to seek its approval prior to appointing any current or recent political appointee to a competitive service, or non-political excepted service position, at any level, under the provisions of 5 U.S.C. A former or recent political appointee is someone who held a political appointment within the previous five-year period. Therefore, the following question is mandatory on all JOAs.

Have you held a political appointment within the previous five-year period? (Y/N)

When using the following optional statement, "This Job Opportunity Announcement may be used to fill other (insert title, series, grade, FPL) positions within (insert bureau) in the same geographical location with the same qualifications and specialized experience", the below question is mandatory on all JOAs.

I authorize the sharing of my application for other similar positions within (insert bureau).

VACANCY ANNOUNCEMENT REQUIREMENTS: In accordance with Title 5, United States Code (U.S.C.) §§ 3327, 3330; Title 5, CFR, Part 330; the Presidential Memorandum of May 11, 2010, "Improving the Federal Recruitment and Hiring Process;" the OPM Memorandum of July 22, 2014, "Government-wide Recruitment Guidance – Include Standardized Language in Job Opportunity Announcement Emphasizing the Value of National Service Experience," the following information must be included in all JOAs.

- **Overview:** Agency name, JOA number, and location (bureau or organization, including geographic location); title of position (state if managerial or supervisory); series, grade/band, pay plan, and salary range; opening and closing dates; whether the JOA is open until closed or open continuously; number of vacancies at the time of posting; type of appointment; appointment tenure; promotion potential; probationary/trial period requirements; relocation expenses paid or not paid; travel requirements, if necessary; citizenship requirements; Selective Service requirement; and physical requirements, if any.

Make sure to draw attention to the JOA with a concise and appealing summary that promotes the unique aspects of working at the Department and the specific bureau/operating unit.

- **Duties:** Responsibilities and essential functions of the job.
- **Qualifications/Evaluations:** Education, if applicable; informative definitions and examples of specialized experience needed to qualify at each grade level; Knowledge, Skills and Abilities (KSAs) and other competency/selective placement factors required for the position (essay-style questions cannot be required at the time of initial application); requirements for licensure or certification; college transcripts, if applicable; security clearance requirements; and test requirements.

An explanation for the basis of rating must include a description of the evaluation process for the scored occupational questionnaire, as well as a brief description of category rating for competitive examining and for best qualified determinations under merit assignment program (MAP).

Note: The Department's category rating policy provides general guidance on the score ranges for the gold, silver, and bronze categories. SHRO/ESC may modify these ranges (higher or lower) on a case-by-case basis prior to the opening date of the announcement.

Documentation justifying the modified score ranges must be maintained in the case file.

The Department's category rating policy may be found at:

<http://hr.commerce.gov/s/groups/public/@doc/@cfoasa/@ohrm/documents/content/prod01009474.pdf>

Note: Department Administrative Order 202-335, Merit Assignment Program provides guidance on determining best qualified, and can be found at:

http://www.osec.doc.gov/opog/dmp/daos/dao202_335.html

In support of the July 15, 2013 Presidential Memorandum, *Expanding National Service Through Partnerships to Advance Government Priorities*, the below standardized language is required to be on every job opportunity announcement.

- Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.
- How to Apply: Clear, step-by-step instructions for on-line applications; contact information for applicants wishing to submit their application using alternative methods; a list of documentation required from the applicant; contact information (e-mail and telephone) for general or technical questions; a statement regarding steps to take if technical difficulties prevent the applicant from submitting an application prior to the posted deadline.

Applicants are not required to submit official documents as part of their application package; copies are sufficient. Once selected, and prior to appointment, applicants will be required to provide official documentation.

