



UNITED STATES DEPARTMENT OF COMMERCE
Office of the Acting Chief Financial Officer and
Assistant Secretary for Administration
Washington, D.C. 20230

MEMORANDUM FOR: Principal Human Resources Managers

FROM: Crystal Taylor
Chief Human Capital Officer and
Director of Human Resources Management (Acting)

SUBJECT: Addendum to Human Resources Bulletin #269, FY25 – Shared
Certificates

As the Department of Commerce implements the Office of Personnel Management's Merit Hiring Plan dated May 29, 2025, we are enhancing Human Resources Bulletin #269, FY25 – Shared Certificates to allow more Servicing Human Resources Offices additional opportunities to use Shared Certificates. Therefore, we are expanding the duty location to now include the commuting area of the duty location listed on Job Opportunity Announcements (JOAs) that will result in a Shared Certificate. This will improve the hiring process by further reducing the time to hire to under 80 days.

The commuting area is defined as the geographic area that usually constitutes one area for employment purposes. It includes any population center (or two or more neighboring ones) and the surrounding localities in which people live and can reasonably be expected to travel back and forth daily to their usual employment (5 CFR § 550.703).

Therefore, when using Shared Certificates, please add the following language to the Job Opportunity Announcement:

Applicants who apply under this Job Opportunity Announcement may opt-in (at their request) to allow the sharing of their resume, cover letter, transcripts, certifications, and other associated documents and applicable personal information shared with other Department of Commerce (DOC) Bureaus/Offices who have vacancies within the same occupational series, grade and pay band (or its equivalent), and full performance level in the **same duty location or commuting area of the duty location listed on the Job Opportunity Announcement**. Applicants that apply for General Schedule (GS) positions can be considered for pay band positions under one of the DOC's alternative personnel systems (i.e., Commerce Alternative Personnel System (CAPS), or Alternative Personnel Management System (APMS)) that have the equivalent GS grade level and full performance level, and similarly, CAPS and APMS applicants may be considered for GS positions or one of DOC's alternative personnel systems. Upon acceptance of a position, the employee will be subject to the corresponding pay system (i.e., GS, CAPS or APMS). Applying to this announcement does not replace the need to apply to other job opportunity announcements for which they wish to receive consideration.

Furthermore, under Human Resources Bulletin #269, FY25 – Shared Certificates’ position requirements, the receiving Servicing Human Resources Office may now consider duty locations that are of the same commuting area of the duty location on the JOA.

These changes will make the recruitment and hiring process more efficient, help achieve American greatness, and attract the talent necessary to serve our citizens effectively.