



Vacancy Review Request Form

INSTRUCTIONS: For your Agency's first 5 USA Hire vacancy's (i.e., job opportunity announcements), please complete and submit this form to SA-USAHIRE@opm.gov and include your USA Staffing Account Manager to request a review of the vacancy. Follow your Agency's internal review process for all USA Hire vacancy's beyond the first 5. This form must be completed prior to announcing a position on USAJOBS when using the Standard USA Hire Assessments. Your Account Manager will notify you after the USA Hire review team completes your first 5 vacancy reviews.

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

Agency or Component Requesting the Review: _____

Servicing Center (if applicable): _____

Agency USA Hire POC Name, E-mail Address, and Phone Number: _____

USA Staffing Account Manager Name: _____

USA Staffing Tenant/Organization/Office Name: _____

Agency HR Specialist Name, E-mail Address, and Phone Number: _____

VIN #: _____ **Projected Open Date:** _____ **Projected Close Date:** _____

Position Information: Title, Series, Grade(s) or Grade Equivalent(s) (include Full Performance Level, if applicable): _____

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

- **If YES, then results weighted using the following combination:**
 - Default Weighting Combination (USA Hire-50% / AQ-50%)
 - USA Hire-75% / AQ-25%
 - USA Hire-67% / AQ-33%
 - USA Hire-33% / AQ-67%
 - USA Hire-25% / AQ-75%

Comments: _____