- Veterans' Preference: Information on how to claim veterans' preference, if applicable.
- Career Transition Assistance Plan (CTAP) and Interagency Career Transition Assistance Plan Consideration (ICTAP): Information on how well-qualified CTAP and ICTAP candidates may apply, as applicable.
- Agency's Definition of "Well-Qualified": "Well-qualified" for CTAP/ICTAP eligibility includes those candidates who have been determined to exceed minimum qualifications for the position by attaining at least a rating of 85, but otherwise may or may not be among the highly- or best-qualified candidates.
- Benefits: Health insurance, life insurance, long-term care, retirement program, thrift savings plan, transit benefits, flexible spending accounts, credit union, leave (vacation, medical, family, etc.), employee assistance program, development and training opportunities,

incentive award opportunities, recruitment or relocation incentives if applicable. In addition to the required public notice items, you may include work/life incentives, such as:

Quality of Work/Life Programs: Flexible arrangements include telework and alternative work schedules, daycare, fitness center, and proximity to public transportation and restaurants.

- **What to Expect Next:** Notification to applicants through USAJOBS; information regarding official documentation submission, detailing the four points of notification.

OVERSIGHT: Periodic accountability compliance reviews will be conducted by the Office of Human Resources Management, Office of Human Resources Accountability, in accordance with statutory authority and responsibility under Title 5, U.S.C. § 1104. Additionally, OPM will conduct intermittent reviews of agencies' JOAs to ensure compliance and public notice requirements.

REFERENCES: Presidential Memorandum dated May 11, 2010, "Improving the Federal Recruitment and Hiring Process"; Presidential Memorandum dated July 15, 2013, "Expanding National Service Through Partnerships to Advance Government Priorities"; 5 U.S.C. § 1104; 5 CFR § 330.707; Delegated Examining Operations Handbook

OFFICE OF POLICY AND BENEFITS: OPBservices@doc.gov

Generic Merit Template



AGENCY:

JOB OPPORTUNITY ANNOUNCEMENT NUMBER:

JOB TITLE:

SALARY RANGE:

OPEN PERIOD:

SERIES/GRADE/BAND:

POSITION INFORMATION: *(type of appointment, number of vacancies, and promotion potential, if any)*

LOCATIONS:

WHO MAY BE CONSIDERED:

- Current Federal employees serving under a career or career-conditional appointment in the competitive service;
- Former Federal employees with reinstatement eligibility;
- CTAP/ICTAP eligibles;
- Applicants eligible under special hiring authorities;
- Veterans who are preference eligible, or separated from the U.S. Armed Forces under honorable conditions after 3 years or more of continuous active service, may apply under the Veterans Employment Opportunity Act (VEOA). *(If recruiting within Department of Commerce-only, or for a limited time or excepted service position, eliminate the VEOA statement)*

Marketing Statement:

(Insert bureau logo, optional)

Insert bureau's branding/marketing/mission information – highlight the reasons an applicant would want to work in this department.

Job Summary:

Insert general information about the position and how it relates to the Department.

Insert information pertaining to probationary or trial period (choose one of the following statements as appropriate).

- A probationary period may be required
- A trial period may be required *(for term appointments/excepted service appointments)*

(Optional) This Job Opportunity Announcement may be used to fill other (insert title, series, grade, FPL) positions within (insert bureau) in the same geographical location with the same qualifications and specialized experience.

Generic Merit Template

Key Requirements:

- U.S. citizen
- Suitable for Federal employment
- Registered for Selective Service System if applicable (www.sss.gov)
- Time-in-grade/band requirements must be met by the closing date of the announcement unless eligible for special hiring authority, reinstatement eligible, non-current Federal employee applying as a VEOA eligible which do not require time-in-grade/band.

Insert additional items as necessary, such as physical requirements, travel requirements, minimum/maximum entry age, etc.

Major Duties:

List specific job responsibilities in a clear and concise manner.

The individual selected for this position will...

- X
- X
- X

Qualifications Required:

General/Specialized Experience:

Include competencies/specialized experience and any selective placement factor(s) for each grade level (if applicable).

