

*Filling Residual
Custodial Vacancies*

Joint Contract Interpretation Manual

JCIM

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Management will complete the initial MSS and Non-MSS process for inclusion on the promotion eligibility register within 150 days from March 31.

ORDER FOR FILLING VACANT MAINTENANCE POSITIONS

The appropriate PAR and PER must be exhausted before considering other hiring options. To be considered qualified an employee must either be eligible under the current in-craft process for the position in question or be a maintenance craft employee in the same level and occupational group as the vacancy.

The following is the order for filling vacant maintenance positions:

1. Select the ranking employee on the appropriate preferred assignment register (PAR).
2. An unassigned regular employee may be assigned to the vacant duty assignment.
3. Consider higher level qualified maintenance employees requesting change to lower level. A "previously submitted" written request for assignment to lower level must have been submitted prior to the close of the Notice of Intent (Article 38.5.A.10).
4. Select the ranking employee on the appropriate promotion eligibility register (PER).
5. Consider maintenance craft employees requesting transfer before or after in-service procedures in the following order:
 - a. When maintenance craft employees who have requested a transfer are considered first:
 1. Consider maintenance craft employees who are already qualified for the position in question.
 2. Consider maintenance craft employees who are not qualified for the position in question but have been afforded an opportunity to qualify under the provisions for qualifying for transfer (see EL-304, *Qualifying for Transfer*).
 - b. If in-service procedures are considered first:
 1. Give priority consideration to career maintenance craft employees using the in-service register in score order.
 2. Consider other career postal employees, regardless of craft or position, on the in-service register in score order.
6. Consider current career employees for return to maintenance craft to a position previously held or to any position of equal or lower level for which he/she holds an eligibility rating. Employee must meet the time and eligibility criteria (outlined below).

7. Consider former career postal employees for return to maintenance craft to a position previously held or to any position of equal or lower level for which he/she holds an eligibility rating. Applicants must meet the reinstatement requirements and the time and eligibility criteria (outlined below).
8. Consider entrance register eligibles in score order.

ELIGIBILITY CRITERIA FOR RETURN TO THE MAINTENANCE CRAFT

Following is the eligibility criteria for consideration of current career employees and former career postal employees for return to maintenance craft positions:

- The employee must have held a position in the maintenance craft for at least one year.
- The employee must have an eligible rating (in-craft, in-service, or entrance) dated January 1, 1989 or later. (Note: Expired entrance eligibility ratings are acceptable as long as the test specifications have not changed. Also, with the exception of the entry-level custodian exam, maintenance examinations must not be administered noncompetitively).
- Current career employees can be reassigned only to a position previously held or to any position of equal or lower level for which the employee is qualified (no promotion). Selection must be within three years of leaving the maintenance craft.
- Former career postal employees can be reinstated only to a position previously held or to any position of equal or lower level for which the employee is qualified (no promotion). Selection must be within three years of leaving the maintenance craft. Former postal career employees must meet the eligibility requirements for reinstatement consideration.

SUCCESSFUL APPLICANTS

Article 38.5.C provides that an employee who receives a promotion predicated on the successful completion of training and fails that training is declared inactive on the promotion eligibility register (PER). The PER shall be annotated with an asterisk indicating the employee's requirement to update. The employee may request an update based on additional training, education, or experience in the deficient KSA. Upon receipt of a qualifying updated score, the employee will be activated on the PER, the asterisk will be removed, and the employee will be ranked accordingly.

ARTICLE 38.5.C

Training required of successful applicants pursuant to Article 38.5.C.3 shall be scheduled and satisfactorily completed within a reasonable period of time which, absent unusual circumstances, shall not exceed one year from the date of the announcement of the successful applicant.

- There may be instances, for various reasons, where an employee who receives a promotion based on successful completion of training refuses to attend the training within the one year period. On a case by case basis, management must determine if the explanation given for the refusal is valid. If it is determined not to

REGISTERS

Eligibility for Registers

Incraft Promotion Eligibility Registers (PERs) - Only career employees currently in a maintenance craft position may have their names placed on an incraft maintenance PER. (NOTE: Applicants for a lower level position cannot be placed on a PER. They must apply during open season, upon transfer to another installation, or when a new position is authorized within their installation. There is no special opportunity for applicants seeking a lower level position. They will receive a score which can be used later to qualify for a change to a lower level. This is a separate procedure which does not use the PER.)

Inservice Registers - Career postal employees (bargaining and nonbargaining) and substitute rural carriers may apply for inservice examination announcements. Inservice examinations must be opened at the installation with the vacancy(ies) and, if necessary, the area of consideration may be expanded to a wider geographical area to include other installations.

Entrance Registers - External applicants, non-career postal employees, and career postal employees (bargaining and nonbargaining) may apply for competitive entrance examinations. Entrance opportunities must be opened to the public and advertised in accordance with postal policy.

Eligibility Restoration to Register

Promotion Eligibility Register - Once an employee is selected from an incraft PER, their name is removed from that register. If a maintenance employee leaves his/her current position and wishes to have their eligibility restored to the register, they may do so if:

- He/she is currently a maintenance craft employee.
- The examination and/or qualification requirements are unchanged - meaning their original rating is still valid.
- The register position is the same or higher level than the position they are in currently.

Inservice Register - Once an employee is selected from an inservice register, their name is removed from that register. If an employee leaves a position and wishes to have their eligibility restored, they may do so if:

- The examination and/or qualification requirements are unchanged - meaning their original rating is still valid.
- He/she is a career employee when the request is made.

employees supplement the regular workforce and their appointments and reappointments are often subject to time limitations and restrictions defined in the appropriate collective bargaining agreements. Noncareer employees are not eligible for life insurance or retirement benefits; however, they are subject to the provisions of the Federal Employees' Compensation Act (FECA) (see 234, Noncareer Recruitment).

- h. *Satisfactory discharge* — a separation from active duty in the Armed Forces where the character of service is *honorable*, *under honorable conditions*, or *general*. Though an *under honorable conditions* or *general* discharge is acceptable for veterans' preference or Veterans' Readjustment Appointment, it indicates that there was a derogatory reason for the discharge that requires investigation during suitability screening. Discharges that are *other than honorable*, *undesirable*, *bad conduct*, and *dishonorable* do not meet the satisfactory discharge requirement.

232.4 Internal Recruitment and Placement

232.41 General Provisions

Most career vacancies within a postal installation are filled internally by reassignment, promotion, or a change to lower level of qualified career employees who are designated the successful bidders or applicants. When positions cannot be filled by employees who are on the rolls of the installation with the vacancy, secondary consideration must be given to qualified career applicants from other installations within an expanded geographic area subject to appropriate collective bargaining agreement provisions.

232.42 Bargaining Vacancies

The internal placement sequence for bargaining vacancies is governed by the appropriate collective bargaining agreement. Reassignments from other installations are also governed by the appropriate collective bargaining agreement.

The primary method for filling residual assignments (as defined by relevant collective bargaining agreements) is through the reassignment of unassigned regulars. Those bargaining vacancies that remain after applying the provisions of the appropriate collective bargaining agreement may be filled by one or more of the methods (see 233.3, External Recruitment Sources).

232.43 Initial Level and Other Nonbargaining Vacancies

Placement procedures are outlined for initial level supervisor and other nonbargaining vacancies in Chapter 7, Assignment, Reassignment, and Promotion.

232.5 External Recruitment

232.51 Use of External Recruitment

External recruitment is required when essential residual bargaining vacancies are anticipated. External recruitment is also used to fill certain nonbargaining

positions, particularly those that require degrees in specialties such as engineering or medicine. Nonbargaining positions may be recruited simultaneously inside and outside the Postal Service, at the discretion of the appointing official, when it has been determined that no adequate internal applicant pool exists.

232.52 Positions Restricted to Applicants Eligible for Veterans' Preference

Certain positions, whether career or noncareer, are restricted to applicants eligible for veterans' preference under the Veterans' Preference Act of 1944. This rule applies only to appointments from external recruitment sources (whether competitive or noncompetitive). The following are restricted positions in the Postal Service:

- a. Building maintenance custodian.
- b. Custodian laborer.
- c. Custodian.
- d. Elevator operator.
- e. Laborer custodial.
- f. Window cleaner.

Applicants who are not entitled to veterans' preference may be considered for positions restricted to preference eligibles *only* when preference eligibles are not available for appointment. In these instances, evidence of the following must be filed on the permanent side of official personnel folders of appointed individuals not eligible for veterans' preference:

- a. Recruiting of preference eligibles was attempted.
- b. Resulting register of preference eligible candidates was exhausted.

Districts have two options when recruiting externally to fill restricted positions:

- a. They may restrict competition to preference eligibles only.
- b. They may accept applications from both preference eligibles and nonpreference eligibles, but refer nonpreference eligibles for employment consideration *only* in the absence of preference eligibles.

Option 1 may be the best choice if past experience has shown that normal public notice will generate an ample supply of preference eligible candidates. Option 2 is preferable if there is a chance that the supply of preference eligibles may be exhausted before all vacancies are filled. Public notice for a restricted position must contain a statement explaining whether applications will be accepted from nonpreference eligibles, and if so, that they will not be considered if preference eligibles are available.

Exception: The rule of restricting positions for applicants eligible for veterans' preference does not apply when restricted positions are filled through internal career placements such as promotion, reassignment, or change to lower level. The rule does apply, however, when such positions are filled through reinstatement and transfer from another agency.

232.6 Reimbursement of Travel and Relocation Expenses

When it is considered to be in the best interest of the Postal Service, employees and prospective employees may be authorized reimbursement for travel and relocation expenses, consistent with the provisions of Handbook F-15, *Travel and Relocation*.

233 Career Recruitment**233.1 Internal Placement of Bargaining Employees**

Bargaining vacancies within an installation are filled by promotion, reassignment, or change to lower level of the successful bidder or applicant. The appropriate collective bargaining agreements must be observed when filling bargaining positions. For further information see Chapter 7, Assignment, Reassignment, and Promotion.

233.11 Examination Requirements

Employees bidding on or applying for a bargaining position must meet the current entrance examination requirements. Substitution rules that are in effect with regard to qualifying examinations include the following:

- a. *Obsolete examinations.* Examinations 400, 440, 450, and 710 (Markup Clerk, Automated only) were replaced by the test Battery 470 effective August 18, 1994. However, a career employee who qualified on an old examination is permanently qualified for the *position* covered by that examination, provided the employee has remained on the rolls in a career position continuously since August 18, 1994. Career employees hired after that date must establish their qualifications under test Battery 470.
- b. *Clerk craft interlevel bidding.* See current Memorandum of Understanding in American Postal Workers Union National Agreement for bidding without regard to entrance examination of position being bid. Bidders or voluntary transferees must meet all other provisions of the relevant qualification standard.

233.12 Senior Qualified and Best Qualified Position Requirements

Senior qualified positions are those awarded to the senior qualified, eligible bidder. Best qualified positions are those awarded to the applicant whose total qualifications, rated against the job requirements, best meets the qualifications for the position as determined by management. Bargaining qualification standards are available on the Postal Service Intranet.

233.13 Medical Qualifications

A medical assessment for internal bidders and applicants is administered only when the physical requirements for the new position are more demanding than the physical requirements for the old position. However, no such assessment is required if an employee is being reassigned from another installation to the identical position in the new installation.

72 Bargaining Positions

721 Filling Positions

The filling of bargaining positions through assignment, reassignment, or promotion is subject to the provisions of the appropriate collective bargaining agreements. Except for provisions in the agreements covering excess and ill or injured employees, vacancies must be filled by promotion or reassignment within the appropriate craft and installation, if qualified bidders or applicants are available (see 212.13, Promotion to Entrance Level Positions).

722 Conversion to Full-Time Status

A *full-time residual position* is filled by assigning an unassigned full-time employee or a full-time flexible employee. The conversion to full-time of a qualified *part-time* flexible employee with the same designation or occupation code as the vacancy should occur only after unassigned full-time employees have been assigned. Part-time flexible employees must be changed to full-time regular positions, if appropriate, within the installation in the order specified by the applicable collective bargaining agreement.

723 Area of Consideration

The area of consideration is described in the appropriate collective bargaining agreement. If necessary, the area may be expanded to eligible employees in other crafts at the same installation, and then to eligible employees at other installations.

724 Position Requirements

Requirements for individual duty assignments are indicated in qualification standards, vacancy announcements, or job postings. These requirements pertain to assignment, reassignment, or promotion. A vacancy announcement or job posting may indicate requirements in addition to those in the applicable qualification standard. These additional requirements include special requirements or typing and/or driving requirements that may be added (see 725.2, Appropriate Special Requirements, and 763.22, Local Options for Typing and Driving Requirements). Qualification standards are available for most bargaining positions on Bqnet, *Bargaining Qualifications on the Net*. When a qualification standard exists for a specific bargaining position, its provisions must be followed. (See 727.2, No Qualification Standards, when a qualification standard is not available for a position.)

