

# Appendixes



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## APPENDIX A – SAMPLE JOB ANNOUNCEMENT ON USAJOBS

Home Search Jobs My Account Resource Center
SIGN IN OR CREATE AN ACCOUNT



**Keyword:**   
Keywords, Job Title, Control #, Agency

**Location:**   
City, State, ZIP Code, or Country

[Advanced Search >](#)

Overview
Duties
Qualifications & Evaluations
Benefits & Other Info
How to Apply

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT



Job Title: Accountant-Do Not Use (Screenshots Vacancy)  
Agency: Office of Personnel Management  
Job Announcement Number: DC-107641-DT

SALARY RANGE: \$42,209.00 to \$81,204.00 / Per Year  
OPEN PERIOD: Monday, January 06, 2014 to Thursday, October 16, 2014  
SERIES & GRADE: GS-0510-07/11  
POSITION INFORMATION: Full Time - Permanent  
PROMOTION POTENTIAL: 12  
DUTY LOCATIONS: 6 vacancies in the following location(s):  
Washington DC, DC [View Map](#)  
Silver Spring, MD [View Map](#)  
Arlington, VA [View Map](#)  
WHO MAY APPLY: US Citizens and Status Candidates  
SECURITY CLEARANCE: Not Applicable  
SUPERVISORY STATUS: No  
JOB SUMMARY:

The US Office of Personnel Management is the lead Human Resources agency for the Federal government. As such, it is seeking highly skilled individuals to lead this effort into the future.

A Job Summary is a description of the position and how it relates to the organization in broad terms. Typically this is the introduction paragraph (1st paragraph) of the Position Description document.

TRAVEL REQUIRED

- Not Required

RELOCATION AUTHORIZED

- No

KEY REQUIREMENTS

- U.S. Citizenship

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DUTIES:

As an accountant, you will:

- Analyze and reconcile accounts and prepare balance sheets.
- Analyze cost accounting reports, status of fund reports, and other financial reports in order to prepare summary statements.
- Validate a variety of accounting data that is entered into schedules and accounts.
- Maintain accounts by reviewing documents to verify accounting data, enter data into the system, and take a trial balance.
- Reconcile accounts by comparing account balances with related data to assure agreements.
- Analyze operating procedures affecting the flow of costs through accounting systems and recommend changes.

Go to section of this Job:

Apply Online

Print Preview

Save Job

Share Job

Agency Contact Info

Job Announcement Number:  
DC-107641-DT

Control Number: 307034300

**QUALIFICATIONS REQUIRED:**[Back to top](#)

You must meet all qualification requirements by the closing date of this vacancy announcement.

To meet the basic qualification requirements for this position, you must have:

**A. Degree**

A degree from an accredited college or university in accounting; or a degree in a related field such as business administration, finance, or public administration that included or was supplemented by 24 semester hours in accounting. The 24 hours may include up to 6 hours of credit in business law.

**B. Combination of Experience and Education**

At least 4 years of experience in accounting, or an equivalent combination of accounting experience, college-level education, and training that provided professional accounting knowledge. Your background must also include at least one of the following:

1. Twenty-four semester hours in accounting or auditing courses of appropriate type and quality. This can include up to 6 hours of business law;
2. A certificate as a Certified Public Accountant or a Certified Internal Auditor, obtained through written examination; or
3. Completion of the requirements for a degree that included substantial course work in accounting or auditing, e.g., 15 semester hours, but that does not fully satisfy the 24 semester hour requirement of paragraph A, provided that (a) you successfully worked at the full performance level in accounting, auditing or a related field, e.g., valuation engineering or financial institution examining; (b) a panel of at least two higher level professional accountants or auditors has determined that you demonstrated a good knowledge of accounting and of related and underlying fields that equals in breadth, depth, currency, and level of advancement that which is normally associated with successful completion of the 4-year course of study described in paragraph A; and (c) except for literal nonconformance to the requirement of 24 semester hours in accounting, your education, training, and experience fully meet the specified requirements.

In addition to the basic qualification requirements, for the GS-07 level:

**EXPERIENCE:** You must have at least one year of specialized experience equivalent in difficulty and complexity to the next lower grade level in federal service. To be creditable, this experience must have equipped the applicant with the particular qualifications to perform successfully the duties of the position, and must typically be in or related to the position to be filled. Examples of this qualifying experience include:

- Experience in managing operating programs by supplying accounting and financial statements, reports and other information of a factual nature to appropriate sources.
- Experience in verifying all cash vouchers for accuracy and accurate accounting classifications in the payment of industrial obligations.
- Experience in providing interpretations of accounting reports, statements and data with management officials to determine their needs for accounting data are being met.

OR

**EDUCATION:** GS-07: You must have 1 year of graduate-level education or superior academic achievement.

OR

**COMBINATION:** Have a combination of education and experience. This experience must have equipped you with the qualifications to perform the major duties of this position as described above.

Credit will be given for paid and unpaid experience. To receive proper credit, you must show the actual time (such as number of hours worked per week) spent in the activities.

In addition to the basic qualification requirements, for the GS-09 level:

**EXPERIENCE:** One full year of specialized experience equivalent to the GS-07 that equipped you with the particular knowledge, skills, and abilities (KSA's) to successfully perform the duties of the position and is directly in or related to this position. To be creditable, specialized experience must be equivalent to the GS-07 grade level or equivalent under other pay systems in the Federal service, military or private sector. You must meet eligibility requirements, minimum qualifications and any other regulatory requirements by the cut-off/closing date of the announcement. Examples of creditable specialized experience are:

- Collects and analyzes accounting and financial data to review for conformance with policies, practices and regulations.
- Assists in the preparation of financial statements that comply with accounting requirements.
- Presents recommendations for specifications for the financial accounting system to meet changing program information needs and requirements.
- Provides recommendations to streamline business processes

OR

**EDUCATION:** Applicants may substitute education for specialized experience as follows: 2 years of progressively higher level graduate education leading to a master's degree or master's or equivalent graduate degree.