(Required language) - Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

Education, if applicable:

How You Will Be Evaluated:

Your resume, optional cover letter and supporting documentation will be reviewed to determine if you meet the minimum qualifications for the position. If you meet the minimum qualifications stated in the job opportunity announcement, we will compare your resume, optional cover letter and supporting documentation to your responses on the scored occupational questionnaire (True/False, Yes/No, Multiple Choice questions). Your resume and/or optional cover letter must support your responses to the scored occupational questionnaire, or your score may be lowered. The best qualified candidates will be identified for referral to the hiring manager and may be invited for an interview.

(Optional) If you are invited for an interview, you will be required to provide a writing sample.

(Optional) If you are invited for an interview, you will be asked to bring a copy of your most recent performance appraisal.

Generic Merit Template

Due weight shall be given to performance appraisals and awards in accordance with 5 CFR § 335.103(b)(3), during the interview/selection process conducted by the hiring manager.

The scored occupational questionnaire will evaluate you on the following competencies; please do not provide a separate written response:
(Insert competencies)

How to Apply:

Your complete application, including required documents, must be received by 11:59 p.m. Eastern Time (ET) on the closing date of this announcement.

To apply on-line, you must complete and submit an application by accessing the USAJOBS website at <http://www.usajobs.gov/>. To begin, click the "Apply" button and follow the prompts to register into your USAJOBS account, answer the questions, and submit all required documents. (After registering in your USAJOBS account and clicking "Submit," you will automatically transition to the Department of Commerce's specific site where you will complete your application. You must click "Submit" at the end of the application process to send your application for consideration.)

To return to your saved application, log in to your USAJOBS account at <http://www.usajobs.gov/> and click on "Applications." Click on the position title, and then select "Update Application."

If you have problems completing your on-line application, including problems submitting your supporting documents, please contact the Help Desk by e-mail at mghelp@monster.com or by phone at 866.656.6831. The help desk is available Monday–Friday, 7:00 a.m. to 7:00 p.m. ET.

Applicants are strongly encouraged to apply online; however, if you are unable to apply online, please contact:

(Insert HR Practitioner contact information)

Required Documents:

A complete application consists of the following:

- **Resume showing relevant experience; cover letter optional.** Your resume should list your educational and work experience including the dates (mm/dd/yy) of each employment along with the number of hours worked per week. For work in the Federal service, please include the grade level for the position(s). Your resume may be used to validate your responses to the scored occupational questionnaire. Your resume should also indicate your citizenship and if you are registered with the Selective Service System if you are a male born after 12/31/59.
- **SF-50, "Notification of Personnel Action,"** supporting your eligibility.
- **Veterans Employment Opportunities Act (VEOA) documentation,** if applicable. For more information, please go to <http://www.opm.gov/veterans/html/vetguide.asp#6>.
- **Career Transition Assistance Plan (CTAP) and Interagency Career Transition Assistance Plan (ICTAP) documentation,** if applicable (see other information).
- **Education.** If this position requires proof of higher education, or you are substituting education for experience, you must submit an unofficial transcript or a list of courses that includes the following information: name of accredited institution, grades earned, completion dates, and quarter and semester hours earned. Education completed in foreign colleges or universities may be used to meet the requirements. Please refer to <http://www.opm.gov/qualifications/policy/ApplicationOfStds->

Generic Merit Template

[04.asp](#) for more information.

- **Documentation supporting eligibility for non-competitive appointment**, (Schedule A disability, 30 percent disabled veteran, certain military spouses, etc.)

(Insert any additional required documents needed)

You are not required to submit official documents at this time; copies are sufficient.

Special Instructions for Foreign Education: Qualifying education from colleges and universities in foreign countries must be evaluated in terms of equivalency to that acquired in U.S. colleges and universities. Applicants educated in whole or in part in foreign countries must submit sufficient evidence, including transcripts, to an accredited private organization for an equivalency evaluation of course work and degree. A listing of these accredited organizations can be found on the Department of Education's website - <http://www.ed.gov/international/usnei/us/workrecog.doc>. You must provide a copy of the letter containing the results of the equivalency evaluation with a course by course listing along with your application. Failure to provide such documentation when requested will result in lost consideration.