725 Special Requirements

725.1 Identification, Justification, and Documentation

Special requirements must be related to the job, and must be justified to show that the particular requirement will enable applicants to perform critical job duties that they would otherwise be unable to do satisfactorily. Sufficient

documentation must be available to show that special requirements are clearly job-related, and the documentation must be retained in the vacancy file.

725.2 **Appropriate Special Requirements**

Special requirements for bargaining positions should be written as knowledge, skill, or ability statements.

Examples of appropriate special requirements if justified for a particular position include:

- a. Knowledge of a language other than English.
- b. Knowledge of a particular computer programming language that cannot readily be acquired after selection.

725.3 **Inappropriate Special Requirements**

Educational requirements, such as a bachelor's degree, or length of experience, such as 6 months' experience, are *not* appropriate as special requirements and must not be added locally. If education or experience requirements are listed on a qualification standard, they may *not* be modified. No tests may be added, *except* as allowed for typing requirements. Other examples of inappropriate special requirements include:

- a. A requirement that could readily be met by a brief initial period of orientation and familiarization in the assignment.
- b. A requirement that unduly restricts the number of eligible candidates or favors a particular candidate.
- c. A requirement not immediately essential to the position, such as one based on a possible future assignment, except in the case of a trainee position where ability and potential to advance to higher levels in the occupation are required.

726 **Posting Requirements**

All vacant craft duty assignments that are not to be reverted must first be posted within the craft for filling in accordance with the applicable collective bargaining agreement. Bidders or applicants must meet all requirements before being placed into the position. When posting does not result in successful bidders or applicants, the following may be used to fill the position:

- a. Reassignment.
- b. Change to lower level.
- c. Promotion.
- d. Reinstatement (see 233.32, Reinstatement).
- e. Transfer from another federal agency (see 233.33, Transfer From Another Federal Agency).
- f. Other external appointment.

726.1 Entry Positions in PS-5 and Below

Entry-level promotional opportunities to residual vacancies remaining after exhausting the bidding or application procedures need not be posted. However, procedures must be developed locally to inform lower level employees of promotional opportunities and to arrange for appropriate inservice examinations for employees who have not already qualified. Management must encourage employees to apply, and extend every opportunity for promotion to employees who are eligible, qualified, and available before recruiting from external sources.

Employees on active military duty may leave bids or applications for future bargaining vacancies with human resources, or an appropriate manager, for actualization when posting occurs.

726.2 Senior Qualified Positions

Senior qualified positions must be posted in accordance with the appropriate collective bargaining agreement.

726.3 Best Qualified Positions

Best qualified positions must be posted in accordance with the appropriate collective bargaining agreement. The following posting requirements are applicable for best qualified positions only:

- a. Position by title, number, level, and duties.
- b. Location, tour of duty, and scheduled workweek.
- c. Existing requirements. If a qualification standard is available on Bqnet, it must be used.
- d. Directions where to send applications, the date by which applications must be submitted, and where additional information can be obtained.
- e. Specification that selection will be made from among the best qualified applicants who are eligible and available.
- f. Craft designation, in accordance with the applicable collective bargaining agreement.
- g. Statement on equal employment opportunity.
- h. Statement on prohibition of political recommendations.

727 Bargaining Selection Procedures

The goal of bargaining selection procedures, whether for entry or inservice positions, is to ensure that qualified people are selected to fill the positions. Eligibles selected, promoted, or reassigned at any level must meet all the requirements of the position as stated on the qualification standard, and the vacancy announcement or job posting.

727.1 Qualification Standards

Bargaining qualification standards, available on Bqnet, *Qualification Standards*, *Bargaining Positions on the Intranet*, indicate the requirements

HANDBOOKS

EL-304 MSS Handbook

EL-312 Employment and Placement

Employee & Labor Relations Manual

ELM Chapter 3 (excerpts)

311.22 Area Manager of Human Resources

The area manager of Human Resources directs the review and continued long-term improvement of all employee and labor relations programs, including collective bargaining, grievance processing, arbitration, contract interpretation, contract analysis, recruitment, compensation, organizational design, staffing, training, Equal Employment Opportunity (EEO), safety, and Postal Career Executive Service (PCES) administration.

311.23 Diversity Development

Diversity Development ensures that recruitment, retention, and promotion practices draw upon and support the communities served by the Postal Service. Diversity Development implements affirmative employment plans and takes the following actions:

- a. Develops and implements recruitment and hiring strategies to increase the employability of underrepresented groups, including minorities, women, and people with disabilities.
- b. Establishes retention initiatives to reduce turnover of a diverse workforce.
- c. Establishes methods to increase participation of underrepresented groups in development and promotion activities.
- d. Identifies and removes employment barriers for minorities, women, and people with disabilities.

312 Qualification Standards**312.1 General**

All candidates must meet the appropriate qualification standards for positions. The statements of knowledge, skills, and abilities establish the minimum requirements that candidates must meet.

312.2 Sources**312.21 Nonbargaining Positions**

Qualification standards for Postal Service nonbargaining positions are available in electronic form on the Postal Service Intranet under the Human Resources homepage, then under the homepage of Selection, Evaluation, and Recognition. These do not include qualification standards for executive positions.

312.22 Bargaining Positions

Qualification standards for use in entrance and inservice placement for Postal Service bargaining positions are found on the Postal Service Intranet. The application of these standards must be consistent with the applicable provisions of the appropriate collective bargaining agreement. See Handbook EL-312, *Employment and Placement*, 76, Bargaining Position Qualification Standards, for more information.

322 **Special Employment Programs (Employment of Individuals With Disabilities)**

See Handbook EL-312, 235, Employment of People with Disabilities, and Handbook EL-307, *Guidelines on Reasonable Accommodations, An Interactive Process*, for more information concerning the employment of people with disabilities.

330 **Examinations and Registers**

331 **Purpose of Examinations**

Examiners administer employment and promotion examinations to help identify the best qualified eligible candidates for filling vacant positions. See Handbook EL-312, Chapter 3, for detailed provisions regarding employment and promotion examinations. See Handbook EL-312, 311, Entrance Examinations, and 312, Inservice Examinations, for more information on the different types of examinations.

332 **Conducting Examinations**

332.1 **General**

The proper conducting of examinations plays an essential role in the employment and placement function in the Postal Service. See Handbook EL-312, Chapter 3, for detailed provisions and instructions for conducting examinations.

332.2 **Entrance Examinations**

Only authorized, NTAC-certified personnel may conduct entrance examinations.

332.3 **Inservice Examinations**

Installations that have regularly assigned examiners must use these trained personnel to administer inservice examinations, provided they are not and will not become eligible to take the examination. See Handbook EL-312, 315.9, Restrictions on Use of Examinations Personnel, for more information.

332.4 **Examination Locations**

The Postal Service obtains qualified employees and helps applicants seeking postal employment through a network of examination locations where persons may get information, make application, and take required examinations for Postal Service employment. See Handbook EL-312, 314, Examination Locations, for an explanation of the different types of examination locations.

333 Veterans' Preference

Veterans' preference is granted to eligible applicants for Postal Service employment. NTAC adds claimed preference points to examination ratings as provided for in Handbook EL-312, Chapter 3, and Veterans' Preference Act of 1944, as amended. The appointing official adjudicates the claimed preference. See Handbook EL-312, 48, Veterans' Preference, for more information.

334 Establishing Registers**334.1 Definition**

A *register* consists of a file of eligibles' names arranged in descending order by score for appointment consideration. See Handbook EL-312, Chapter 4, for a description of registers.

334.2 Required Actions**334.21 Appointing Official**

The district Human Resources office establishes and maintains registers for positions to be filled in installations that report to the district. The district Human Resources office must maintain a separate register for each examination.

334.22 Installation

The district to which a particular installation reports maintains the registers for vacancies for that installation or group of installations.

334.3 Maintaining Adequate Registers**334.31 Responsibility**

The appointing official must provide input to the district concerning whether the register is of an adequate size to meet the entrance hiring needs of his or her installation. The district manager must ensure that registers are of adequate size to meet the collective needs of installations for which the registers are maintained at the district level.

334.32 When Register Is Inadequate

When a register is exhausted or deemed inadequate to meet the needs of installations served, the district manager of Human Resources takes the necessary action to open the appropriate examination for the installations. See Handbook EL-312, Chapter 2, for an explanation of this process. NTAC provides the necessary announcement materials for these examinations. The district then administers the appropriate examination according to provisions in Handbook EL-312, Chapter 3.

350 Assignment, Reassignment, and Promotion

351 **Introduction**

351.1 **Purpose and Scope**

351.11 **Employee Utilization**

Postal officials in charge of installations have an overall responsibility to effectively use human resources. Supervisory employees have specific responsibilities to improve the use of human resources. Postal officials in charge of installations and supervisors must carefully plan and analyze the anticipated workload to enable the use of the minimum workforce consistent with effective operations.

351.12 **Filling Postal Positions**

The assignment, reassignment, or promotion of postal employees fills most postal positions, except entry-level positions.

351.13 **Eligibility for Promotion**

An employee serving under a career appointment is eligible for reassignment or promotion. An employee serving under a temporary or casual appointment is not eligible for reassignment or promotion.

351.2 **Positions Not to Be Filled on a Permanent Basis**

Any position (a) for which a career employee has been granted reemployment rights, or (b) from which the regular incumbent is temporarily absent may be filled only on a temporary basis. Examples of such situations and the conditions for filling the position temporarily are given in Handbook EL-312, 716, Positions Filled Temporarily. See also 363.31.

Employees who have been temporarily promoted pending the return of employees having reemployment rights are considered for reassignment to permanent positions when such positions become vacant. The position for which an employee is entitled to reemployment rights should remain available for the return of the absent employee or for filling by temporary promotion again.

351.3 **Qualification and Eligibility Requirements**

351.31 **Qualification**

Employees selected for a position must meet the minimum qualification requirements established for the position. See Handbook EL-312, Chapter 7, for explanation of nonbargaining qualification standards and bargaining qualification standards.

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Assignment, Reassignment, and Promotion

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351.32 **Eligibility for Consideration**

Eligibility for consideration for some positions is limited to employees in specific grades, occupations, geographic areas, or organizations. The limitations for bargaining positions are described in Handbook EL-312, 72, Bargaining Positions. The limitations for Executive and Administrative Schedule (EAS) positions are described in Handbook EL-312, 74, EAS Positions. Employees with restoration rights by reason of military duty are considered for promotion and conversion to full-time status, if otherwise eligible. Employees on extended leave or leave without pay are considered, provided they are eligible and have submitted an application. The personnel action is effected upon return to duty. The action is dated as of the date the change would have occurred had the employee not been absent. Upon selection and while the personnel action is pending, the notation of the selection is made in the employee's official personnel folder.

351.4 **Equal Opportunity**

Equal opportunity for assignment and promotion must be based on merit and the relevant experience, training, knowledge, skills, and ability required for the positions being filled. It is the policy of the Postal Service not to discriminate in personnel decisions on the basis of (1) race, color, religion, sex, national origin, age, or disability as provided by law, or (2) other nonmeritorious factors such as political affiliation, marital status, sexual orientation, or gender identity.

351.5 **General Promotion Policies**

351.51 **Merit Promotion Program**

The promotion program for positions in the Postal Service is based on the principle of promotion by merit. The program provides the means for making selections for promotions according to the relative qualifications of the employees eligible for consideration. Officials engaged in the selection process must administer the program systematically, uniformly, and equitably. Promotions to craft positions must be made in accordance with applicable collective bargaining agreements.

351.52 **Merit Promotion Program Objectives**

The goal of the merit promotion program is to obtain maximum effectiveness and efficiency in postal operations by:

- a. Identifying highly qualified candidates for management's consideration in a timely manner.
- b. Ensuring best placement of employees according to their capabilities and potential.
- c. Maximizing use of employees' special skills and abilities.
- d. Providing employees an incentive to improve their performance and develop their knowledge, skills, and abilities.

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- e. Providing all employees the maximum possible opportunities for advancement, and ensuring that qualified employees who are eligible and available are given fair and appropriate consideration when filling higher-grade vacancies.