OR

**COMBINATION:** Applicants may qualify based on a combination of the required specialized experience and education as defined above.

In addition to the basic qualification requirements, for the GS-11 level:

**EXPERIENCE:** One full year of specialized experience equivalent to the GS-09 grade level in the federal service that involved direct work in one or more of the following: a substantial depth of accounting analysis; establishing criteria for financial systems; and developing new information for modifications to accounting reports and interpreting and evaluating processes from technological developments.

OR

**EDUCATION:** For the GS-11: A Ph.D. or equivalent doctoral degree or 3 full years of progressively higher level graduate education leading to such a degree may be substituted to meet the specialized experience requirement. Equivalent combinations of successfully completed graduate level education and experience may be used to meet total experience requirements.

OR

**COMBINATION:** Have a combination of education and experience. This experience must have equipped you with the qualifications to perform the major duties of this position as described above.

**HOW YOU WILL BE EVALUATED:**

Once you complete and submit your application package, your application will be reviewed to ensure you meet the basic qualification requirements. Next, your responses to the questionnaire and/or competency statements will be evaluated to determine the degree to which your skills match this position. Your application will be evaluated based on your ability to demonstrate the following knowledge, skills and abilities/competencies:

- Knowledge of accounting principles, theories, concepts and practices.
- Ability to prepare and use computer generated spreadsheets to clearly present, analyze and evaluate financial data.
- Ability to apply generally accepted statistical sampling and auditing techniques and requirements to identify and resolve financial and/or auditing issues.
- Ability to research and compile statistical data.

Your résumé and/or supporting documentation will be verified. Please follow all instructions carefully. Errors or omissions may affect your rating or consideration for employment.

**Veterans' Preference:**

When applying for Federal Jobs, eligible veterans should claim preference on their application or résumé. Applicants claiming 10-point preference must complete an SF 15, Application for 10-Point Veteran Preference. Veterans who are still in the service may be granted 5 points tentative preference on the basis of information contained in their applications, but they must produce a DD Form 214 prior to appointment to document entitlement to preference.

For more information on Veterans' Preference, please visit <http://www.opm.gov/veterans/html/vetsinfo.asp>.

**BENEFITS:**[Back to top](#)

Working for OPM offers a comprehensive benefits package that includes, in part, paid vacation, sick leave, holidays, life insurance, health benefits, and participation in the Federal Employees Retirement System. The following Web address is provided for your reference to explore the major benefits offered to most Federal employees. To find out more click here <http://www.usajobs.gov/EI/benefits.asp>.

**OTHER INFORMATION:**

The Interagency Career Transition Assistance Plan (ICTAP) provides eligible displaced Federal competitive service employees with selection priority over other candidates for competitive service vacancies. If your agency has notified you in writing that you are a displaced employee eligible for ICTAP consideration, you may receive selection priority if this vacancy is within your ICTAP eligibility, you apply under the instructions in this announcement, and you are found well-qualified for this vacancy. [Insert agency definition of well-qualified.] You must provide proof of eligibility with your application to receive selection priority. Such proof may include a copy of your written notification of ICTAP eligibility or a copy of your separation personnel action form. Information about ICTAP eligibility is on OPM's Career Transition Resources website at <http://www.opm.gov/ctap/index.asp>.

The Career Transition Assistance Plan (CTAP) provides eligible surplus and displaced Federal competitive service employees with selection priority over other candidates for competitive service vacancies. If your agency has notified you in writing that you are a surplus or displaced employee eligible for CTAP consideration, you may receive selection priority if this vacancy is within your CTAP eligibility, you apply under the instructions in this announcement, and you are found well-qualified for this vacancy. [Insert agency definition of well-qualified.] You must provide a copy of your written notification of CTAP eligibility with your application. Information about CTAP eligibility is on OPM's Career Transition Resources website at <http://www.opm.gov/ctap/index.asp>.

**HOW TO APPLY:**[Back to top](#)

To apply for this position, you must provide a complete Application Package which includes:

1. Your Résumé
2. A complete Occupational Questionnaire
3. Additional Required Documents (see Required Documents section below)

The complete Application Package must be submitted by 11:59 PM (EST) on Tuesday, October 18, 2011.

To begin the process, click the Apply Online button to create an account or log in to your existing USAJOBS account. Follow the prompts to complete the occupational questionnaire. Please ensure you click the Submit My Answers button at the end of the process.

Note: To check the status of your application or return to a previous or incomplete application, log into your USAJOBS account, select Application Status, and click on the more information link under the application status for this position.

To fax supporting documents you are unable to upload, complete this cover page <http://staffing.opm.gov/pdf/usascover.pdf> using the following Vacancy ID 107641. Fax your documents to 1-478-757-3144.

If you cannot apply online:

1. Click the following link to view and print the occupational questionnaire  
[View Occupational Questionnaire](#).
2. Print this 1203FX form to provide your response to the occupational questionnaire  
<http://www.opm.gov/forms/pdfimage/opm1203fx.pdf>, and
3. Fax the completed 1203FX form along with any supporting documents to 1-478-757-3144. Your 1203FX will serve as a cover page for your fax transmission.

**REQUIRED DOCUMENTS:**

The following documents are required:

Résumé or application [Insert agency application form, if applicable].

List of college courses, with credit hours, major(s), and grade point average or class ranking. (Prior to appointment, an official college transcript will be required.)