CTAP and ICTAP candidates:

CTAP and ICTAP candidates will be eligible for selection priority if it is determined that they have exceeded the minimum qualifications for the position by attaining at least a rating of 85 out of 100. Information about CTAP and ICTAP eligibility is on the Office of Personnel Management's Career Transition Resources website at: <http://www.opm.gov/ctap>.

CTAP applicants MUST submit the following documents:

1. A copy of your RIF separation notice; notice of proposed removal for declining a directed geographic relocation outside of the local commuting area; a Certificate of Expected Separation (CES); or certification that you are in a surplus organization or occupation (this could be a position abolishment letter, a notice of eligibility for discontinued service retirement, or similar notice).
2. A copy of your SF-50 "Notification of Personnel Action", noting current position, grade/band level, and duty location;
3. A copy of your latest performance appraisal including your rating; and
4. Any documentation from your bureau/operating unit that shows your current promotion potential.

(When the area of consideration includes applicants from outside of the Department's workforce)

ICTAP applicants MUST submit the following documents:

1. A copy of your RIF separation notice; notice of proposed removal for declining a directed geographic relocation outside of the local commuting area; notice of disability annuity termination; certification from your former agency that it cannot place you after your recovery from a work-related compensable injury; or certification from the National Guard Bureau or Military Department that you are eligible for disability retirement.
2. A copy of your SF-50 "Notification of Personnel Action", documenting your RIF separation, noting your position, grade/band level, and duty location, and/or Agency certification of inability to place you through RPL, etc.;
3. A copy of your latest performance appraisal including your rating; and
4. Any documentation from your agency that shows your current promotion potential.

(Insert any additional agency-specific information here)

Generic Merit Template

Benefits:

(Insert agency name) offers a comprehensive benefits package. Explore the benefits offered to most Federal employees at <http://www.usajobs.gov/EI/benefits.asp#icc>.

(Insert any additional benefits)

Other Information:

The following links provide information on various hiring authorities that may enable you to apply through merit assignment procedures, or be eligible for a non-competitive appointment.

- [VRA](#)
- [VEOA](#)
- [30% or more disabled veteran](#)
- [Persons with disabilities](#)
- [CTAP](#)
- [ICTAP](#)

What to Expect Next:

You will be notified of your application status through USAJOBS at four points during the hiring process, as applicable. You can check the status of your application by accessing the USAJOBS website at <http://usajobs.gov/> and clicking on "Applications." The status will be visible next to the corresponding position. The four points of notification are:

1. Application Received or Application Incomplete;
2. Minimum Qualification Requirement Met or Minimum Qualification Requirement Not Met;
3. Referred or Not Referred; and
4. Selected or Not Selected

By submitting your application, you are certifying the accuracy of the information contained in your application. If you make a false statement in any part of your application, you may not be hired; you may be terminated after you begin work; or, you may be fined or jailed. After making a tentative job offer, we will conduct a suitability/security background investigation.

You will be required to submit official documentation prior to appointment. The agency will then verify the information provided on your application (i.e., degree, veterans' preference, disability, etc.).

Generic DEU Template – Category Rating



AGENCY:

JOB OPPORTUNITY ANNOUNCEMENT NUMBER:

JOB TITLE:

SALARY RANGE:

OPEN PERIOD:

SERIES/GRADE/BAND:

POSITION INFORMATION: *(type of appointment, number of vacancies, and promotion potential, if any)*

LOCATIONS:

WHO MAY BE CONSIDERED:

- All qualified United States citizens

If the position is restricted to preference eligibles, state whether applications will be accepted from non-preference eligibles, and, if so, that they will not be considered if preference eligibles are available.