351.53 Policies

The following promotion policies apply:

- a. First consideration is given to qualified employees within the Postal Service. The area of consideration is broad enough to provide a supply of well-qualified candidates for promotion. The selecting official is provided an adequate number of well-qualified candidates from which to choose, but should not be burdened with a lengthy list of candidates to consider.
- b. Consideration is given to postal employees outside the initial area of consideration when appropriate and necessary to ensure that an adequate number of qualified candidates are available for promotion consideration.
- c. Required files are maintained, adequate procedures are developed for periodic review of promotion actions, and appropriate corrective action is taken if procedural, regulatory violations, or other deficiencies are found.
- d. Employees selected for promotion are released from their current positions without undue delay. This is normally not later than 2 to 4 weeks after selection or in conformance with the provisions of any applicable labor agreement.
- e. Employees selected for promotion are released from their current positions without undue delay or as dictated by the provisions of any applicable labor agreement.
- f. Information is made available to employees, upon request, about promotion program requirements and procedures and the promotion programs affecting them; about promotion opportunities available to them; about their eligibility in specific promotion actions; and about the identity of the person selected.
- g. Restrictions on the promotion (or recommendation for promotion) of immediate relatives are explained in Handbook EL-312, 513.3, Relatives.

351.54 Exceptions to Competitive Promotion Procedures

Promotions excepted from competitive procedures are listed in Handbook EL-312, 717.32, Exceptions to Competitive Procedures.

351.55 Temporary Promotions

See Handbook EL-312, 716.2, Temporary Promotion, for a discussion of the conditions when temporary promotions are appropriate, including termination.

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351.6 **Mutual Exchanges**

351.61 **General Policy**

Career employees may exchange positions (subject to the provisions of the appropriate collective bargaining agreement) if the officials in charge at the installations involved approve the exchange of positions. Mutual exchanges must be made between employees in positions at the same grade levels. The following employees are not permitted to exchange positions:

- a. Part-time flexible employees with full-time employees.
- b. Bargaining employees with nonbargaining employees.
- c. Nonsupervisory employees with supervisory employees.

351.62 **Rural Letter Carrier Employees**

The mutual exchange of regular rural letter carrier employees of different Post Offices is permitted in accordance with the applicable provisions of the USPS-NRLCA National Agreement. The following mutual exchanges are not permitted:

- a. Between regular rural letter carrier employees in the same Post Office.
- b. Between rural letter carrier employees and members of other crafts.

352 **Selection for Bargaining Positions**

Procedures and requirements for filling craft positions are found in the following publications:

- a. The appropriate collective bargaining agreement contains governing policies and procedures affecting bidding, assignments, reassignments, higher-grade assignments, and promotions.
- b. Handbook EL-312, 72, *Bargaining Positions*, contains detailed procedures and administrative requirements.
- c. Bqnet, *Bargaining Qualifications* on the Postal Service Intranet, contains qualification standards for bargaining positions.

353 **Selection for Nonbargaining Positions**

353.1 **Promotion**

A promotion is the permanent assignment, with or without relocation, of an employee (a) to a position having a higher grade than the position to which the employee is currently assigned or (b) to a position with a higher equivalent grade.

In addition to the general promotion policies in 351.5, specific policies and procedures govern promotion to various nonbargaining positions. Selection procedures for Postal Career Executive Service (PCES) employees are described in 380 of this manual, and for other nonbargaining positions, in Handbook EL-312, 74, *EAS Positions*.

362 Change to Lower Level**362.1 Purpose and Authority**

Changes are initiated based on the application of the employee or at the request of the installation head. Postal officials who are not authorized to take final action provide recommendations to the higher authority.

362.2 When Change to Lower Level May Be Made**362.21 At Request of Employee**

Employees may be changed to a position of lower-grade level at their own request, without regard to adverse action procedures, when their written requests establish that the changes are made solely for personal reasons in their own interests. Employees' written requests are made a permanent part of their official personnel folders. The request must contain the following facts:

- a. Employee and not the postal official initiated the request for the action.
- b. Postal official, or any superior, has not pressured the employee.
- c. Employee fully understands the requested transaction and considers the reduction to be in his or her self-interest and benefit.

362.22 Because of Performance

When an employee's performance is unsatisfactory due to the employee's inability to do the work, a change to a lower grade may be made to a position where the employee can reasonably be expected to adequately perform. A written notice prepared in compliance with the adverse action procedure precedes the change.

362.23 Relegation of a Post Office

A change to a lower grade resulting from relegation of a Post Office must be in accordance with the adverse action procedures. See 650 for nonbargaining employees. See the appropriate collective bargaining agreement for bargaining employees.

362.24 Realignment

In organizational realignments, management may offer an employee a lower-grade position. Although the offer is management-initiated, the change, if voluntarily accepted by the employee, is not processed as an adverse action. In realignments involving a RIF, 354.2 and 354.3 govern voluntary changes to a lower grade for nonbargaining employees.

362.3 Restrictions on Change to Lower Level

To fill a position by change to lower-grade level, an employee must meet the requirements for the new position described in the applicable qualification standard.

New Custodial Exam 916

August 10, 2001

MANAGERS, HUMAN RESOURCES (DISTRICTS)

SUBJECT: New Custodial Examination

As advised in March, the new custodial examination 916 will be activated on September 1. Offices will have a six-month window to transition and establish new custodial registers. The new exam 916 is the result of a three-year job analysis, test development, and validation effort. It has been found to be a powerful predictor of success in custodial maintenance positions that require, among other things, the ability to read product label instructions and warnings, equipment operating instructions, building services training materials, material safety data sheets, and cleaning route sheets.

Please distribute the attached guidance package to necessary personnel to implement the new examination. Announcing and examining material for this new examination will be available from the National Test Administration Center after August 24.

This package is available on the Intranet (Selection, Evaluation, and Recognition's home page). If you have any questions regarding these instructions, please contact Michael B. Phillips via cc:Mail.

Susan M. LaChance
Manager
Selection, Evaluation, and Recognition

cc: Steve Leavey
John Mahoney
Tom Valenti
Managers, Human Resources (Areas)

New Examination Requirement for Custodian and Laborer, Custodial Positions

A new written examination requirement has been developed for custodian and laborer, custodial positions. This new examination 916 obsoletes the 911 examination for these positions.

I. Setting Up New Registers

- a. *Applicability.* Districts that have previously established entrance registers under the 911 and anticipate that there will be a continuing need to fill custodian or laborer, custodial positions from entrance registers, must announce 916 and establish new entrance registers.
- b. *Determining Register Configuration.* Districts need to review their current register setup for continued usefulness. However, the current 911 register setup should not be followed automatically in setting up the new 916 registers. Each district is responsible for determining what configuration would best meet their hiring needs. There are two kinds of registers that can be established for examination 916: conventional registers and area eligibility registers (AERs). Criteria for establishing are:
 - (1) *Conventional Register.* Large post offices with plants usually should have their own individual registers. Other post offices with an ongoing year-round recruitment need for temporary employees should be served by their own conventional registers.
 - (2) *Area Eligibility Register.* Post offices that do not meet the criteria in *Conventional Registers* above can be clustered into an AER provided the applicant pools for each member office highly overlap with the pools for the other members and all members exist within the same commuting area.
- c. *Inputting Register Information in Hiring and Testing.* To set up conventional registers, the district enters in Hiring and Testing (H&T) announcement information for the register installation. The application will prompt the user for the administrative ID of the district to complete the process. If an AER is desired, then the plan proposing the configuration is entered in H&T under AER Plan. See *NTAC Area Eligibility Registers (AERs) Merge Process Guidelines*, dated August 1992, for instructions. Whether AERs or conventional registers are being established, the district office is always the administrative installation.

II. Announcing New Entrance Examination

- a. *Establishing Priority for Announcing Examination.* Examination centers should assess the viability of their existing 911 registers and identify those registers that do not have a sufficient number of applicants to meet hiring needs for custodian or laborer, custodial positions. The new exam 916 should be announced first for these registers.
- b. *Involving Diversity Development.* When making plans to open an entrance 916 examination, Diversity Development personnel must be notified in advance of the

examination opening in order to provide lead-time for affirmative employment recruitment. Inform them of the recruitment option to be used for the announcement. See *Announcing Options* below.

- c. *Identify Recruitment Strategies.* Use the attached excerpt from the future Handbook EL-312 as guidance to develop a campaign for attracting applicants for future custodian and laborer, custodial positions.
- d. *Notifying Applicants on 911 Registers.* The Human Resources Information System (HRIS) will notify in writing all eligibles who have active eligibility on 911 registers of the change. An example of the notification letter is shown in Exhibit A. HRIS will generate one letter per active applicant and will mail the letters to applicants. Districts will be notified by HRIS concerning their exact date of the letter generation.
- e. *Announcing Options.* Districts have two options when recruiting externally to fill custodian and laborer, custodial positions. They may (1) restrict competition to preference eligibles only or (2) accept applications from both preference eligibles and non-preference eligibles, but consider non-preference eligibles for employment only in the absence of preference eligibles. Option 1 may be the best choice if past experience has shown that normal public notice will generate an ample supply of preference eligible candidates. Option 2 would be preferable if there is a chance that the supply of preference eligibles may be exhausted before vacancies are filled. If more applicants than traditionally obtained with Option 1 will be needed because of the need to fill temporary jobs from the register, then Option 2 should be considered.
- f. *Preparing Examination Announcement.* The following statement is included on the new examination announcement:

The Postal Service has established a new examination requirement for custodian and laborer, custodial positions. Eligibilities previously established will be terminated upon receipt of new examination results. Therefore, all applicants who qualified on the previous examination for these positions must apply and compete in the new examination to establish eligibility.

The announcement must contain a statement explaining whether applications will be accepted from non-preference eligibles, and if so, that they will not be considered if preference eligibles are available.
- g. *Optional Advance Announcement.* If the new examination is not going to be open right away, Exhibit B can be used to inform potential applicants when you are planning to announce the examination.
- h. *Distributing Announcement.* Duplicate an announcement for each register and distribute the announcement according to 223.1 of the EL-312 excerpt (Exhibit C).

III. Announcing New Inservice Examination

The new examination must be announced in postal installations where employees could be expected to request to be assigned to custodian or laborer, custodial positions.

IV. Conducting New Examination

- a. *Ordering New Examination Material.* Order test material on Form 2487, *Requisition for Test Materials*. Include the following information on all orders: (1) anticipated number of sessions to be scheduled, (2) maximum number of applicants that can be tested in each session, (3) examination administrator's telephone number, (4) exam center finance number and, (5) finance number of register office.

- b. *Scheduling Delayed and Reopened Applicants for the New Examination.* Offices that have accepted applications under the old 911 from applicants entitled to file under the delayed and reopened provisions and have not scheduled the applicants, must schedule the applicants in the first session of 916 along with applicants from the new 916 announcement. Applicants from the first announcement for a 916 register must be tested by March 31, 2002.
- c. *Scheduling Inservice Employees for the New Examination.* Offices should schedule these applicants in the earliest sessions possible to ensure that potential placement actions are not delayed.
- d. *Return of Old Examination Material.* All material related to examination 911 should be shipped by registered mail to NTAC by September 28 with the following label on the outside: *Obsolete Test Material. Do not combine obsoleted material with examinations for scoring.*

V. Utilizing New Registers

Hiring worksheets can be requested for custodian or laborer, custodial positions. If an applicant is selected for custodian or laborer, custodial from the register, his or her name becomes inactive on the register regardless of the pay level for which the eligible was selected.

VI. Providing Inservice and Noncompetitive Examination Opportunity

Applicants who previously qualified on examination 911 (includes career employees who applied for noncompetitive assignment for custodian or laborer, custodial) must reestablish eligibility under the 916 requirement in order to be considered for these positions. Employees currently in positions of custodian or laborer, custodial do not have to requalify.

For noncompetitive and inservice applicants already qualified on examination 911, their eligibilities will be good until the first 916 results load to the new entrance registers. After the results have loaded and existing registers are terminated, noncompetitive applicants would then have to take the 916 and qualify on it to meet the examination requirement for custodian or laborer, custodial positions.

The rule of restricting positions for applicants eligible for veterans' preference does not apply when restricted positions are filled through internal career placements such as promotion, reassignment, or change to lower level. The rule does apply, however, when such positions are filled through reinstatement and transfer from another agency.

VII. Terminating of Old Registers and Requesting Hiring Worksheets

Existing entrance examination registers for these positions will remain in effect until examination results are loaded on the new 916 registers; however, all districts must have announced under the new examination no later than February 28, 2002. Once the results have loaded from the 916, 911 registers are terminated and hiring worksheets can be requested only from 916 registers.

Applicants with lost consideration status who have not received the appropriate number of lost considerations at the time of termination become active on the successor

registers. However, because H&T will not recognize past history on the terminated register, the applicants must be manually entered at the top of *Hiring Worksheets* until the applicants have been given the correct number of lost considerations.