Veterans Preference documentation (DD-214 or equivalent, SF-15 and VA Letter, as appropriate)

SF-50 (or equivalent Notification of Personnel Action if you are a current or former Federal employee)

**AGENCY CONTACT INFO:**

Joe Smith  
Phone: (202)606-0000  
Email: JOE.SMITH@OPM.GOV

Agency Information:  
Testing Office  
600 Testing  
Philadelphia, PA  
21235  
USA

**WHAT TO EXPECT NEXT:**

Once your complete application package (including all required documents) is received, we will conduct an evaluation of your qualifications and determine your ranking. Based on your ranking or numerical score, you may be referred to the hiring manager for further consideration and possible interview.

[Back to top](#)[< Back to Results](#)

[EEO Policy Statement](#) | [Reasonable Accommodation Policy Statement](#) | [Veterans Information](#) | [Legal and Regulatory Guidance](#)

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This is a United States Office of Personnel Management website.  
USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.

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## APPENDIX B – SAMPLE ASSESSMENT TEXT FILE

Management Analyst (Business Advisor)  
GS-0343-9/11

FACTOR: Minimum Qualifications

1. For the GS-09: Do you have at least one year of specialized experience at or equivalent to the GS-07 grade level or pay band in the Federal service? Specialized experience is defined as experience that is in or directly related to the line of work of the position and has equipped you with the particular knowledge, skills, and abilities to perform successfully the duties of the position. Specifically you must have experience analyzing business management activities; experience presenting reports to management on findings and making recommendations for solutions; knowledge of the methods and sources for gathering and analyzing data and information on the internal environment, market conditions, and best practices; knowledge of a wide range of management theories, and business management concepts, principles, and practices; skill in the use of Microsoft Excel to manage information; or master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree or LL.B. or J.D., if related.
  - A. Yes
  - B. No
  
2. For the GS-11: Do you have at least one year of specialized experience at or equivalent to the GS-09 grade level or pay band in the Federal service? Specialized experience is defined as experience that is in or directly related to the line of work of the position and has equipped you with the particular knowledge, skills, and abilities to perform successfully the duties of the position. Specifically, you must have experience assisting management in the design and implementation of business plans that focus on areas of marketing, sales, client relationship management, infrastructure, meeting success measures, and implementing key improvement initiatives; experience providing consultative services to assist managers in identifying, defining and solving business problems; experience developing and analyzing stakeholder relationships and action planning to meet the organization's customer satisfaction targets; knowledge of program analysis and evaluation techniques applied in strategic planning, business planning, and best practices in business operations; or Ph.D. or equivalent doctoral degree or 3 full years of progressively higher level graduate education leading to such a degree or LL.M., if related.
  - A. Yes
  - B. No

FACTOR: Knowledge of a wide range of management theories, and business management concepts, and principles.

INSTRUCTIONS: For each task in the following group, choose the statement from the list below that best describes your experience and/or training. Darken the oval corresponding to that statement in Section 25 of the Qualifications and Availability Form C. Please select only one letter for each item:

A- I have not had education, training or experience in performing this task.

B- I have had education or training in performing the task, but have not yet performed it on the job.

C- I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.

D- I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.

E- I am considered an expert in performing this task. I have supervised performance of this task or I am normally the person who is consulted by other workers to assist them in doing this task because of my expertise.

3. Provide advisory services for the development, and implementation of business plans that focus on marketing, sales, client-relationship management, infrastructure, meeting-success measures, and implementing key improvement initiatives.
4. Establish and maintain effective customer relationships in a business environment to facilitate strategic goals, programs and organizational performance.
5. Collaborate effectively with personnel internal and external to an organization in order to accomplish work assignments.

FACTOR: Knowledge of the concepts, techniques and methodologies of management analysis.

6. Makes detailed analyses and studies of operational business activities, including procedures to identify and resolve problems.
7. Analyze and evaluate the effectiveness of program operations in meeting established goals and objectives.
8. Gather and analyze data to determine cost-effective methods to achieve identified business goals.
9. Use various methods to gather, analyze and evaluate information regarding business management functions, processes and principles.
10. Prepare recommendations for improving processes and procedures based on customer requirements and/or preferences.

11. Makes recommendations that may involve procedural modifications to increase effectiveness of existing programs, systems or actions required to process new and unanticipated workloads.
12. Develops and presents reports to management on findings and conclusions about problems studied.
13. Use Microsoft Excel to create, edit, retrieve, or manipulate data, files, or other information.
14. Apply project planning and project management techniques and practices.

FACTOR: Ability to provide customer service and work with senior level management.

15. Advises and supports middle and senior level management carrying out various management-related processes.
16. Provides timely, professional customer service.
17. Provide technical advice and guidance to managers and employees on all phases of program operations.

FACTOR: Ability to communicate both orally and in writing.

18. Communicate effectively in order to establish relationships, obtain information; prepare, present, explain, justify, and influence the acceptance of findings, reports, and recommendations.
19. Express information (e.g., ideas and facts) to individuals or groups, effectively taking into account the audience and nature of the information (e.g., technical, sensitive, controversial).
20. Formulate written products in a suitable form for top level policy decisions.
21. Prepares concise, well-reasoned, analytic reports and makes presentations to and conducts briefings for management and policy officials.
22. Make clear, convincing oral presentations.

