

## Vacancy Review Request Form

**INSTRUCTIONS:** For your Agency's first 5 USA Hire vacancies (i.e., job opportunity announcements), please complete and submit this vacancy review form to [USAHire@opm.gov](mailto:USAHire@opm.gov) and include your USA Staffing Account Manager. Follow your Agency's internal review process for all USA Hire vacancies beyond the first 5. This form must be submitted prior to opening the announcement. Your Account Manager will notify you when your first 5 vacancy reviews are complete. Reviews are typically completed within 48 hours of submission.

### Agency Details

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**Agency/Component Requesting the Review:**

**Servicing Center (if applicable):**

**Agency USA Hire POC Name/E-mail Address:**

**USA Staffing Account Manager Name:**

**USA Staffing Tenant/Organization/Office Name:**

**Agency HR Specialist Name and E-mail Address:**

### Request Details

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**Date of Review Request:** Review Request # out of 5.

**VIN #:** Projected Open Date:

**Position Information: Title, Series, Grade(s) or Grade Equivalent(s):**

**Combine results with a USA Staffing Rating Assessment Questionnaire?** ☐ YES ☐ NO

▫ If YES, then results are weighted using the following combination:

**Is this a status/merit promotion announcement?** ☐ YES ☐ NO

▫ If YES, should the cut score be enabled (if applicable)? ☐ YES ☐ NO

**Comments:**