VIII. Processing Future Delayed and Reopened Applications

Delayed and reopened applications for 916 are accepted according to missed opportunity due to active military service (delayed) or 10-point veterans' preference (reopened) regardless of past participation in the 911 examination. Once an applicant has used a delayed or reopened filing for a particular 916 register, they cannot use a delayed or reopened status to file for the 916 examination for that same 916 register.

Delayed and reopened applicants described in IV-b above will not be entitled to an additional delayed and reopened filing for the same 916 register. However, these applicants can apply for the 916 examination under the examination announcement to the public if they meet the criteria for the announcement: preference eligibles only or all applicants.

Exhibit A

Date:

APPLICANT

Mailing Address

SUBJECT: New Custodial Maintenance Exam

Dear Applicant:

The U.S. Postal Service will soon discontinue the use of the current custodial maintenance registers used to consider applicants for employment in custodial positions. A new exam has replaced the exam that was used to establish current registers. All current custodial registers will be terminated as the new exam is announced locally sometime between September 2001 and February 2002. Postal hiring officials will use this time to transition and open the new exam and establish new custodial registers.

Your current score on the custodial register will remain active until scores from the new exam are received by the office that maintains the register. To receive potential employment consideration from the new exam register, all applicants whose names are listed on current registers will be required to take the new exam.

If you remain interested in being considered for our custodial maintenance positions, look for the notice on the bulletin board in the lobby of your local post office announcing the opportunity to apply for the new exam and the dates the exam will be open in your area. Follow the instructions on the announcement.

Thank you for your interest in postal employment. The Postal Service is an equal opportunity employer.

Sincerely,

Postal Service Headquarters
Washington, DC

IMPORTANT NOTICE

New Custodial Exam Will
Be Announced On:

*Check back on this date in this space
for instructions to apply.*

Exhibit C

Excerpt from Future EL-312

22 Conducting Recruitment Activities

221 Labor Market Analysis

Postal hiring officials must play an aggressive and strategic role in order to successfully attract qualified applicants for employment consideration in a competitive and ever changing labor market. This role includes leveraging the Postal Service's competitiveness in the labor market, evaluating demographics, determining the best recruitment approaches, and showcasing the Postal Service as *A Great Place to Work!*

Before recruitment efforts are initiated, hiring officials in partnership with Diversity Development personnel must analyze labor-market data to determine the best approaches for implementing a successful recruitment campaign. To formulate a profile of the community, its demographics, its unemployment rate, and to identify the major employers whose salaries and benefits would be considered in competition with the recruiting the Postal Service conducts, access the Internet to obtain information from:

- a. Chamber of Commerce
- b. Department of Labor
- c. Economic Security Commission
- d. Bureau of Labor Statistics
- e. State Occupational Employment and Wage Estimates
- f. Web sites of major employers
- g. City government information
- h. Library
- i. Local visitors center
- j. Mayor's office
- k. Individual employers
- l. Local newspaper business information (i.e., company closings, lay offs, etc.)

222 Recruitment Materials

222.1 Nationally Developed Tools

The career recruitment brochure, Publication 60, *A Great Place to Work*, and Kit 15, a generic pocket folder that can be used for any type of recruitment, are available at the material distribution centers (MDC). Locally developed materials can be included in the kit for recruitment and preemployment sessions. Also available at the MDCs are recruitment materials for recruiting skilled maintenance employees (Kit 15-A) and city carriers (Publication 60-B and Kit 15-B). As additional tools and products in the recruitment series are developed, field offices will be notified of availability.

222.2 Locally Developed Tools

Local hiring officials may seek the assistance of district authorities to develop recruitment tools, approaches, and techniques suitable for attracting qualified applicants in their specific geographic areas. Recruitment material developers must be sensitive to attracting applicants in groups that are not adequately represented in numbers of applicants. For information about examination materials, see 317.1, *Obtaining Materials*.

223 Publicizing Job Opportunities

223.1 Advertising Techniques

Installation heads and Diversity Development personnel must assist with generating widespread publicity for the job opportunities in the geographic area where applicants will be recruited. The recruitment area must reflect the Postal Service's commitment to diversity, equal employment opportunities, and to affirmative recruitment of women, minorities, people with disabilities, and disabled veterans. Advertising plans must communicate internally and externally that the Postal Service is a leader in diversity and an equal employment opportunity employer.

In addition to posting the standard examination announcement, a description of the work to be performed and any required special knowledge, skills, or abilities (KSAs) should supplement the examination announcement.

223.11 Internal Advertising

The following suggestions are for internal advertising:

- a. Post examination announcements and other recruitment materials in the lobbies and on employee bulletin boards in postal facilities in the area of recruitment.
- b. Place notices in local postal publications.
- c. Place ads on the Postal Service Intranet.

223.12 External Advertising

In most cases, authorization must be obtained from appropriate officials before posting recruitment ads in areas outside postal facilities. The following suggestions are for external advertising:

- a. Post announcements in federal, state, and municipal buildings open to the public.
- b. Send press releases to newspapers and other periodicals, including those directed toward women, minorities, veterans, and people with disabilities.
- c. Supply information to public and nonprofit employment services and to other social service agencies, veterans' organizations, state employment agencies, and organizations representing special emphasis groups.
- d. Use public service advertisements or spots on radio or television to reach the members of the community.
- e. Advertise on the Internet.
- f. Partner with appropriate State Employment and Job Service Offices to promote maximum publicity of recruitment efforts and to increase the pool of qualified applicants through the employment service network.
- g. Conduct and participate in job fairs, open houses, or other recruitment activities to reach the members of the community.

223.2 Paid Advertisements

The cost of communicating job availability will vary in different labor markets. Depending on the methods used in recruitment, these costs may range from the cost of a classified advertisement in a local newspaper to fees for participation at job fairs. Some recruitment costs may be defrayed by partnering with federally funded state employment service agencies.

The manager of Human Resources may approve the use of paid advertisements when:

- a. Insufficient numbers of qualified applicants have been recruited using nonfunded recruitment methods.
- b. Insufficient numbers of qualified applicants have been recruited from special emphasis groups.

Evaluation Method



Mr. Gary Kloepper
National Representative-at-Large,
Maintenance Division
American Postal Workers Union,
AFL-CIO
1300 L Street, NW
Washington, DC 20005-4128

RE: Q98C-4Q-C 01234701
APWU HQTT20016
Class Action
Washington, DC 20260-9998

Dear Mr. Kloepper:

Recently, we met to discuss the above captioned grievance at the fourth step of our contractual grievance procedure.

The issue in this grievance is whether the National Agreement was violated when the Postal Service created a Promotion Eligibility Register (PER) for a Level 3 Laborer-Custodial position which is a non-MSS position by using Maintenance Selection System (MSS) criteria.

After reviewing this matter the parties mutually agree that no national interpretive issue is fairly presented in this case.

During their discussions the parties agree that the April 1997 Maintenance Selection System Handbook applies to MSS positions and procedures outlined in Postal Bulletin 21770 dated August 23, 1990, should be used to determine eligibility for maintenance craft positions not covered by the procedures in the EL-304 handbook.


Accordingly, we agree to remand case G94T-1G-C 98126393 to the parties at Step 3 for further processing, including arbitration if appropriate based on fact circumstances and application of the above understanding.

Please sign and return the enclosed copy of this decision as your acknowledgment of agreement to remand this case.

Time limits at Step 4 were extended by mutual consent.

Sincerely,


Rodney J. Lamson
Labor Relations Specialist
Contract Administration


Gary Kloepper
Representative-at-Large
Maintenance Division
American Postal Workers Union,
AFL-CIO

Date: 4/10/03

Privacy Act Statements—Forms

Any postal form—national or local—that requests or collects information about an individual *directly* from that individual must include a Privacy Act statement. The information is usually tagged with a personal identifier, such as name or social security number, used by the Postal Service to retrieve that information. See *Administrative Support Manual* (ASM) 353.232.

The Records Office at Headquarters must review and approve any new or revised form that may require a Privacy Act statement. Recent amendments to the Privacy Act systems also obligate the Records Office to review any current form scheduled for reprinting, if it collects personal information. Privacy Act statements are drafted to conform to the applicable Privacy Act system of records notice in the appendix of the ASM.

For new and revised forms as well as reprints, originators at Headquarters must complete Form 794, *Request for New or Revised Form*. Originators should work with the Document Control Division and the Records Office to ensure compliance with the provisions of the Privacy Act.

US POSTAL SERVICE
RECORDS OFFICE
475 LENFANT PLAZA SW RM 10670
WASHINGTON DC 20260-5010

—Records Office, 8-23-90

—Philatelic and Retail Services Dept., 8-23-90

Handbook EL-311 Revision

Bargaining Unit Selection Changes

Effective October 20, 1990, subchapters 510 and 520 of Handbook EL-311, *Personnel Operations*, are revised completely, as printed on pages 32-55. Subchapter 510 contains general policies on the assignment, reassignment, and promotion of employees. These revisions define terminology commonly used in selection. Subchapter 520 contains procedures for filling bargaining unit positions. These revisions clarify, expand, and change, to some extent, the procedures used to fill senior and best qualified positions. A more specific summary of the changes is included below.

New Forms 1796-A, *Qualifications Rating Sheet for Senior Qualified Positions*, and 1796-B *Qualifications Rating Sheet for Best Qualified Positions* (both dated April 1990), are printed as Exhibits 527.22 and 527.32. These forms will replace the current Form 1796, *Qualification Rating* (dated April 1971), on October 20, 1990. The new forms are available from the materiel distribution centers.

These revisions will be reflected in a future edition of Handbook EL-311.

—Employee Relations Dept., 8-23-90

HANDBOOK EL-311, PERSONNEL OPERATIONS

Summary of Changes

Chapter 5

511.4 contains completely new material. It defines terms commonly used in bargaining- and nonbargaining-unit selection. Some of the information formerly in this subsection is relocated in 524.

511.5 contains completely new material which discusses the philosophy underlying the selection process. Material formerly in this subsection is relocated to 525.

511.7 replaces the word *standards* with *requirements*.

524 contains material which revises and expands upon information formerly in 511.4. It discusses requirements for bargaining-unit positions. Information formerly in this subsection is relocated to 526.

525 revises and *renames* selective factors as *special requirements*. It also contains some material formerly located in 511.5.

525.1 discusses the identification, justification, and documentation for special requirements and replaces material formerly located in 511.51, 511.521, and 511.53.

525.2 gives examples of appropriate and inappropriate special requirements and replaces material formerly located in 511.522 and 511.523.

526 contains material previously in 524. All section numbers are renumbered accordingly.

526.1 removes the word *qualification* from the second sentence and adds *prior to being placed into the position* at the end of this sentence.

526.4c replaces the word *qualification* with *requirements* in the first sentence.

527 contains mostly new material. It expands upon and revises the procedures used to fill senior and best qualified jobs.

527.11 is a goal statement for bargaining-unit selection and is closely related to former 525.111.

527.121 expands upon the use of qualification standards as the source of requirements for bargaining-unit positions.

527.122 revises material formerly in 511.41 and 511.42 regarding procedures if no qualification standard exists.

527.13 provides new guidance about evaluating qualifications. Some of the information in 527.13b is closely related to material formerly in 525.112.

527.14 contains new material regarding the timing and sequences to follow when determining if bidders or applicants meet the position requirements.

527.15 completely revises material formerly in 525.21.

527.16 contains material formerly in 525.22. A *note* has been added about interviews.

527.171 revises material formerly in 525.12.

527.172 revises material formerly in 525.13.

527.2 expands upon procedures for filling senior qualified positions.

527.26 replaces material formerly in 525.23 and 525.33 and discusses the use of Form 1796-A for senior qualified positions.

527.3 replaces the material formerly in 525.23 and 525.32 and expands upon procedures for filling best qualified positions.

527.4 is new. It places responsibility for selection oversight with the installation head.

Chapter 5

Assignment, Reassignment, and Promotion

510 General Policies

511 Introduction

511.1 Organization of Chapter. Most postal positions, except entrance-level positions, are filled by the assignment, reassignment, or promotion of postal employees. This chapter includes policies and procedures for filling positions by means of those personnel actions. Subchapter 510 contains general policies applicable to filling positions by assignment, reassignment, or promotion. Subchapters 520-540 contain additional specific policies and procedures for the following different kinds of positions:

- 520--Bargaining-Unit Positions
- 530--Initial-Level Supervisor Positions
- 540--Other Nonbargaining-Unit Positions

Note: Each subchapter lists any exclusions to the position coverage.