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## APPENDIX C – NOR MESSAGE CODES

Code	Description
EL	You are eligible for this specialty and grade.
ER	Your eligibility for this grade is for research positions only.
ES	You are eligible for this specialty and grade based on your claim that you will complete the required education in the near future. If you are selected for a position, you may not begin work until you prove to the hiring agency that you have completed your education.
IA	You did not pass the written test.
IAM	Ineligible – Application Missing (As advertised, applications received without all completed forms will not be considered.)
IB	You are not qualified for this specialty at the grade/salary level that you desire. You may want to reapply for consideration for positions at lower grade levels.
IC	Your application does not show that you meet the minimum training/education requirements for this specialty and grade.
ID	You do not meet the minimum education and or experience requirements for this specialty and grade.
IE	Your application does not show that you have the length of specialized experience needed for this specialty and grade.
IF	Your application does not show that you have the required level of knowledge, skills, and abilities for this specialty and grade.
I FAA	To be considered for this position, an applicant must attain a passing score on our online assessment tool. Unfortunately, you did not receive a passing score on the assessment.
IFM	Ineligible – Forms Missing (You did not submit the required forms as specified in the announcement.)
IG	You did not respond to official correspondence.
IH	Civil Service competitive examinations are open only to citizens and nationals of the United States of America. Federal agencies can hire non-citizens under certain conditions. Further information regarding employment of non-citizens is available at <a href="http://www.usajobs.gov">www.usajobs.gov</a> under Frequently Asked Questions (FAQ) and How to Apply.
IJ	Your application does not show that you meet the minimum age requirements for this position.
IK	Your application shows your age exceeds the maximum limits established for this position.
IM	You did not take the test required for this specialty and grade.
IO	No determination of your eligibility could be made because you left the exam room without completing the written test.

<b>Code</b>	<b>Description</b>
IP	You did not pass the oral interview required for this specialty and grade.
IQ	Your application does not show that you possess the license required for this specialty and grade.
IRM	Ineligible – Resume Missing (You did not submit the required resume as specified in the announcement.)
IS	You did not obtain a sufficiently high score on the written test.
IW	Your application does not show that you have the required specialized skills needed for this specialty and grade.
IX	Your eligibility for this occupational specialty and grade has been inactivated at your request.
IY	Your application does not show that you have the required typing and/or stenography skills needed for this position.
IZ	We cannot establish your eligibility for this specialty and grade because we are closed to receipt of new applications at this time.
MB	Your rating includes 5-point vet preference. To receive 10 points preference you must submit a Standard Form 15 along with the required proof. The forms are available from your OPM Service Center. When proof is received, you will be notified that 5 additional points have been added to your rating.
MC	The results shown on the enclosed Notice reflect the highest scores you have achieved on the written test you have taken for this occupation.
MD	The information shown on this Notice supersedes all information you received in earlier Notices from this examining office for this occupation.
MG	You selected one or more geographic codes that were closed at the time you applied. The geographic codes shown on the enclosed Notice are the open locations you selected.
MK	The results shown on the enclosed Notice reflect the most recent scores you have achieved on the assessments for this position.
ML	Your rating(s) takes into account your claim of superior academic achievement for your undergraduate coursework. Should you be selected for a position, you will be required to provide the hiring agency with the proof of your superior academic achievement before you report to work.
MM	You are eligible based on your indication that you will complete the required education in the near future. If you are selected for a position, you may not begin work until you prove to the hiring agency that you have completed your education.
MN	The change(s) you requested has been made and incorporated into your record.
MO	Some Federal jobs for this occupation are filled by direct application to the hiring agency. To find out which agencies are accepting applications, contact the USAJOBS Web site at: <a href="http://www.usajobs.gov">http://www.usajobs.gov</a>

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<b>Code</b>	<b>Description</b>
MR	Your application indicates that you will not accept the salary for this specialty at this grade. We have rated your application for the highest open grade associated with this specialty.
NR	We have not reviewed your qualifications for this specialty and grade. However, we have accepted your application and will review it when a job exists which matches your availability and skills. If upon later review we find that you are ineligible, we will notify you.

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Please fill in the following items on each page of this application form. To review the Privacy Act and Public Burden Statements, please refer to the cover page of this form. If this information is not included, we cannot process your application. You must return pages 1 through 6.

Social security number:  -  -   
 Vacancy identification number:

4. Work information (if applicable) A. Place of employment

B. Work address

C. Work city:  D. Work state:  Use Standard State Postal Codes (abbreviations). If outside the United States of America, and you do not have a military address, print "OV" in State and fill in Country, leaving Zip Code blank.

E. Work zip code:  + 4 (optional):  F. Work country:

G. Work telephone number:  Extension (if applicable):

Use numbers only - no punctuation or spaces. Include area code if within the United States of America.

5. Employment availability - Are you available for  
 A. Full-time employment Y N  
 - 40 hours per week?   
 B. Part-time employment of  
 - 16 or fewer hrs/week?   
 - 17 to 24 hrs/week?   
 - 25 to 32 hrs/week?   
 C. Temporary employment lasting  
 - less than 1 month?   
 - 1 to 4 months?   
 - 5 to 12 months?   
 D. Jobs requiring travel away from home for  
 - 1 to 5 nights/month?   
 - 6 to 10 nights/month?   
 - 11 plus   
 E. Other employment questions (see instructions)  
 Y N Y N  
 Question 1.  Question 4.   
 Question 2.  Question 5.   
 Question 3.  Question 6.

6. Citizenship  
 Are you a citizen of the United States of America?  
 Yes  No

7. Background information  
 (see vacancy announcement instructions)  
 Y N Y N  
 Question 1.  Question 4.   
 Question 2.  Question 5.   
 Question 3.  Question 6.

8. Other information  
 (see vacancy announcement instructions)  
 A Gender  Male  Female  
 B. Date of birth (mm/dd/yyyy)  
 /  /



Please fill in the following items on each page of this application form. To review the Privacy Act and Public Burden Statements, please refer to the cover page of this form. If this information is not included, we cannot process your application. You must return pages 1 through 6.