Marketing Statement:

(Insert bureau logo, optional)

Insert bureau's branding/marketing/mission information – highlight the reasons an applicant would want to work in this department.

Job Summary:

Insert general information about the position and how it relates to the Department.

Insert information pertaining to probationary or trial period (choose one of the following statements, as appropriate).

- A probationary period may be required
- A trial period may be required *(for term appointments/excepted service appointments)*

(Optional) This Job Opportunity Announcement may be used to fill other (insert title, series, grade, FPL) positions within (insert bureau) in the same geographical location with the same qualifications and specialized experience.

Key Requirements:

- U.S. citizen
- Suitable for Federal employment

Generic DEU Template – Category Rating

- Registered for Selective Service System if applicable (www.sss.gov)

Insert additional items as necessary, such as physical requirements, travel requirements, minimum/maximum entry age, etc.

Major Duties:

List specific job responsibilities in a clear and concise manner.

The individual selected for this position will...

- X
- X
- X

Qualifications Required:

General/Specialized Experience:

Include competencies/specialized experience and any selective placement factor(s) for each grade level (if applicable).

(Required language) - Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

Education, if applicable:

How You Will Be Evaluated:

Your resume, optional cover letter and supporting documentation will be reviewed to determine if you meet the minimum qualifications for the position. If you meet the minimum qualifications stated in the job opportunity announcement, we will compare your resume, optional cover letter and supporting documentation to your responses on the scored occupational questionnaire (True/False, Yes/ No, Multiple Choice questions) and place you in one of three pre-defined categories. These categories are “gold,” “silver,” and “bronze.” Your resume and/or optional cover letter must support your responses to the scored occupational questionnaire, or your score may be lowered. Candidates placed in the “gold” category will be identified for referral to the hiring manager and may be invited for an interview.

(Optional) If you are invited for an interview, you will be required to provide a writing sample.

(Optional) If you are invited for an interview, you will be asked to bring a copy of your most recent performance appraisal.

How you will be evaluated for preference eligibility: Within each category, those entitled to veterans' preference will be listed at the top of the pre-defined category for which they are placed. *(For positions in the scientific and professional series except, for those at the GS-9 or ZP-II and above, include the below language).*

Generic DEU Template – Category Rating

Preference eligibles with a service-connected disability of 10% or more will be listed at the top of the highest quality category (gold).

The scored occupational questionnaire will evaluate you on the following competencies; please do not provide a separate written response:

(Insert competencies)

For more information on category rating, please go to:

http://hr.commerce.gov/s/groups/public/@doc/@cfoasa/@ohrm/documents/content/prod01_009474.pdf

How to Apply:

Your complete application, including required documents, must be received by 11:59 p.m. Eastern Time (ET) on the closing date of this announcement.

To apply on-line, you must complete and submit an application by accessing the USAJOBS website at <http://www.usajobs.gov/>. To begin, click the “Apply” button and follow the prompts to register into your USAJOBS account, answer the questions, and submit all required documents. (After registering in your USAJOBS account and clicking “Submit,” you will automatically transition to the Department of Commerce’s specific site where you will complete your application. You must click “Submit” at the end of the application process to send your application for consideration.)

To return to your saved application, log in to your USAJOBS account at <http://www.usajobs.gov/> and click on “Applications.” Click on the position title, and then select “Update Application.”

If you have problems completing your on-line application, including problems submitting your supporting documents, please contact the Help Desk by e-mail at mgshelp@monster.com or by phone at 866.656.6831. The help desk is available Monday–Friday, 7:00 a.m. to 7:00 p.m. ET.