511.2 EEO Policy

511.21 Assignment, Reassignments, and Promotion. Equal opportunity for assignment, reassignment, and promotion will:

- a. Be based on merit and the relevant experience, training, knowledge, skills and abilities required for the positions being filled.
- b. Comply with the provisions of the applicable collective-bargaining agreements.

511.22 Nondiscriminatory Selection. Effective utilization of employees requires that selections be made without discrimination because of race, color, sex, religion, age, national origin, or mental or physical handicap.

511.3 Eligibility

511.31 Type of Appointment. An employee serving under a career appointment is eligible for reassignment or promotion. An employee serving under a temporary or casual appointment is not eligible for promotion.

511.32 Restricted Positions. Restrictions on filling certain positions by preference eligibles (see 262) do not apply to inservice placement.

511.33 Other Limitations. Eligibility for consideration for some positions is limited to employees in specific grades, occupations, geographic areas, or organizations. These limitations are described in the following subchapters.

511.4 Definitions. The following definitions clarify and standardize the terminology used in selection.

511.41 Requirements. The knowledge, skills, abilities, experience, and physical and other conditions which pertain to a **position** (or duty assignment) and which an individual needs to successfully perform the duties of the position upon entry. Not all of the items listed above as possible requirements are necessarily used or permitted in all cases.

511.42 Qualifications. The knowledge, skills, abilities, experience, and physical and other conditions which pertain to an **applicant** or **bidder**. Applicants and bidders must meet the requirements, which means that they must possess as *qualifications* the same knowledge, skills, abilities, etc. that are requirements for the position. It also means that bidders must demonstrate that they possess each of these qualifications at a level which is sufficient for satisfactory (as opposed to unsatisfactory) performance in the position.

Note: For senior qualified positions, see 527.14 for procedures regarding the timing for meeting the requirements.)

511.43 Special Conditions. Special conditions are needs of an assignment which are essential to satisfactory performance at entry and which relate to the applicant's willingness to perform a duty or task (e.g., willingness to travel frequently; willingness to work irregular hours). Special conditions are applicable only to nonbargaining positions.

511.44 Special Requirements. Special requirements are needs of the duty assignment which are essential to satisfactory performance at entry. Oc-

asionally, these may relate to the applicant's or bidder's willingness to perform a duty or task (e.g., travel). However, special requirements are most likely to be a knowledge, skill, or ability which should reasonably be included as a requirement given the particular needs of a specific installation or job assignment. Special requirements are applicable only to bargaining-unit positions.

511.45 Qualification Standard. An official document, published in Handbook EL-303, *Qualification Standards -- Bargaining-Unit Positions*, which states the requirements of bargaining-unit positions that are needed upon entry into the position. The requirements listed are not necessarily an exhaustive list of requirements for continued satisfactory performance in the position.

511.46 Desirable Qualification. A knowledge, skill, ability, or other condition which is not a requirement of the position but which, if the applicant possesses, will be of benefit in performing a specific job duty or duties.

Note: Desirable qualifications apply only to best qualified positions.

511.47 Factors. Clusters of related knowledge, skills, and abilities evaluated as a single requirement. Factors occur only in postmaster and management associate selection.

511.48 Vacancy Announcement or Job Posting. An official document, developed locally, which provides specific information about a vacancy to be filled. Normally, *job posting* (sometimes called *bid posting*) is used when referring to the filling of bargaining-unit senior qualified bid positions; *vacancy announcement* is used when referring to the filling of entrance positions, best qualified positions, or nonbargaining positions. (The terminology *posting* may occasionally refer to best qualified positions.) An announcement or posting will contain either a list of requirements needed upon entry into the position, an indication of the qualification standard number, or an attached qualification standard. Requirements given on a vacancy announcement are not necessarily an exhaustive list of requirements for continued satisfactory performance in the position.

511.5 Philosophy of Selection. The philosophy underlying all selections is that a person placed into a position must be qualified, i.e., that the person meets the requirements of the position. For senior qualified positions, selection is based on a determination of whether the senior bidder is qualified. For best qualified and nonbargaining-unit positions, selection is based on a determination of who best meets the requirements of the position from among those qualified.

511.6 Current Information. Employees are responsible for providing current information about their experience, education, training, and other qualifications in order that their personnel records are up-to-date. Employee relations personnel must furnish employees any assistance needed to properly document this information.

511.7 Physical Requirements. Normally, employees must meet the physical requirements for the positions to which they are assigned. (See 320 for an explanation, including situations in which physical requirements are waived.)

511.8 Positions Not Filled Permanently

511.81 Situations. A position may be filled only temporarily when (a) a career employee has been granted reemployment rights to it, or (b) the regular incumbent is temporarily absent. Examples of such situations are when an employee is:

- a. On active military duty;
- b. Serving as a national officer of a postal employee organization;
- c. Temporarily assigned or temporarily promoted to another position; or
- d. Appointed as an officer-in-charge or MAS master instructor.

511.82 Understanding. Temporary assignment, reassignment, promotion, or appointment to fill a position to which another employee has reemployment or incumbent rights must be made with the candidate's understanding that the candidate will be returned to the present position upon the return of the absent employee. See specific requirements in 513 (Temporary Assignment) and 514.4 (Temporary Promotion).

512 Reassignment

512.1 Definition. A reassignment is the permanent assignment, with or without relocation, of an employee (a) to another established position with the same grade in the same salary schedule or (b) to a position with an equivalent grade in another salary schedule.

512.2 Reassignment to Bargaining-Unit Positions. The appropriate collective-bargaining agreement contains general policies and procedures governing reassignments to positions within the bargaining unit. Detailed policies and procedures are described in 520.

512.3 Reassignment to Nonbargaining Positions

512.31 Management Option. Authorized management officials may reassign nonbargaining-unit employees without following regular competitive procedures.

512.32 Employee Self-Nomination. Employees who desire reassignment may nominate themselves in the same way as employees who desire promotion consideration (see subsequent subchapters for appropriate procedure).

512.33 Unassigned Employees. Unassigned employees (i.e., employees whose positions have been abolished) are reassigned in accordance with ELM 354.

512.4 Mutual Exchanges. Career employees may exchange positions (subject, when necessary, to the provisions of the appropriate collective-bargaining agreement) if the exchange of positions is approved by the officials in charge of the installations involved. Part-time flexible employees are not permitted to exchange positions with full-time employees, nor bargaining-unit employees with nonbargaining-unit employees, nor nonsupervisory employees with supervisory employees. Mutual exchanges must be between positions at the same grade. An exchange of positions does not necessarily mean that the employees involved take over the duty assignments of the positions.

Note: A regular rural carrier may exchange only with another regular rural carrier at a different installation.

513 Temporary Assignment

513.1 Definition. A temporary assignment is the placement of an employee in another established position for a limited period of time to perform duties and responsibilities other than those specifically contained in the regular assignment position description and when a formal reassignment and/or promotion personnel action is not required.

513.2 Bargaining-Unit Positions. The appropriate collective-bargaining agreement contains policies and procedures governing higher-level assignments (i.e., details to higher-grade positions) within the bargaining unit.

513.3 Nonbargaining-Unit Positions

513.31 General Policies.

513.311 Temporary assignments to nonbargaining-unit positions are to be made only for the shortest practical time limits and may be authorized to meet emergencies caused by abnormal workload, change in mission or organization, or unanticipated absences. In the absence of a nonbargaining-unit employee (except a postmaster or sectional center manager), the appointing official will first attempt to have the duties of the absentee's position absorbed by other employees of the same or higher grade. If this is not feasible, a qualified employee may be temporarily assigned to the position under the policies and procedures described in the following sections. Such assignments must be carefully monitored by management to confirm their continued necessity.

513.312 Any qualified employee who best meets service needs may be temporarily assigned by the appointing official or designee. (See 537.3 on temporary assignments to initial-level supervisor positions and 544.8 on temporary assignments to other nonbargaining-unit positions.) Normally, priority is given to unassigned employees (i.e., employees whose positions have been abolished). Policies and procedures governing the temporary assignment of unassigned employees are in ELM 354.

513.313 Employees recuperating from serious injury or illness who are unable to perform their regularly assigned duties may be temporarily assigned (if administratively feasible) to such duties as they can perform for a short period of time

pending their recovery. Generally, the employee should be required to present acceptable medical evidence.

513.314 A temporary assignment may be terminated at any time by management, either at its own discretion or at the request of the employee.

513.32 Time Limits

513.321 Temporary assignment of an employee to a position at the same grade or at a lower grade may not exceed 90 calendar days, which may be extended by the next higher level of management above the appointing official. See 513.33 for time limits on temporary assignment to a higher-grade position.

513.322 Use Form 1723 to document temporary assignments.

513.33 Higher-Grade Temporary Assignment.

513.331 All managerial and supervisory personnel must ensure that no one is temporarily assigned into a higher-grade nonbargaining-unit position *unless* such an assignment is absolutely essential to the effective operations of the Postal Service and the person selected assumes the full *core responsibilities* of the higher-grade position.

513.332 Division, MSC and BMC managers are required to approve in advance any higher-grade temporary assignment of 30 or more calendar days in an organization under their respective jurisdictions.

513.333 Temporary assignment to a higher-grade position, *during the absence of the incumbent*, is limited to a maximum period of 90 calendar days, which may be extended with the prior approval of the Regional Postmaster General.

513.334 Temporary assignment to a higher-grade vacant position, *pending selection of a person for permanent assignment*, is limited to a total of not more than 60 calendar days. If the employee on temporary assignment is a candidate for the vacant position, the higher-grade assignment must be terminated before the 61st day. If that employee is not a candidate, the next higher level of management above the appointing official may approve an extension of that employee's temporary assignment beyond 60 days, until a selection is made and approved, and the new incumbent assumes the position. *Exception:* This

policy does not apply to temporary higher-grade assignments to postmaster, sectional center manager, or initial-level supervisor positions.

513.335 Any exceptions to the policies in 513.331-.334 require prior approval by the SAPMG, Human Resources Group.

513.336 Rules governing higher-level pay for temporary assignment to higher-grade nonbargaining-unit positions are in ELM 417.

514 Promotion

514.1 Definition. A promotion is the permanent assignment, with or without relocation, of an employee (a) to an established position having a higher grade than the position to which the employee was previously assigned in the same schedule or (b) to a position with a higher-than-equivalent grade in another schedule. (See ELM 413.)

514.2 Bargaining-Unit Positions. The appropriate collective-bargaining agreement contains general policies and procedures governing promotions to positions within the bargaining unit. Detailed policies and procedures are described in 520.

514.3 Nonbargaining-Unit Positions

514.31 General Policies. Sections 351 and 353 of the ELM describe the general policies governing promotions to nonbargaining-unit positions. The rest of this chapter describes specific policies.

514.32 Immediate Relatives. Section 312.3 of this document explains restrictions on the promotion (or recommendation for promotion) of immediate relatives.

514.33 Absent Employees. Employees with restoration rights by reason of military duty will be considered for promotion if otherwise eligible. Employees on extended leave, including leave without pay, will also be considered provided they are otherwise eligible and have applied for promotion. If the employee is selected for promotion, the personnel action is effected upon return to postal duty. The date placed on the personnel action is the date the promotion would have occurred had the employee not been absent. Upon selection and while the personnel action is

pending, notation of the selection is made in the employee's official personnel folder and on Form 7, *Service Record*, if that form is maintained.

514.34 Selection. Selection for promotion to nonbargaining-unit positions will be made from among the best qualified candidates who are eligible, interested, and available.

514.35 Unassigned Employees. Promotions of unassigned nonbargaining-unit employees (i.e., employees whose positions have been abolished) are made in competition with other eligible employees, unless otherwise specifically provided.

514.36 Applicability to Other Personnel Actions. Competitive promotion procedures apply to all promotions, including temporary promotions (see 514.4), except as otherwise indicated in this handbook. In addition, competitive promotion procedures also apply to the following actions:

a. Filling a higher-grade position by selection from among *postal employees* on an entrance register.

b. Selecting an employee for training where the training is required for promotion. When training is given primarily to prepare employees for advancement and is required for promotion (i.e., an employee is not eligible for promotion unless training has been completed), selection for the training is made under competitive promotion procedures.

514.37 Exceptions to Competitive Promotion Procedures. The following promotion actions are excepted from competitive promotion procedures:

a. Promotion of the incumbent to a position reevaluated at a higher grade without significant change in duties and responsibilities.

b. Promotion and assignment of certain present or former nonbargaining-unit employees to higher-grade nonbargaining-unit positions under the specific conditions described in 536 and 543. This includes employees with retreat (or return) rights, employees previously reduced in grade or serving with saved grade, MAS master instructors, management associates, and management trainees.

c. Promotion of an employee who satisfactorily completes an approved training program which specifically provides for promotion if the employee was selected for the program under competitive procedures, and the fact that selec-

tion could lead to promotion was made known to potential candidates for the program.