Social security number      Vacancy identification number

-   -

9. Languages (see vacancy announcement instructions)      10. Lowest grade

                     

11. Miscellaneous information

             

12. Special knowledge      13. Test location

                 

14. Veterans' preference

No Preference Claimed  
 Sole Survivorship Preference Claimed  
 5 Points Preference Claimed  
 10 Points Preference Claimed  
(award of a Purple Heart or service-connected disability of less than 10%)  
 10 Points Compensable Disability Preference Claimed  
(disability rating of at least 10% and less than 30%)  
 10 Points Other  
(spouse, widow, widower, mother preference claimed)  
 10 Points Compensable Disability Preference Claimed  
(disability rating of 30% or more)

When entering dates in the following fields, please use the format: mm/dd/yyyy

15. Dates of active duty - military service  
(skip if no veterans' preference is claimed in block 14)  
 From:   /   /       
 To:   /   /

16. Availability date  
  /   /

17. Service computation date  
  /   /

18. Other date  
  /   /

19. Job preference (see vacancy announcement instructions)

1    6    11    16    21    26    31    36    41    46    51    56    61    66  
 2    7    12    17    22    27    32    37    42    47    52    57    62    67  
 3    8    13    18    23    28    33    38    43    48    53    58    63    68  
 4    9    14    19    24    29    34    39    44    49    54    59    64    69  
 5    10    15    20    25    30    35    40    45    50    55    60    65    70



Please fill in the following items on each page of this application form. To review the Privacy Act and Public Burden Statements, please refer to the cover page of this form. If this information is not included, we cannot process your application. You must return pages 1 through 6.

Social security number                      Vacancy identification number

				-			-								
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20. Occupational specialties (see vacancy announcement instructions)

1	2	3	4	5
6	7	8	9	10

21. Geographic availability (see vacancy announcement instructions)

1	6
2	7
3	8
4	9
5	10

22. Indicate if you are requesting consideration for either the

- Career Transition Assistance Plan (CTAP)
- Interagency Career Transition Assistance Plan (ICTAP)

23. Job related experience (see vacancy announcement instructions)

Years:        Months:

24. Personal background information (see vacancy announcement instructions)

- 1       11
- 2       12
- 3       13
- 4       14
- 5       15
- 6       16
- 7       17
- 8       18
- 9       19
- 10       20





## APPENDIX E – LIST OF RECORD STATUS CODES

These are the Record Status Codes for applicant records in USA Staffing.

Code	Description
AA	Eligible for Certificate, and not currently out on any certificate/referral list
AC	On Career Certificate
DP	Duplicate Processed
DU	Duplicate Unprocessed
EX	Eligibility Expired
HA	Hired from a Temp/Term Certificate
HC	Hired from a Temp/Term Certificate and on a Career Certificate
HH	Hired from a Career Certificate
IN	Ineligible for Certificate
PE	Pending Error correction in the Applicant Record
PF	Pending Form. This means that one or more required documents were not received, or are mismatched. You can view documents received by checking the Supporting Documents page in the Applicants record. The Mismatched Documents page contains faxed applicant documentation that could not be matched to an applicant record.
PI	Pending Rating. Code is used internally and should not appear when viewing a record. If it does appear, it means an automated process failed and the reason needs to be determined by a technician. Submit a ticket to the Help Desk.
PJ	Pending Assessment Component Review. There is an error in one of the assessment components – probably the rating criteria for the questionnaire. To clear this code, you must fix the error in the assessment component. Then re-rate the applicants who have the PJ code. Example: The VIN is for grades 9, 11, and 12. The Assessment Plan is constructed in such a manner that an applicant is rated qualified for grade 9 and 12, but unqualified for grade 11. The system detects this as a condition that does not make sense, and codes the record as PJ to alert you.
PL	Pending Additional Components. This means that one or more required assessments have not been completed or the results have not been properly matched with the applicant record. To clear this code, enter ratings for all required assessments and/or clear any mismatches that appear on the Mismatched Assessment page. If a manual rating is involved, you must enter the rating on the Assessments of the Applicant page. For more details, see Assessment Matching.

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<b>Code</b>	<b>Description</b>
PQ	Pending Quality Review. To clear this code, review the application as appropriate, and then select Re-rate in the applicant's record.
PR	Pending Rating User Initiated (This code is not used in USA Staffing for the Web, effective August 2004.)
SS	Suspended Status
TA	On a Temp/Term Certificate
TC	On a Temp/Term Certificate and on a Career Certificate

## APPENDIX F – CONFIGURATION CHOICES BY CATEGORY

The sections below provide details on the configuration choices you can make in each Category and how they affect system processes.

### Applicants

In the Applicants category, the configurations apply to all Vacancies (Staffing Actions) for the Organization, Office, Customer, or Vacancy indicated by the Preference Level.

Description of Configurable Item	Values Accepted	Results
At which level do you wish to apply Veterans' Preference adjudication?	Application (Vacancy)  Applicant (Organization)	Requires veterans' preference adjudication for each vacancy.  Requires initial veterans' preference adjudication to all subsequent vacancies across the Organization.
Enter the maximum number of geographic locations allowed per application.	Unlimited – OR – 1–20	This value sets the limit on the number of locations for which an applicant may apply on a given application.
Require responses to all assessment questions?	Yes/No	When Yes is selected, all assessment questions will be mandatory and applicants will not be able to submit their application unless they have responded to all questions. Note: This configuration should not be used for vacancies containing Administrative Careers with America (ACWA) assessments since applicants must be permitted to skip questions in this particular assessment questionnaire type. Agencies with the authority to administer ACWA assessments in their USA Staffing office(s) should ensure this configuration is set to No at the Vacancy preference level for ACWA vacancies.

## Archive

In the Archive category, the configurations apply to Merit Promotion Vacancies (Staffing Actions) for the Organization, Office, Customer, or Vacancy indicated by the Preference Level.

Description of Configurable Item	Values Accepted	Results
Enter the number of months that Merit Promotion VINS should be retained before being purged. The value entered must be 1 through 999.	1-999	Indicates the number of months Merit Promotion VINS will be retained in the Archive database before being purged from USA Staffing. This does not apply to VINS marked as Under Litigation in the Vacancy area.

## Assessment

Description of Configurable Item	Values Accepted	Results
Enable questions with multiple response selections.	Yes/No	When Yes is selected the agency can use Multiple Answer Multiple Response questions in their Assessments.