Applicants are strongly encouraged to apply online; however, if you are unable to apply online, please contact:

(Insert HR Practitioner contact information)

Required Documents:

A complete application consists of the following:

- **Resume showing relevant experience; cover letter optional.** Your resume should list your educational and work experience including the dates (mm/dd/yy) of each employment along with the number of hours worked per week. Your resume may be used to validate your responses to the scored occupational questionnaire. Your resume should also indicate your citizenship and if you are registered with the Selective Service System if you are a male born after 12/31/59.
- **Veterans’ Preference documentation.** Please indicate on your resume the type of veterans’ preference you are claiming and provide the appropriate supporting documentation (DD-214 stating disposition of discharge or character of service, VA letter, SF-15, etc.) to validate your claim. For more information regarding eligibility requirements, please go to: <http://www.fedshirevets.gov/job/vetpref/index.aspx>
- **Career Transition Assistance Plan (CTAP) and Interagency Career Transition Assistance Plan (ICTAP) documentation,** if applicable (see other information).
- **Education.** If this position requires proof of higher education, or you are substituting education

Generic DEU Template – Category Rating

for experience, you must submit an unofficial transcript or a list of courses that includes the following information: name of accredited institution, grades earned, completion dates, and quarter and semester hours earned. Education completed in foreign colleges or universities may be used to meet the requirements. Please refer to <http://www.opm.gov/qualifications/policy/ApplicationOfStds-04.asp> for more information.

(Insert any additional required documents needed)

You are not required to submit official documents at this time; copies are sufficient.

Special Instructions for Foreign Education: Qualifying education from colleges and universities in foreign countries must be evaluated in terms of equivalency to that acquired in U.S. colleges and universities. Applicants educated in whole or in part in foreign countries must submit sufficient evidence, including transcripts, to an accredited private organization for an equivalency evaluation of course work and degree. A listing of these accredited organizations can be found on the Department of Education's website - <http://www.ed.gov/international/usnei/us/workrecog.doc>. You must provide a copy of the letter containing the results of the equivalency evaluation with a course by course listing along with your application. Failure to provide such documentation when requested will result in lost consideration.

CTAP and ICTAP Eligibles

CTAP and ICTAP candidates will be eligible for selection priority if it is determined that they have exceeded the minimum qualifications for the position by attaining at least a rating of 85 out of 100. Information about CTAP and ICTAP eligibility is on the Office of Personnel Management's Career Transition Resources website at: <http://www.opm.gov/ctap>

CTAP applicants MUST submit the following documents:

1. A copy of your RIF separation notice, notice of proposed removal for declining a directed geographic relocation outside of the local commuting area; a Certificate of Expected Separation (CES); or certification that you are in a surplus organization or occupation (this could be a position abolishment letter, a notice of eligibility for discontinued service retirement, or similar notice);
2. A copy of your SF-50 "Notification of Personnel Action", noting current position, grade/band level, and duty location;
3. A copy of your latest performance appraisal including your rating; and
4. Any documentation from your bureau/operating unit that shows your current promotion potential.

ICTAP applicants MUST submit the following documents:

1. A copy of your RIF separation notice, notice of proposed removal for declining a directed geographic relocation outside of the local commuting area, notice of disability annuity termination, certification from your former agency that it cannot place you after your recovery from a work-related compensable injury; or certification from the National Guard Bureau or Military Department that you are eligible for disability retirement.
2. A copy of your SF-50 "Notification of Personnel Action", documenting your RIF separation, noting your position, grade/band level, and duty location, and/or Agency certification of inability to place you through RPL, etc.;
3. A copy of your latest performance appraisal including your rating; and
4. Any documentation from your agency that shows your current promotion potential.

Generic DEU Template – Category Rating

(Insert any additional agency-specific information here)

Benefits:

(Insert agency name) offers a comprehensive benefits package. Explore the benefits offered to most Federal employees at <http://www.usajobs.gov/EI/benefits.asp#icc>.

(Insert any additional benefits)

Other Information:

(Required language) - The following links provide information on various hiring authorities that do not fall under competitive examining procedures; however, they may enable you to apply through merit assignment procedures, or be eligible for a non-competitive appointment.