514.4 Temporary Promotion

514.41 Use. Temporary promotion should be limited to situations in which a higher-grade position cannot practically be filled through other temporary means (see 513). Such situations include, but are not limited to, the long-term absence of the incumbent, or when action to begin to fill the vacant position on a permanent basis must be deferred for a lengthy period of time.

514.42 Selection. Competitive promotion procedures are used in making a temporary promotion. Regular competitive procedures are used again if the position is subsequently to be filled on a permanent basis by promotion. An employee who has served on a competitive temporary promotion in the position is eligible to recompetete, regardless of the duration of the temporary promotion.

514.43 Duration. A temporary promotion may be made for 1 year or less, depending upon the need. *Exception:* Temporary promotion to replace a person assigned as a MAS instructor is not time-limited, but expires upon return of the instructor to the regular assignment. Candidates for temporary promotion must be informed of the conditions relating to it, including the expected duration. Persons selected must be assured of return to their regular position when no longer needed in the temporary assignment whether or not the expected period has ended. To avoid any misunderstanding at a later date, the following statement is obtained from any employee selected for temporary promotion:

I understand that my selection for the position of (position title) is temporary and that I will be returned to my present permanent position on termination of the temporary promotion.

514.44 Review and Extension. If the employee's services are still needed in the temporary assignment after the initial period expires, a review must be made to determine whether it actually is a temporary situation. If it is no longer a temporary situation, the position should be filled permanently. A temporary promotion may not be extended beyond a total of 1 year without prior approval of the Field Director, Human Resources. No temporary promotion may last more than 2 years.

514.45 Termination. Unless extended, a temporary promotion automatically terminates on the specified date. However, it may be terminated at any prior time at the discretion of management. The adverse action procedures do not apply when employees are returned to their regular position.

514.5 Vacancy File. For promotions made under competitive procedures, a vacancy file is established. (See 520 to 540 for the contents of the file and instructions for its maintenance.)

520 Bargaining-Unit Positions

521 Filling Positions

521.1 General Requirement. The filling of bargaining-unit positions through assignment, reassignment, or promotion is subject to the applicable provisions of the appropriate collective-bargaining agreements.

521.2 Restriction. Except as provided for excess employees and ill or injured employees in any applicable collective-bargaining agreements, vacancies must be filled by promotion or reassignment within the appropriate craft and installation if qualified bidders or applicants, as applicable, are available (see 216).

522 Part-Time Flexibles

Promotions to positions where full-time employees and part-time flexible employees are authorized are usually to part-time flexible positions. A full-time regular position is not normally filled by promotion, reinstatement, reassignment, transfer, or appointment if qualified part-time flexible employees of the same designation or occupational code are available for conversion to the position. Part-time flexible employees must be changed to full-time regular positions within the installation in the order specified by the applicable collective-bargaining agreement.

523 Area of Consideration

The *area of consideration* is described in the appropriate collective-bargaining agreement. If necessary, the area may be expanded as follows:

- a. To other eligibles in other crafts at the same installation, then
- b. To eligibles at other postal installations.

524 Requirements

Requirements for positions may be indicated in qualification standards, vacancy announcements, or job postings. (See definitions, 511.4. These requirements pertain to assignment, reassignment, or promotion. For employment suitability requirements, see chapter 3.) In some cases, a vacancy announcement or job posting may indicate requirements in addition to those on the applicable qualification standard (only typing and/or driving requirements or special requirements may be added -- see 527.121). Qualification standards are available for most bargaining-unit positions and are published in Handbook EL-303, *Qualification Standards -- Bargaining-Unit Positions*. When a qualification standard is not available for a specific bargaining-unit position, refer to 527.122.

525 Special Requirements

525.1 Identification, Justification, and Documentation. Special requirements must be related to the job in question and must be justified to show that the particular requirement will enable applicants to perform critical job duties that they would otherwise not be able to do satisfactorily. Offices must ensure that sufficient documentation is available on these requirements to allow a clear determination of job relatedness. Special requirements must not establish an unreasonably high standard for the position. Personnel officials or persons handling personnel functions must keep all documents used in the development of special requirements for a period of 2 years from the date they were used for a selection. The documents may be kept in the vacancy file.

525.2 Examples

525.21 Appropriate Special Requirements. In general, write special requirements for bargaining-unit positions as knowledge, skill, or ability statements. If justifiable for a particular duty assignment, some examples of appropriate special requirements are:

- a. Knowledge of a language other than English.
- b. Knowledge of a particular computer programming language which cannot readily be acquired after selection.

c. Ability to make written or oral presentations.

525.22 Inappropriate Special Requirements. Educational attainments (e.g., bachelor's degree) or *length of experience* (e.g., 6 months' experience) are not appropriate as special requirements; do not add them locally. If education or experience requirements are listed on a qualification standard, do not modify them. Some other examples of inappropriate special requirements are:

a. A requirement which could readily be met by a brief initial period of orientation and familiarization in the assignment.

b. A requirement which unduly restricts the number of eligible candidates or favors a particular candidate.

c. A requirement not essential to performance in the immediate position (such as one based on a possible future assignment), except in the case of a trainee position when ability and potential to advance to higher grades in the occupation are required.

526 Posting

526.1 General. All vacant craft duty assignments that are not to be reverted must be first posted within the craft for filling in accordance with the applicable collective-bargaining agreement. Bidders must meet all requirements prior to being placed into the position. When posting does not result in successful bidders or applicants, as appropriate, the assignment may be filled by assignment, change of full time, reassignment, promotion, reinstatement, transfer from another federal agency, or appointment.

526.2 Entry Positions in PS-5 and Below. Entry level promotional opportunities to residual vacancies remaining after exhausting the bidding procedures outlined in 526.1 need not be posted; however, procedures must be developed locally to inform lower-level employees about promotional opportunities and to arrange for appropriate in-service administration of examinations for employees who have not already qualified. Management's efforts must be directed toward encouraging employees to apply and toward extending every opportunity for promotion to employees who are eligible, qualified, and available before recruiting from outside sources.

526.3 Senior Qualified PS Positions. Senior qualified positions must be posted for promotional opportunities in accordance with the provisions of the appropriate collective-bargaining agreement.

526.4 Best Qualified PS Positions. Best qualified positions must be posted for promotional opportunity in accordance with the provisions of the appropriate collective-bargaining agreement. This section does not cover those positions controlled by 526.3. The posting must:

a. Identify the position by title, number and grade level, and state the duties involved.

b. Include location and tour of duty and scheduled workweek.

c. Identify any existing requirements. (If a qualification standard is published in Handbook EL-303, it must be used.)

d. State where to send applications, the date by which applications must be submitted, and where additional information can be obtained.

e. Specify that all applications must be in writing.

f. Specify that selection will be made from among the best qualified applicants who are eligible and available.

g. Designate craft, in accordance with provisions of applicable collective-bargaining agreement.

h. Include a statement on equal opportunity.

i. Include a statement on prohibition of political recommendations.

527 Selection Procedures

527.1 General

527.11 Goal. The goal of bargaining-unit selection procedures, whether for entry or inservice positions, is to ensure that qualified people are selected to fill the positions. Eligibles selected, promoted, or reassigned at any level must meet all of the requirements of the position as stated on the qualification standard, vacancy announcement, or job posting.

527.12 Requirements

527.121 Qualification Standards. Qualification standards are available for the majority of bargaining-unit positions and are published in

Handbook EL-303. The qualification standards indicate the requirements which all applicants or bidders must meet to be considered eligible for placement in the position. (See 527.17 regarding placement.) The qualification standards in Handbook EL-303 are applicable when filling both entry and inservice positions. Additional requirements for positions may be established in only two ways: (1) through the local option to require typing and/or driving (see Handbook EL-303, 142), or (2) through applying special requirements under 525 in this subchapter. These additional requirements must be specified on the job posting or vacancy announcement. (See also Handbook EL-303, section 150, for further instructions on using the qualification standards.)

527.122 No Qualification Standard. Some bargaining-unit positions do not have qualification standards. For these positions, requirements must be developed locally. These are then included in the vacancy announcement or job posting to indicate the requirements which all applicants or bidders must meet. Personnel officials or persons handling personnel functions must keep appropriate documentation used to develop requirements for a period of 2 years from the date used for selection. The documentation may be kept in the vacancy file.

527.13 When to Evaluate Qualifications. Human Resources officials always have the obligation to ensure that successful bidders have demonstrated that they meet all of the requirements of the position. However, as indicated below, depending on the bidder's previous positions and the position currently bid, Human Resources officials may make certain assumptions regarding the qualifications of bidders. Whether the position is a *typical* or *nontypical* entry position (as used below) is the decision of the Human Resources officials.

a. Typical Entry Positions. When a bid is to a *typical* entry position (e.g., Distribution Clerk, Machine), the senior bidder is normally expected to possess the qualifications which meet the *General Proficiency Requirements* as given on the qualification standard for these positions. In these cases, offices must not subject senior bidders to unreasonable requests for demonstrating qualifications. However, this assumption of qualifications does not apply to other requirements which may be given on the job posting (i.e., typing requirements, driving requirements, special re-

quirements, scheme requirements) or on the qualification standard (such as *Special Proficiency Requirements*, *Examination Requirements*, *Experience Requirements*, or *Additional Provisions*). Responsible officials must ensure that all other requirements are met and that the assumption of qualifications on the *General Proficiency Requirements* is a reasonable assumption.

b. Nontypical Entry Positions. Many positions which are filled through bidding procedures (e.g., Air Records Processor, Accountable Paper Supply Clerk, Mailing Requirements Clerk) have qualification standards which differ in requirements from typical entry positions. In these cases, it may be necessary to request bidders to demonstrate their qualifications as indicated in 527.24. Responsible officials must ensure that successful bidders have demonstrated that they meet all of the requirements of the position.

c. Bidding for a Change in Schedule. If a person is bidding a position of the same title and level in order to obtain a change in the work schedule, an evaluation of qualifications is limited only to typing or driving requirements and special requirements (if any) which may be different from those in the current position.

d. Bidding to Return to a Position Previously Held. If a person bids to return to a position previously held, offices must review appropriate records to determine if the requirements for the position are the same as when the person originally obtained the position. If any requirements have changed, the bidder must meet all new requirements (regardless of how long it has been since the person left the position). An eligible bidder may be disqualified on a current bid if the bidder was previously removed from the same or other position because of unsatisfactory performance specifically related to performing the tasks of the bid position under consideration. Similarly, a record of impending removal in a previous position may also be grounds for disqualification. In both cases, the amount of time passed between *bidding out* and *bidding back* and the bidder's record in the interim must be considered.

527.14 Timing and Sequences of Evaluation. There are timeframes and sequences appropriate to the evaluation process indicated elsewhere in this chapter and in the National Agreement. In these procedures, where it states that applicants and/or bidders must *meet the requirements* of the

position, not all requirements must necessarily be demonstrated at the same time. There may be some cases where a particular requirement is normally demonstrated, or permitted to be demonstrated, at another time. For example, for positions with training requirements, after a senior bidder has been found to meet all other requirements of the position, the bidder is placed into training and must then demonstrate satisfactory completion of the training. Also, applicants and bidders may be awarded a position pending the obtaining of a government driver's license. Evaluators, review committees, and selecting officials must take these sequences into account when evaluating qualifications or requesting that applicants and bidders demonstrate their qualifications.

527.15 Evaluating Qualifications. When evaluating qualifications in accordance with 527.13 and 527.2, applicants and bidders have the obligation to demonstrate that their qualifications meet the requirements. (Note: A bidder has no such obligation until after the close of the job posting; see 527.23.) If an applicant or bidder does not meet all of the requirements of the position, including an examination, the person is not qualified and, therefore, not eligible for further consideration. (See 511.42 for an explanation of *meeting the requirements* and 527.14 regarding when requirements must be met.) For promotions to positions filled through best qualified procedures, the highest examination score must not be the sole consideration in the selection.

527.16 Pertinent Information. In evaluating qualifications, evaluators must consider available pertinent information which tends to show that the employee does or does not possess the qualifications. Pertinent information may include, but is not limited to, any of the following:

- a. Interviews.
- b. Supervisory appraisals.
- c. The written application specifying experience, education, and training (accuracy of these should be checked).
- d. Certificates of course completion or transcripts (accompanied by the school catalog specifying course content when requested).
- e. Examination results.

f. Personnel records.

Note: Interviews for best qualified positions must be used as indicated in 527.35. For senior qualified positions, interviews must be used as indicated in 527.253.