## Batch Print

In the Batch Print category, the configurations apply to all resumes and supporting documents of applicants in the USA Staffing system.

Description of Configurable Item	Values Accepted	Results
Indicate the number of pages in a Batch Print file	50 100 150 200	Controls the print file sizes. (Users will receive an email with report retrieval instructions.)

## Correspondence

In the Correspondence category, the configurations apply to all correspondence letters generated by USA Staffing for the Organization, Office, Customer, or Vacancy indicated by the Preference Level.

Description of Configurable Item	Values Accepted	Results
Enter the number of days after receipt of application to generate the first notice to submit missing application materials.	Do not generate. – OR – The number of days elapsed before letter is produced.	Produces a first applicant notice requesting applicants to complete the application process by submitting the required documents, e.g., resume, transcripts, vet preference (DD-214), etc.
Enter the number of days after receipt of application to generate the second notice to submit missing application materials.	Do not generate. – OR – The number of total days elapsed since receipt of application before the second letter is produced.	Produces a second applicant notice requesting applicants to complete the application process by submitting the required documents, e.g., resume, transcripts, vet preference (DD-214), etc.
Enter the number of days after receipt of application to generate the final notice to submit missing application materials.	Do not generate – OR – The number of total days elapsed since receipt of application before the last letter is produced.	Produces a third and final applicant notice requesting applicants to complete the application process by submitting the required documents, e.g., resume, transcripts, vet preference (DD-214), etc.

## Rating

In the Rating category, the configurations apply to all Vacancies (Staffing Actions) for the Organization, Office, or Customer indicated by the Preference Level. Users should not alter the default Rating values without consulting with technical support.

Description of Configurable Item	Values Accepted	Results
In what order should USA Staffing apply screen-outs when a test is involved? (IJ = Failed Minimum Age, IK = Failed Maximum Age, IA =Failed Written Test)	IJ, IA, IK IK, IA, IJ IJ, IK, IA IA, IJ, IK IA, IK, IJ IK, IJ, IA	When the screening process includes a minimum age, a maximum age, and a test, this configuration determines which one code will show up on a Notice of Results (NOR) for an ineligible applicant. Practical applications for this feature include scenarios like these: If an applicant is found to be under the minimum age and also fails the test, IA would be the preferred NOR code because although the applicant may eventually reach the qualifying minimum age, they cannot qualify until they pass the test. If an applicant is over the maximum age and fails the test, IK is the preferred NOR code because, although they may want to re-take the test, they will never be eligible because they are already over the age limit.
Choose a rating range	Default ALJ	Used exclusively for Administrative Law Judge positions
For multiple-grade VINs, allow applicant ratings to be higher at the higher grade level(s) than at the lower grade level(s).	Yes/No	This feature is only accessible in USA Hire vacancies

## Referral

In the Referral category, the configurations apply to all Vacancies (Staffing Actions) for the Organization, Office, Customer, Vacancy or Certificate indicated by the Preference Level.

Description of Configurable Item	Values Accepted	Results
Enter the number of days for the default time standard of auditing returned certificates.	1–30 days	Controls the number of days before a certificate is due for audit.
Enter the number of days for the default time standard of returning certificates.	Numeric value representing the number of days	Controls the number of days within which a certificate must be returned from the hiring official.
Enter the number of days after a request is received that certificates should be issued.	Numeric value representing the number of days	Controls the number of days before a certificate is considered delinquent for reporting purposes.
Use office category rating set to define vacancy categories for all competitive vacancies?	Yes/No	Pre-populates categories for Competitive vacancies when Yes is selected.

## Reports

In the Reports category, the configurations apply to all Vacancies (Staffing Actions) for the Organization, Office, Customer, Vacancy, or Certificate indicated by the Preference Level.

Description of Configurable Item	Values Accepted	Results
Enter the mailbox address for applicant replies to emailed correspondence	Valid email address	Notifies agency of undeliverable email notifications to applicants.
Send Acknowledgement Email to applicants?	Yes No	Permits notification to applicants after completing the online questionnaire.
Enter the number of days past to purge stored reports and stored exports.	Numeric value representing the number of days	Controls the number of days before stored reports and stored exports are purged.
Indicate which rating or score to display on applicant Notification Letters.	None Raw Score Minimum Qualifications Rating Augmented Rating	Controls the display of applicant rating(s) on Notification Letters.
Display applicant address and phone number on the Ranking List?	Yes No	Controls the display of applicant address and phone number on the Ranking List. The certificate selection criterion determines the address displayed.
Tag name request on certificates?	Yes No	Controls the display of “Name Request” title on the certificate under the name of the requested applicant.
Display the name of selectee(s) on Disposition Letter for Merit Promotion Certificates?	Yes No	Permits the name of selected applicant(s) to display on Disposition Letters sent to non-selected applicants.
Indicate which rating or score to display on applicant Referral Letters.	None Augmented Rating Minimum Qualifications Rating Raw Score	Controls the display of applicant rating(s) on Referral Letters.
Which envelope to be used for applicant correspondence? (This affects page layout. See Help.)	OPM CON 158-89-6 WE 14075	Determines layout of reports mailed in window envelopes.
Hide referral information statement and body text on disposition letters when MI audit code is used	Yes No	Yes—when this configuration is set to Yes, the system will hide the following information on disposition letters of applicants coded as MI: Referral Type, Appointment Type, Specialty/Grade, Promotion Potential, and Locations. No—when this configuration is

		set to No, the system will show the following information on disposition letters of applicants coded as MI: Referral Type, Appointment Type, Specialty/Grade, Promotion Potential, and Locations.
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## Selection Manager

In the Selection Manager category, the configurations apply to all questionnaire responses of applicants certified for a particular VIN in the USA Staffing system.