- [VRA](#)
- [VEOA](#)
- [30% or more disabled veteran](#)
- [Persons with disabilities](#)
- [CTAP](#)
- [ICTAP](#)

What to Expect Next:

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Generic Direct-Hire Authority Template



AGENCY:

JOB OPPORTUNITY ANNOUNCEMENT NUMBER:

JOB TITLE:

SALARY RANGE:

OPEN PERIOD:

SERIES/GRADE/BAND:

POSITION INFORMATION: *(type of appointment, number of vacancies, and promotion potential, if any)*

LOCATIONS:

WHO MAY BE CONSIDERED:

- All qualified United States citizens

Marketing Statement:

(Insert bureau logo, optional)

Insert bureau's branding/marketing/mission information – highlight the reasons an applicant would want to work in this department.

Job Summary:

Insert general information about the position and how it relates to the Department.

Insert information pertaining to probationary or trial period (choose one of the following statements, as appropriate).

- A probationary period may be required
- A trial period may be required *(for term appointments/excepted service appointments)*

(Optional) This Job Opportunity Announcement may be used to fill other (insert title, series, grade, FPL) positions within (insert bureau) in the same geographical location with the same qualifications and specialized experience.

Key Requirements:

- U.S. citizen
- Suitable for Federal employment
- Registered for Selective Service System if applicable (www.sss.gov)

Insert additional items as necessary, such as physical requirements, travel requirements, minimum/maximum entry age, etc.

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Major Duties:

List specific job responsibilities in a clear and concise manner.

The individual selected for this position will...

- X
- X
- X

Qualifications Required:

General/Specialized Experience:

Include competencies/specialized experience and any selective placement factor(s) for each grade level (if applicable).

(Required Language) - Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

Education, if applicable:

How You Will Be Evaluated:

Your resume, optional cover letter and supporting documentation will be reviewed to determine if you meet the minimum qualification requirements for the position. Under the provisions of the Direct-Hire Authority (DHA), rating, ranking and veterans' preference does not apply; therefore, your responses to the questionnaire will not be used to determine a scored rating. All applicants who meet the minimum qualification requirements, as defined in the job opportunity announcement, will be referred for selection consideration. While veterans' preference does not apply in DHA, preference eligibles are encouraged to submit their supporting documentation (DD-214 stating disposition of discharge or character of service, VA letter, SF-15, etc.).

Applicants applying as CTAP or ICTAP candidates, and are determined CTAP or ICTAP eligible, must exceed the minimum qualification requirements to be referred under this selection priority placement program by attaining at least a rating of 85 out of 100. For those deemed eligible and who meet the minimum qualifications, we will compare your resume, optional cover letter and supporting documentation to your responses on the scored occupational questionnaire (True/False, Yes/No, Multiple Choice questions). Your resume and/or optional cover letter must support your responses to the scored occupational questionnaire, or your score may be lowered. CTAP/ICTAP eligibles who are not determined well-qualified by scoring at least 85 will not be referred under the CTAP/ICTAP selection priority placement program; however, will be referred for selection consideration with other minimally qualified applicants. The scored occupational questionnaire will evaluate you on the following competencies, please do not provide a separate written response.

(Optional) If you are invited for an interview, you will be required to provide a writing sample.

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(Optional) If you are invited for an interview, you will be asked to bring a copy of your most recent performance appraisal.

How to Apply:

Your complete application, including required documents, must be received by 11:59 p.m. Eastern Time (ET) on the closing date of this announcement.

To apply on-line, you must complete and submit an application by accessing the USAJOBS website at <http://www.usajobs.gov/>. To begin, click the "Apply" button and follow the prompts to register into your USAJOBS account, answer the questions, and submit all required documents. (After registering in your USAJOBS account and clicking "Submit," you will automatically transition to the Department of Commerce's specific site where you will complete your application. You must click "Submit" at the end of the application process to send your application for consideration.)

To return to your saved application, log in to your USAJOBS account at <http://www.usajobs.gov/> and click on "Applications." Click on the position title, and then select "Update Application."