527.17 Placement

527.171 Senior Qualified Procedures. When an employee is placed into a position filled through senior qualified procedures, such placement must be based on the following:

- a. The employee's eligibility to bid.
- b. The employee's seniority.
- c. The senior bidder's qualifications in relationship to the requirements.
- d. The employee's successful completion of training, if any.

527.172 Best Qualified Procedures. When an employee is placed into a position filled through best qualified procedures, such placement must be based on:

- a. The employee's eligibility to apply.
- b. The best qualifications among those who have met the requirements.
- c. The employee's successful completion of training, if any.

527.2 Senior Qualified Positions

527.21 General. Qualifications determine whether the career employee who is senior and eligible to bid is designated the senior qualified bidder. Senior qualified bidders, having met the requirements of the position as given on the qualification standard or job posting (see 527.14), are either placed in the position or into training for the position in accordance with the applicable collective bargaining-unit agreement. Human Resources officials are responsible for ensuring that qualifications are evaluated for bids to all senior qualified positions.

527.22 Documentation. In many cases there will be no formal documentation for the evaluation of qualifications. Where documentation is required (see 527.252 and 527.261), the evaluator must complete Form 1796-A, *Qualifications Rating Sheet for Senior Qualified Positions*. (See Exhibit 527.22.)

527.23 Bidding and OPF Review. Prior to the close of the job posting, bidders for senior qualified positions are required to submit only Form 1717, *Bid for Preferred Assignment*, or other agreed-upon form consistent with collective bargaining-unit agreements. Upon close of the posting, offices must evaluate the senior bidder's qualifications through a review of the bidder's Official Personnel Folder (OPF) and other pertinent information (see 527.13). If there is information available in the OPF and/or other pertinent information to demonstrate that the senior bidder meets the requirements of the position (see 527.14), the senior bidder is qualified. Similarly, if there is information available to demonstrate that the senior bidder does not meet the requirements of the position, the senior bidder is not qualified. If there is insufficient information available to make this determination, bidders must be requested to address the requirements of the position in writing.

527.24 Addressing Requirements

527.241 General. If there is insufficient information in the senior bidder's OPF to determine qualifications or sufficient doubt about the senior bidder's qualifications, offices must use these procedures.

527.242 Procedures. When responsible officials have determined the need to use these procedures, the office must identify the five most senior bidders for the position. Personnel officials must ask each of these bidders to address the requirements for the position by indicating their qualifications in writing. (See Handbook EL-303, 134 and 152 for further instructions on addressing requirements.) (Note: If any of the five senior bidders are *currently qualified* in accordance with provisions of the National Agreement, such bidders must not be requested to address the requirements in writing. See also 527.13d.) Form 991, *Application for Promotion or Assignment*, may be used for the purpose of addressing requirements. A supervisory evaluation must not be requested. A copy of the qualification standard (and the B-element questions, if applicable) must be provided to these bidders for this purpose. If the position does not have a qualification standard, a copy of the posting indicating the requirements must be provided to the five senior bidders. Offices must allow bidders not less than 3 days to respond. If a test is required, and if the test is normally given after close of the posting, a

minimum of five most senior bidders are scheduled to take the test, unless currently qualified on that test. If there are fewer than five bidders for a position, these procedures apply to all those who bid.

527.243 Obligations of Bidders. Bidders must demonstrate that they meet the requirements of the position through their written statements (see 527.14). Bidders must address all of the requirements of the position as given on the qualification standard or on the posting (see 527.14). Bidders must return these written statements to the designated office by the deadline.

527.25 Evaluating Qualifications

527.251 Evaluator. An appropriate supervisor or manager from Human Resources (e.g., Supervisor, Employment and Placement) is responsible for the evaluation, although preliminary work may be done by an appropriate staff person. Exception: In associate offices, the postmaster or a designated manager is responsible for the evaluation. A functional area supervisor or manager may participate in the evaluation process.

527.252 Procedures. The evaluation must take place after all applicable test scores have been obtained. The evaluator considers first the senior bidder's qualifications in comparison to the requirements for the position. The evaluator may review the employee's OPF and other official USPS records containing pertinent information. If written statements have been obtained, the evaluator must consider these statements at this stage. Evaluators who wish to clarify specific information contained in written statements, or other documentation, may contact the bidder for an interview or an appropriate supervisor and/or manager to obtain clarification of, or additional information about, the specific items. If written statements have been obtained, evaluators must complete Form 1796-A on the senior bidder to document the evaluation.

Note: See *Selection*, 527.27. Form 1796-A is completed on the senior bidder first, and only the senior bidder. Only if the senior bidder is found to be *not qualified* will the next senior bidder be evaluated and Form 1796-A completed on that next senior bidder. If the senior bidder is *qualified* on the basis of the written statements, do not evaluate the qualifications of the other bidders.

527.253 Interviews. For senior qualified positions, interviews must be used only to supplement the written record with regard to establishing whether or not a bidder meets specific requirements. If an office chooses to interview for a senior qualified position, the use of the interviews must be consistent with procedures for filling senior qualified positions. Interviews for senior qualified positions must not be used to rank or selectively choose among bidders.

527.26 Use of Form 1796-A

527.261 Purpose. The purpose of Form 1796-A is to document the determination of whether or not the senior bidder's qualifications meet all of the requirements of the position (see 527.14). Evaluators are not required to complete this form if the senior bidder is determined to be qualified from the OPF review (527.23). However, if the five most senior bidders have been requested to address their qualifications in writing, the evaluator must complete Form 1796-A to document the evaluation of the senior bidder (see *Note*, 527.252). Specific instructions are contained on the form.

527.262 Column A, Identification of Requirements. In this column of the form, the evaluator lists all of the requirements for the position including examination requirements, the knowledge, skills, and abilities (which may be written in B-element format -- see 134 of Handbook EL-303) and any other requirements.

527.263 Column B, Demonstration. For senior qualified positions, the evaluator must decide only whether or not the senior bidder has demonstrated each requirement based on the information available.

Note: If the bidder failed a required examination, the bidder is not qualified. There is no need to complete this section for other requirements. Also, a bidder who does not have a required license (i.e., OF-346, *U.S. Government Motor Vehicle Operator's Identification Card*) at the time of the evaluation may still be considered further and awarded the position pending obtaining the government license for the appropriate type of vehicle.

527.264 Column C, Measurements Used. The evaluator must indicate briefly for each requirement how the determination was made. The purpose of this column is to provide enough

information to enable the evaluator to recall the facts which led to the decision. These statements need not include all facts considered. (This column need not be completed for examination requirements.)

527.265 Section 3, Finding. If the bidder demonstrated every requirement, the bidder is qualified. If the bidder did not demonstrate every requirement (i.e., the evaluator checked **No** in column B for one or more requirements), the bidder is not qualified. (See 527.14 regarding different sequences for meeting some requirements.)

527.27 Selection. After the evaluation has been completed, the senior bidder is selected if qualified. Only if the senior bidder is found *not qualified* will the evaluator consider the next senior bidder's qualifications. No comparison of qualifications among bidders for a position is permitted. Appropriate documentation, including Forms 1796-A (if completed), Forms 1717, the posting, and written statements (if obtained) must be maintained with employee bidding records (see Item #20 of the ELM appendix).

527.3 Best Qualified Positions

527.31 General. Qualifications determine the relative standing for selection of career employees who are eligible to apply for such positions based on the collective bargaining-unit agreements. Of those applicants who meet all of the requirements, the applicant who is found to be the best qualified on the basis of total qualifications will be selected. This determination is made on the basis of a comparison of total qualifications among applicants for the position.

527.32 Documentation. Form 1796-B, *Qualifications Rating Sheet for Best Qualified Positions*, is used as documentation for the initial determination of qualifications. (See Exhibit 527.32.) (It does not document the entire selection process.) The review committee or, in the absence of a review committee, the selecting official must complete one form for each applicant. More information on this form is covered in 527.36. Any notes made by individual review committee members to assist in evaluating applicants are considered the members' own property and not records of the USPS. Such notes may be discussed only among other committee members; they must not be circulated, nor are they to be included in the vacancy file.

527.33 Selecting Official. For filling best qualified positions, the selecting official is normally the supervisor or manager with the vacancy. Bargaining-unit employees serving as acting supervisors must not serve as selecting officials. The selecting official has a number of options with regard to the review committee and interviews. These options are explained in the following sections. If recommendations are made to the selecting official from a review committee, the selecting official may have access to all information used by the review committee, including completed Forms 1796-B. This does not include personal notes made by individual review committee members to assist in evaluating candidates.

527.34 Evaluating Qualifications

527.341 Procedures. Applicants are required to describe their qualifications in writing (see Handbook EL-303, 152.2). Form 991 may be used for this purpose. The installation head may set a policy on whether to obtain supervisory evaluations on Form 991. The policy should pertain equally to all best qualified positions in the installation. The qualifications of all applicants are compared to the requirements of the position as stated on the vacancy announcement. At a minimum, review committees and selecting officials must review the employees' written statements of qualifications. The employees' OPFs and other official USPS records may be reviewed. It is recommended that the selecting official review the OPF of the person to be selected before finalizing the selection. All information used in making decisions regarding applicants must be pertinent to the vacant position.

527.342 Obligations of Applicants. Applicants for best qualified positions must demonstrate that they meet or exceed the requirements of the position through their written statements. Applicants must address each of the requirements listed on the qualification standard or posting. If the posting indicates that there are desirable qualifications for the position, applicants should also address these in their written statements. Applicants must turn their written statements into the designated office by the posted deadline.

527.343 Use of Review Committee. The selecting official can choose whether or not to use a review committee. Normally, this decision ought to be based on the number of applicants and the time available to the selecting official to review the

applications. The selecting official may also choose to have the review committee make the determination of the best qualified applicant. In this case, the review committee does not make recommendations to the selecting official.

527.344 Review Committee Functions. The function of the review committee is to evaluate the applicants' qualifications. Review committees may also interview applicants (see 527.35). Normally, the review committee will make recommendations to the selecting official on the best qualified applicants. If the review committee wishes to clarify specific information contained in written statements, the committee may contact the applicant, or an appropriate manager or supervisor, to obtain clarification of the specific items.

527.345 Review Committee Structure. The installation head is responsible for designating review committee members. This responsibility may be delegated to the Human Resources function. All committee members must be nonbargaining employees. In large field offices, the review committee will normally consist of two nonbargaining employees from the functional area of the vacancy and one from outside the functional area. (Note: This may not be possible in small field offices or headquarters' facilities.) At least one of the committee members must be a minority or female. The Division Field Director, Human Resources (or corresponding person for the headquarters' facilities), may authorize exceptions to this rule in individual cases if the installation head is unable to locate a minority or female employee to serve on the committee. If the review committee is to make recommendations to the selecting official, this official must not be a member of the review committee. However, if the selecting official has chosen to have the review committee determine the best qualified applicant, the selecting official may also choose to be a member of the committee. In this case, the installation head, or Human Resources designee, is still responsible for designating the other two members of the committee. The review committee must elect a chairperson who is responsible for completing Forms 1796-B and performing any other necessary administrative duties.

527.346 Review Committee Procedures. Review committee procedures follow the principles of independent work followed by consensus decision-making. Specific steps are as follows:

a. Each committee member should independently determine if the applicants have demonstrated each requirement.

b. Members should discuss their decisions and arrive at a consensus for each requirement for each applicant.

c. The committee chairperson must complete Form 1796-B through column B based on this consensus for each applicant. Applicants found not qualified at this stage are removed from further consideration for this vacancy. For those applicants who are not qualified, the chairperson completes column D and section 5, and obtains signatures for section 6 of Form 1796-B.

d. For those applicants who are qualified, review committee members should then independently determine the level of demonstration of each requirement by each applicant.

e. Members should discuss their decisions and, again, arrive at a consensus on the level of demonstration of each requirement by each applicant.

f. The chairperson completes, and all members sign, Form 1796-B on each applicant.

g. If the review committee conducts interviews, it will select applicants based on the highest point totals on Form 1796-B. (There is no set minimum or maximum number to interview.) Applicants who are tied in point totals must be treated the same; either they are all interviewed or none of them are. Note: Applicants found not qualified must not be interviewed.

h. If the review committee makes recommendations to the selecting official, but does not interview, approximately three to five applicants (there is no set minimum or maximum number) will be recommended based on the highest point totals on Form 1796-B. Applicants who are tied in point totals must be treated the same; either they are all recommended or none of them are. The review committee must prepare a signed memorandum to the selecting official indicating, in alphabetical order, the names of the recommended applicants.

i. If the review committee interviews and makes recommendations to the selecting official, approximately three to five applicants (there is no set minimum or maximum number) will be recommended. There is no formal method for incorporating the results of the interview (see 527.35). The review committee must recommend only

those applicants who best meet the requirements of the position based on the point totals from Form 1796-B, the interview, and any other pertinent information reviewed during the evaluation. The review committee must prepare a signed memorandum to the selecting official indicating, in alphabetical order, the names of the recommended applicants.

j. If the selecting official wishes the review committee to determine who is the best qualified applicant, then there are no recommendations to the selecting official. In this case, the review committee must interview. The review committee determines who is the best qualified applicant based on the point totals from Form 1796-B, the interview, any other pertinent information reviewed during the evaluation, and consideration of desirable qualifications, if any. The review committee must prepare a signed memorandum to the Director of Human Resources (or corresponding person in headquarters' facilities) indicating the names of the best qualified applicant and two alternates (in rank order).