Description of Configurable Item	Values Accepted	Results
Display Narrative Responses in Selection Manager	Yes No	Permits the Selection Manager user to view and print applicants' narrative responses to the assessment questionnaire.
Display Questionnaire Responses in Selection Manager	Yes No	Permits the Selection Manager user to view and print the applicants' responses to the assessment questionnaire (not including the narrative responses).
Designate Which USA Staffing User Will Appear as a Help Contact for Certificate Notifications	User Who Issued the Certificate User Who Created the Certificate Ordering Criteria Announcement Internal Contact Announcement External Contact Do Not Include Contact in Message	The name of the user selected in this configuration item will be included in the certificate notification email sent to selecting officials. For example, if you need additional information concerning the list of applicants or selection procedures, contact Dennis Harp (202) 606-0000.
Designate Which USA Staffing User Will Receive Notification That a Certificate Has Been Returned	User Who Issued the Certificate User Who Created the Certificate Ordering Criteria Announcement Internal Contact Announcement External Contact	The user selected for this configuration item will receive an email notifying them when a certificate is returned to HR for audit.
Designate Number of Days After Which Past Due Certificates are Recalled from Selection Manager	1, 2, 3, 4, 5, 7, 30, 60, 90, 120, 180, and 365.	This value controls the number of days before a past due certificate is removed from Selection Manager. After the specified number of days, past due certificates will no longer be available in Selection Manager.

## APPENDIX G – TAG DESCRIPTIONS

TAG Type	Text Displayed	TAG Description
Accepted/Required Docs	All applicants are <b>required</b> to submit the following supporting document type(s), e.g., Resume. Applicants may also submit the following supporting document type(s), which may not be required for all applicants, e.g., Transcript.	This TAG will indicate the accepted and/or required documents based on the selections made on the Vacancy>Supporting Documents page.
Agency URL	This TAG displays the text hyperlinked to the agency Web site, e.g., PBGC is dedicated to protecting America’s pensions	This TAG links users to the URL on the Announcement>Announcement page.
Announcement Number	This TAG displays the announcement number, e.g., PBGC-173460-PN.	This TAG refers to the Announcement No item on the Announcement>Announcement page.
Appointment Type	This TAG displays the appointment type, e.g., Career/Career Conditional.	This TAG refers to the Appointment Type item on the Announcement>Announcement page.
Beginning Grade	This TAG displays the number of the starting grade. For instance, GS-7 is displayed as “07.”	This TAG refers to the lowest grade checked on the Announcement>Specialty/Grade page.
Beginning Salary	This TAG displays the minimum salary in currency format, e.g., \$60,000.00.	This TAG refers to the Minimum Salary item on the Vacancy>Position Information page.
Closing Date	This TAG displays the closing date in day of the week, month, day, and year format, e.g., Wednesday, December 15, 2010.	This TAG refers to the Closing Date item on the Announcement>Announcement page.
Contact Email	Displays the email address of the external contact on the announcement.	This TAG refers to the email address listed on the User Record on the Administration>User Maintenance>User Edit page.
Contact Name	Displays the full name of the external contact on the announcement.	This TAG refers to the name listed on the User Record on the Administration>User

TAG Type	Text Displayed	TAG Description
		Maintenance>User Edit page.
Contact Phone	Displays the phone number of the external contact on the announcement.	This TAG refers to the phone number listed on the User Record on the Administration>User Maintenance>User Edit page.
Customer	Displays the customer name as indicated on the Announcement page.	This TAG refers to the customer name indicated on the Announcement>Announcement page.
Customer Address	Displays the customer's address, including street, city, state, and zip code, e.g., 1200 K Street NW Washington, DC 20005	This TAG refers to the address listed on the Customer Record on the Administration>Customer Maintenance>Customer Edit page.
Customer Phone Number	Displays the customer's area code and phone number.	This TAG refers to the phone number listed on the Customer Record on the Administration>Customer Maintenance>Customer Edit page.
Duty Locations	This TAG displays duty locations and number of vacancies as indicated on the Location menu item.	This TAG indicates the duty locations listed on the Announcement>Locations page when the Show Selected Locations Only box is checked.
Ending Grade	Displays the number of the maximum grade. For instance, GS-7 is displayed as "07."	This TAG refers to the highest grade checked on the Announcement>Specialty/Grade page.
Ending Salary	Displays the maximum salary in currency format, e.g., \$90,000.00.	This TAG refers to the Maximum Salary item on the Vacancy>Position Information page.
Link to Full Questionnaire	Displays the following: <a href="#">View Occupational Questionnaire</a> .	This TAG links users to the text of the entire occupational questionnaire in Application Manager.
Link to Questions Only	Displays the following: <a href="#">View Assessment Questions</a> .	This TAG links users to the assessment questions in Application Manager.
Number of Questions	This TAG displays the number of assessment questions.	This TAG does not function at this time.
Office	This TAG displays the office name.	This TAG refers to the office name indicated on the Office

TAG Type	Text Displayed	TAG Description
		Record on the Administration>Office Maintenance>Office Edit page.
Office Address	This TAG displays the office address, including street, city, state, and zip code, e.g., 1200 K Street NW Washington, DC 20005	This TAG refers to the address listed on the Office Record on the Administration>Office Maintenance> Office Edit page.
Opening Date	This TAG displays the opening date in day of the week, month, day, and year format, e.g., Wednesday, December 15, 2010.	This TAG refers to the Opening Date item on the Announcement>Announcement page.
Organization	This TAG displays the Organization name.	This TAG specifies the organization listed on the Office Record on the Administration>Office Maintenance>Office Edit page.
Pay Plan	This TAG displays the Pay Plan, e.g., GS.	This TAG indicates the pay plan selected on the Vacancy>Position Information page.
Position Title	This TAG displays the position title, e.g., Auditor.	This TAG shows the text typed in the Position Title box on the Vacancy>Position Information page.
Promotion Potential	This TAG displays the promotion potential. For instance, GS-12 is displayed as “12.”	This TAG indicates the number typed in the Promotion Potential Grade box on the Announcement>Specialty/Grade page.
Salary Period	This TAG displays the salary payment frequency, e.g., Annually.	This TAG refers to the selection made from the Salary box on the Vacancy>Position Information page.
Series	This TAG displays the four digit occupational series, e.g., 0511.	This TAG indicates the series selected on the Announcement>Specialty/Grade page.

