

Merit Staffing Policy

335.1

APPENDIX C. VACANCY ANNOUNCEMENT CONTENT AND UNIFORM NUMBERING SYSTEM

C-1 Vacancy Announcement Content

- A. Area of Consideration is indicated at the top left side of the Notice of Position Vacancy. Refer to section 3-5.3 to determine area of consideration.
- B. Issue Date represents target date for publicly posting the Notice of Position Vacancy.
- C. Closing Date represents final date that applications will be accepted. Applications must be received in the servicing HR Office by this date in order to be considered, unless other instructions are specified in the vacancy announcement.
- D. Position will give title, series, and grade of the position. More than one grade level may be indicated. This should also indicate the type of appoint and the maximum grade potential for this position.
- E. Location will state specific field or headquarters, organization, and duty station.
- F. Duties will briefly describe the major duties and responsibilities of the position. The duties statement should reflect the selective placement and quality ranking factors advertised.
- G. Minimum Qualifications Requirements will summarize the relevant requirements of the governing OPM Qualification Standards. Time-in-grade requirements will also be stated.
- H. Required Statement (as applicable)

"In addition to the SF-171, OF-612, resume, all applicants are required to list each selective placement and quality ranking factor separately and provide a narrative description of how their experience and education satisfy the factors. Applicants will NOT receive consideration for this position if this additional description material is not submitted.
- I. Selective Placement Factors will be entered under this section, if applicable at the time vacancy announcement is constructed.
- J. Quality Ranking Factors will be entered under this section. If factors are double or triple-weighted, this must be stated next to the factor.
- K. Required Statement (Basis of Rating)

When more than ten candidates meet the minimum qualification requirements and the selective placement factors, if applicable, candidates will be further evaluated by comparing each candidate's application with the Quality Ranking Factors listed below. These items are assigned values and defined by a crediting plan. This rating process will determine who will be referred to the selecting official. If ten or fewer candidates meet the minimum qualification requirements and the selective placement factor(s), if applicable, the candidate's applications will be further evaluated using a required Critical Factor identified in the vacancy announcement. Each applicant's background will be compared to the Quality Ranking Factor identified as the "Critical Factor". Those applicants whose applications meet the "above average" benchmark for the Critical Factor, will be referred to the selecting official.

Applications of qualified candidates eligible for non-competitive reassignment or repromotion will be referred to the selecting official simultaneously on a separate Selection Roster, without ranking or rating. Selecting Officials may choose a candidate or candidates from either Selection Roster.

L. Other Essential Information

1. Maximum grade potential of this position will be stated.
2. Required statement: This position is exempt (or non-exempt) from the Fair Labor Standards Act, as amended.
3. The current Appraisal of Performance, HUD Form 8054.1 front cover sheet and HUD Form 8054.2 or its equivalent must be attached to the application.
4. When required, Appraisals of Potential, HUD Form 832 for upward mobility positions must be attached to the SF-171, OF-612, or Resume.
5. If the merit staffing is for a temporary promotion, the following statement may appear, if applicable: "The temporary promotion may be non-competitively converted to a permanent promotion".
6. Any travel requirements and other special employment conditions should be stated.
7. Supervisory probationary period statement, if applicable.
8. Required statement, if applicable: "Applications will also be accepted from candidates who have eligibility for non-competitive appointments, such as those available for 30 percent disabled veterans, Vietnam-Era Veterans (GS-1 to GS-11 positions), and handicapped persons. Candidates eligible for these special non-competitive appointments must submit evidence of their eligibility with their applications".
9. Required Statement

Non-competitive applicants are required to submit only the basic application or resume, and when applicable, separate narrative statements addressing the Selective Placement Factor(s).

Non-competitive applicants may choose to submit the additional narrative statements addressing the Quality Ranking Factors to enhance their application package. Candidates eligible for non-competitive referral are not rated and ranked; therefore, these supplemental documents are not mandatory submissions.

10. Other essential information including Bargaining Unit/Non-Bargaining Unit, Designated smoking areas, payment of relocation costs, drug testing, CTAP, ICTAP information will be applied to the vacancy announcement as appropriate.

M. Personnel Representative is the person officially delegated the authority to handle the merit staffing action. A name and phone number must be shown.

N. How to Apply will give the address where applications are to be sent.

C-2 Vacancy Announcement Numbering System

The vacancy announcement numbers described below will be used as the vacancy announcement numbers on all HUD vacancy announcements within their perspective local commuting areas.

ESC Field/Headquarters-Program Code-Fiscal Year-Sequence Number followed by either amendment and/or bargaining unit code.

A. Location codes are:

00	for Headquarters Announcements
01	for ASC 1 Announcements
02	for ASC 1 Announcements
03	for ASC 1 Announcements
04	for ASC 2 Announcements
05	for ASC 1 Announcements
06	for ASC 2 Announcements
07	for ASC 3 Announcements
08	for ASC 3 Announcements
09	for ASC 3 Announcements
10	for ASC 3 Announcements

B. Program Codes are:

UM	-	Upward Mobility Program
HI	-	HUD Intern Program
ER	-	Executive Resources Personnel Management
positions		
MS	-	Merit Staffing positions

C. In addition to the Program Code, Human Resources Offices may add a third letter to the two-letter code to designate a specific person, team, or office in charge of the particular vacancy.

D. Fiscal Year

Refers to the last two digits of the fiscal year in which the vacancy is opened. The fiscal year starts October 1 and ends September 30.

E. Sequence Numbers

These numbers are assigned sequentially each fiscal year; the first announcement for each program code in the fiscal year is designated "0001", with subsequent announcements numbered sequentially. Field announcements are distinguished by their ASC (Field) codes.

Sample:		Headquarters vacancy announcement number			
Sequence	Location	Program	Optional	Fiscal	
	Code	Code	Code	Year	Number
	00	MS	F	96	0012
Sample:		ASC (Field) vacancy announcement number			
	Location	Program	Fiscal	Sequence	
	Code	Code	Year	Number	
	02	UM	96	0015	

F. Amendment Codes

These are single letters added after the sequence number to indicate an amended vacancy. The code shall be a capital alphabet starting with "A" for the first amendment and run through "Y" for any subsequent amendments for each particular vacancy. (example: 00-MSD-86-0012A).

G. Bargaining Unit Codes

Announcement numbers for bargaining unit positions are followed by a lower case "z". If the announcement has been amended, the bargaining unit code should follow the amendment code letter. (Example: 00-MSF-86-0012z, 00-MSF-86-0012Az).

ii
04/04

335.1 REV-3

335.1 REV-3

C-5
04/04

335.1 REV-1

C-4
04/04