If you have problems completing your on-line application, including problems submitting your supporting documents, please contact the Help Desk by e-mail at mgshehelp@monster.com or by phone at 866.656.6831. The help desk is available Monday–Friday, 7:00 a.m. to 7:00 p.m. ET.

Applicants are strongly encouraged to apply online; however, if you are unable to apply online, please contact:

(Insert HR Practitioner contact information)

Required Documents:

A complete application consists of the following:

- **Resume showing relevant experience; cover letter optional.** Your resume should also list your educational and work experience including the dates (mm/dd/yy) of each employment along with the number of hours worked per week. If applying under CTAP/ICTAP your resume may be used to validate your responses to the scored occupational questionnaire. Your resume should indicate your citizenship and if you are registered with the Selective Service System if you are a male born after 12/31/59.
- **Career Transition Assistance Plan (CTAP) and Interagency Career Transition Assistance Plan (ICTAP) documentation**, if applicable (see other information).
- **Education.** If this position requires proof of higher education, or you are substituting education for experience, you must submit an unofficial transcript or a list of courses that includes the following information: name of accredited institution, grades earned, completion dates, and quarter and semester hours earned. Education completed in foreign colleges or universities may be used to meet the requirements. Please refer to <http://www.opm.gov/qualifications/policy/ApplicationOfStds-04.asp> for more information.

You are not required to submit official documents at this time; copies are sufficient.

Special Instructions for Foreign Education: Qualifying education from colleges and universities in foreign countries must be evaluated in terms of equivalency to that acquired in U.S. colleges and universities. Applicants educated in whole or in part in foreign countries must submit sufficient evidence,

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including transcripts, to an accredited private organization for an equivalency evaluation of course work and degree. A listing of these accredited organizations can be found on the Department of Education's website - <http://www.ed.gov/international/usnei/us/workrecog.doc>. You must provide a copy of the letter containing the results of the equivalency evaluation with a course by course listing along with your application. Failure to provide such documentation when requested will result in lost consideration.

(Insert any additional required documents needed)

CTAP and ICTAP Eligibles

CTAP and ICTAP candidates will be eligible for selection priority if it is determined that they have exceeded the minimum qualifications for the position by attaining at least a rating of 85 out of 100. Information about CTAP and ICTAP eligibility is on the Office of Personnel Management's Career Transition Resources website at: <http://www.opm.gov/ctap>

CTAP applicants MUST submit the following documents:

1. A copy of your RIF separation notice, notice of proposed removal for declining a directed geographic relocation outside of the local commuting area; a Certificate of Expected Separation (CES); or certification that you are in a surplus organization or occupation (this could be a position abolishment letter, a notice of eligibility for discontinued service retirement, or similar notice);
2. A copy of your SF-50 "Notification of Personnel Action", noting current position, grade/band level, and duty location;
3. A copy of your latest performance appraisal including your rating; and
4. Any documentation from your bureau/operating unit that shows your current promotion potential.

ICTAP applicants MUST submit the following documents:

1. A copy of your RIF separation notice, notice of proposed removal for declining a directed geographic relocation outside of the local commuting area, notice of disability annuity termination, certification from your former agency that it cannot place you after your recovery from a work-related compensable injury; or certification from the National Guard Bureau or Military Department that you are eligible for disability retirement.
2. A copy of your SF-50 "Notification of Personnel Action", documenting your RIF separation, noting your position, grade/band level, and duty location, and/or Agency certification of inability to place you through RPL, etc.;
3. A copy of your latest performance appraisal including your rating; and
4. Any documentation from your agency that shows your current promotion potential.

(Insert any additional agency-specific information here)

Benefits:

(Insert agency name) offers a comprehensive benefits package. Explore the benefits offered to most Federal employees at <http://www.usajobs.gov/EI/benefits.asp#icc>.

(Insert any additional benefits)

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