TAG Type	Text Displayed	TAG Description
Text-Questionnaire	This TAG displays the full questionnaire text in the body of the vacancy announcement.	The source of this TAG is the questionnaire on the Announcement>Questionnaire page.
VacancyID	This TAG displays the vacancy identification number.	This TAG refers to the number located under VacancyID on the Vacancy>Position Information page.
Work Schedule	This TAG displays the work schedule type, e.g., Full Time, Part Time, Shift Work, etc.	This TAG indicates the work schedule selected on the Announcement>Announcement page.

## APPENDIX H – USA STAFFING® ACTION TRIGGERS FOR STATUS UPDATES ON USAJOBS

Notification touch points

Status Title	USA Staffing Trigger	Status Definition
Received	Application is submitted and rated by USA Staffing. The application's Record Status Code (RSC) changes to something other than PF.	Application "package" is complete. Questionnaire and "required" documentation is received.
Application Incomplete	Application is started but not submitted (PC status) or application is submitted but missing required documents (PF status).	Application "package" has not been completed. Applicant failed to complete electronic process or did not submit "required" documentation e.g., resume, transcripts, etc.
Application Status Not Available	Applicants have not completed the transition from USAJOBS to Application Manager.	Applicants have not transitioned to Application Manager to begin the application process, therefore no applicant record has been established.
Not Referred	When Notification Letters or Referral Letters are sent, those applicants who were eligible for consideration but not referred to the selecting official will receive this status.	Applicant meets minimum qualification requirements but is not determined to be among the best qualified, so is not referred for selection consideration.
Referred	When Notification Letters or Referral Letters are sent, those applicants who have been referred to selecting official will receive this status.	Applicant's name was referred to the selecting official for further consideration.
Ineligible – "Who May Apply" Requirements Not Met	When Notices of Results (NORs), Notification Letters, or Referral Letters are sent, those applicants with a Record Status Code of IN and an ineligible code of IH (Non-Citizen) will receive this status.	Applicant successfully applied but is a non-U.S. citizen. This code would only apply if the citizenship was collected in the application process and required for the position.
Minimum Qualification Requirements Not Met	When NORs, Notification Letters, or Referral Letters are sent, those applicant with a Record Status Code of IN and any of the following ineligible codes will receive this status: IA, IB, IC, ID, IE, IF, IJ, IK, IQ, IW,	Applicant does not meet the qualification requirements of the position: lacking education, specialized experience, age, test results, area of consideration, time in grade, etc.

Status Title	USA Staffing Trigger	Status Definition
	<p>or IY.</p> <p>Applicants with a Record Status Code of IN and any of the customized Organization or Office specific ineligible codes applied to their record will also receive this status.</p>	
Ineligible – Application Incomplete	<p>When NORs, Notification Letters, or Referral Letters are sent, those applicants with a Record Status Code of IN and any of the following ineligible codes will receive this status: IAM, IFM, or IRM.</p>	<p>Applicant failed to submit “required” documents.</p>
Not Hired	<p>When Disposition Letters are sent after certificate is audited, applicants with a Record Status Code of AA, IN, or SS will receive this status.</p>	<p>Certificate audit indicates applicant was not selected and was not referred on any additional certificates.</p>
Hired	<p>When Disposition Letters are sent after certificate is audited, applicants with a Record Status Code of HA, HC, or HH will receive this status.</p>	<p>Certificate audit indicates applicant was selected with a return status of Hired.</p>
Declined Appointment	<p>When Disposition Letters are sent and the applicant is audited as Declined and the Record Status is set to Inactive, applicants will receive this status.</p>	<p>Applicant was offered the position but declined the offer.</p>

## APPENDIX I – USA STAFFING<sup>®</sup> REFERENCES

### USA Staffing URLs:

- Live USA Staffing : <https://usastaffing.opm.gov>
- Live Selection Manager: <https://selectionmanager.usastaffing.gov>
- Training USA Staffing: <http://usastraining.opm.gov>
- Training Selection Manager: <http://usastaffing2.opm.gov/>
- Fax Cover Sheet: <http://staffing.opm.gov/pdf/usascover.pdf>
- Occupational Questionnaire – OPM Form 1203-FX:  
[http://www.opm.gov/forms/pdf\\_fill/OPM1203fx.pdf](http://www.opm.gov/forms/pdf_fill/OPM1203fx.pdf)
- USA Staffing Help Desk (FootPrints): <https://eshelp.opm.gov>
- USA Staffing Resource Center:  
[http://help.usastaffing.gov/USASTaffing/index.php/USA\\_Staffing\\_Resource\\_Center](http://help.usastaffing.gov/USASTaffing/index.php/USA_Staffing_Resource_Center)
- USAJOBS URL to locate job announcements (including Internal Merit Promotion):  
<http://www.usajobs.gov/GetJob/ViewDetails/XXXXXXXXXX>
  - XXXXXXXXXXXX is the Control Number for the vacancy announcement that the user received when the vacancy was released to USAJOBS.

### Fax Numbers:

- Fax Number for applicant documentation: 1-478-757-3144

### Questions/Comments:

- You may contact the USA Staffing Help Desk via FootPrints, <https://eshelp.opm.gov>. To access FootPrints initially, you will need to create an account by selecting the New Users: Sign Up Here link and filling out the New User Registration information. When you create a Footprints account, enter your email address in lowercase only.