527.35 Interviews. The purpose of the interview is to provide a further basis for comparing the qualifications of applicants. Either the selecting official or the review committee must conduct interviews; but both may conduct interviews. Whoever conducts interviews must do so after Form 1796-B has been completed. No documentation is required. The review committee must reach consensus on how the outcome of the interview will be combined with the point totals from Form 1796-B and with other pertinent information reviewed to reach final recommendations or final determination of the best qualified applicant.

Note: Postal Data Center officials are reminded that the collective bargaining-unit agreement for the data centers contains language concerning the use of interviews.

527.36 Use of Form 1796-B

527.361 General. Form 1796-B serves two purposes: first, to document if the applicants demonstrated that they meet all of the requirements of the position; and second, for those who did, to document the level of their qualifications. Form 1796-B does not serve as documentation for the interview. See Exhibit 527.361, *Flow Chart of Best Qualified Selection Process*.

527.362 Column A, Identification of Requirements. In this column, the review committee or selecting official lists all of the requirements for the position. On the form, the requirements are divided into three areas:

- a. Examination requirements.
- b. Physical and driving requirements.
- c. Knowledge, skills, and abilities (some of which may be in B-element format), experience, and other requirements. **Note:** If desirable qualifications are listed on the qualification standard, do not list these as requirements. (See 527.37 for instructions related to desirable qualifications.)

527.363 Column B, Demonstration. In order to complete this column, the review committee determines whether or not the applicant has demonstrated each requirement. The materials used as a basis for evaluating all requirements are those found in the applicant's OPF or other official USPS records, including the description of the applicant's qualifications. If an applicant does not meet all of the requirements (i.e., if the evaluator checked **No** under **Demonstrated** for any requirement), the applicant is not qualified. In this case, it is not necessary to complete column C.

Note: If applicants fail a required examination, they are not qualified; therefore, it is not necessary to evaluate other requirements for them. Applicants who do not have a required license (i.e., OF-346) at the time of the evaluation may still be considered further and awarded the position pending obtaining the government license for the appropriate type of vehicle.

527.364 Column C, Points. Complete this column for those applicants only who meet all of the position requirements (as established by column B). In this column, the review committee or selecting official assigns points to indicate the level at which the applicant has demonstrated possession of the necessary qualifications. No points are assigned for driving or physical requirements.

527.365 Column D, Measurements Used. For each requirement, the review committee or selecting official must indicate briefly how the decision was

made. These statements need not include all facts considered.

527.366 Section 4, Score Calculation. Instructions on the form indicate how to determine the total points. The points in column C are totalled, then averaged, and multiplied by 20. The maximum points that can be earned from the evaluation is 100. The examination score (if any) is then added to this to obtain the grand total of points.

527.367 Section 5, Finding. This section summarizes the results of the evaluation of the applicant's qualifications.

527.37 Desirable Qualifications. If desirable qualifications are identified on the qualification standard, the selecting official, or review committee (if it makes the selection), will consider them in the final phase of the selection process following completion of Form 1796-B. Desirable qualifications may be addressed in the interview. If the review committee is making recommendations, it must not consider desirable qualifications when determining whom to recommend to the selecting official.

527.38 Selection. Selection for the position will be based on total qualifications considering the point totals on Forms 1796-B, the results of the interview, desirable qualifications (if any), and any other pertinent information reviewed during the evaluation. The personnel office must maintain in the vacancy file full documentation supporting the decision. This includes a copy of the posting, the qualification standard, applications, Forms 1796-B, a list of review committee members, and the name of the selecting official.

527.4 Selection Oversight The installation head is responsible for ensuring that committee members and selecting officials for best qualified positions, and evaluators for senior qualified positions, know their responsibilities and the principles of selection. It is recommended that large field offices place a Human Resources nonbargaining person on the review committee for best qualified positions to ensure that proper procedures and principles of selection are followed.



Qualifications Rating Sheet for Senior Qualified Positions

(Instructions on page 4)

Employee's Name				Present Position and Level		Bid Position and Level	
(A) Identification of Requirements As found on Qualification Standard and/or Job Posting / Vacancy Announcement				(B) Demon- stration Yes No		(C) Measurements Used To determine Demonstration (B)	
(1) Examination Requirements							
Test Number	Eligible	Ineligible	Yes	No			
(2) Knowledge, Skills, Abilities, and Other Requirements							

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Exhibit 527.22, Form 1796-A, Qualifications Rating Sheet for Senior Qualified Positions (p.1)

Exhibit 527.22, Form 1796-A, *Qualifications Rating Sheet for Senior Qualified Positions* (p.2)

Exhibit 527.22, Form 1796-A, Qualifications Rating Sheet for Senior Qualified Positions (p.3)

INSTRUCTIONS**COLUMN A — Identification of Requirements**

Requirements for positions are found on a qualification standard (see EL-303, *Qualification Standards—Bargaining Unit Positions*), and/or on a job posting or vacancy announcement.

1. If the position has examination requirements, enter the test number in Section 1. Note whether the bidder's examination score is rated as eligible or ineligible and check the appropriate part headed "Eligible" or "Ineligible."

- a. If the bidder's score is rated as eligible, also place a checkmark in the "Yes" part of Column B ("Demonstration").

- b. If the bidder's score is rated as ineligible, also place a checkmark in the "No" part of Column B ("Demonstration"). Proceed to Section 3 ("Finding") on page 3 and check the box "Bidder is not qualified." Then complete the form by filling out Section 4 ("Evaluator").

2. Enter in Section 2 the requirements from the qualification standard (knowledge, skills, abilities, and other requirements, including experience and physical requirements if applicable). If the position does not have a qualification standard, enter the requirements as given on the job posting or vacancy announcement.

Note: See Handbook EL-303, 143, regarding physical examinations for inservice employees.

3. Review the job posting or vacancy announcement to see whether any typing, driving, or special requirements were added as local options. If so, those requirements must be entered in the appropriate section. (Typing requirement goes in Section 1; driving and special requirements, Section 2.)

COLUMN B — Demonstration ("Yes" or "No")

1. Review all pertinent information available regarding the bidder. (See both Handbook EL-303, 152, and Handbook EL-311, *Personnel Operations*, 527.16 and 527.25.)

2. For the requirements listed in Section 2 of Column A, determine whether the bidder has demonstrated that he or she meets each requirement. Meeting a requirement may be demonstrated by any combination of training, education, and experience. The following definitions apply:

Demonstration ("Yes")

There is pertinent information available to indicate that the bidder meets the requirement.

Demonstration ("No")

There is no pertinent information available to indicate that the bidder meets the requirement, **OR** there is pertinent information to indicate that the bidder does not meet the requirement.

3. Place a checkmark in the appropriate part of Column B for each requirement.

COLUMN C — Measurements Used

1. Cite the specific evidence used to determine the bidder's demonstration of each requirement in Column B. Generally, the evaluator would use one or more of the following to support a rating (the numbers and letters may be used in Column C rather than writing out the words):

1. Work experience (including volunteer work)
 - (a) Direct line of work
 - (b) Related line of work
2. Education and training
 - (a) Academic courses
 - (b) Vocational or technical courses
 - (c) USPS training
 - (d) PEDC courses
3. Other evidence

Specify, e.g., awards, letters of commendation, medical examinations, disciplinary actions, etc.

SECTION 3 — Finding

1. If the bidder has demonstrated every requirement, check the box "Bidder is qualified."
2. If the bidder has not demonstrated any one or more of the requirements (including an examination), check the box "Bidder is not qualified."

SECTION 4 — Evaluator

After the rating has been completed, the evaluator must print or type his or her name and title before signing and dating the form.

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Qualifications Rating Sheet for Best Qualified Positions

(Instructions on page 4)

Applicant's Name				Present Position and Level		Position Applied for and Level	
(A) Identification of Requirements As found on Qualification Standard and/or Job Posting / Vacancy Announcement				(B) Demonstration Yes No		(C) Points 1, 2, 3, 4, or 5	
				(D) Measurements Used To determine Demonstration (B) and Points (C)			
(1) Examination Requirements							
Test Number	Eligible	Ineligible		Yes	No		
(2) Physical and Driving Requirements							
(3) Knowledge, Skills, Abilities, Experience, & Other Requirements							

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Exhibit 527.32, Form 1796-B, *Qualifications Rating Sheet for Best Qualified Positions* (p.2)

Applicant's Name		Present Position and Level		Position Applied for and Level	
(A) Identification of Requirements <i>As found on Qualification Standard and/or Job Posting / Vacancy Announcement</i>		(B) Demon- stration Yes No	(C) Points 1, 2, 3, 4, or 5	(D) Measurements Used <i>To determine Demonstration (B) and Points (C)</i>	
(3) Knowledge, Skills, Abilities, Experience, & Other Requirements					

(4) Score Calculation		
Total the number of points in Column C	+	
Count the number of requirements assigned points in Section 3	+	
Divide the total of points by the number of requirements assigned points to find the applicant's point average	÷	
Multiply that average by 20	x 20	
Add the applicant's examination score, if any	(+)	
To arrive at the applicant's GRAND TOTAL OF POINTS	=	

(5) Finding	(6) Review Committee Members
<input type="checkbox"/> APPLICANT IS QUALIFIED <input type="checkbox"/> APPLICANT IS NOT QUALIFIED	Name and Title (Printed or Typed) Signature Date
	Name and Title (Printed or Typed) Signature Date
	Name and Title (Printed or Typed) Signature Date

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Exhibit 527.32, Form 1796-B, *Qualifications Rating Sheet for Best Qualified Positions* (p.3)

INSTRUCTIONS

COLUMN A — Identification of Requirements
Requirements for the positions are found on a qualification standard (see Handbook EL-303, *Qualification Standards—Bargaining Unit Positions*), and/or on a job posting or vacancy announcement.

1. If the position has examination requirements, enter the test number in Section 1. Note whether the applicant's examination score is rated as eligible or ineligible.
 - a. If the applicant's score is rated as eligible, place a checkmark in the "Yes" part of Column B ("Demonstration").
 - b. If the applicant's score is rated as ineligible, place a checkmark in the "No" part of Column B ("Demonstration"). Proceed to Section 5 ("Finding") on page 3 and check the box "Applicant is not qualified." Then complete the form by filling out Section 6 ("Review Committee Members").
2. If the position has physical and driving requirements, enter those requirements in Section 2. (See Handbook EL-303, 143, regarding physical examinations for inservice applicants.)
3. Enter in Section 3 the knowledge, skills, abilities, experience, and other requirements as given on the qualification standard. If the position does not have a qualification standard, enter the requirements as given on the job posting or vacancy announcement.
4. Review the job posting or vacancy announcement to see whether any typing, driving, or special requirements were added as local options. If so, those requirements must be entered in the appropriate section. (Typing requirement goes in Section 1; driving requirement, Section 2; and special requirements, Section 3.)

COLUMN B — Demonstration ("Yes" or "No")

1. Review all pertinent information available regarding the applicant. (See Handbook EL-311, *Personnel Operations*, 527.16.)

2. For the requirements listed in Sections 2 and 3 of Column A, determine whether the applicant has demonstrated that he or she meets each requirement. Meeting a requirement may be demonstrated through any combination of training, education, and experience. The following definitions apply:

Demonstration ("Yes")

There is pertinent information available to indicate that the applicant meets the requirement.

Demonstration ("No")

There is no pertinent information available to indicate that the applicant meets the requirement; OR there is pertinent information to indicate that the applicant does not meet the requirement.

3. Place a checkmark in the appropriate part of Column B for each requirement.
4. If the applicant has demonstrated every requirement, proceed to Column C. If the applicant has not demonstrated any one or more of the requirements, the applicant is not qualified for this position. Complete Column D, then proceed to Sections 5 and 6 on page 3. (It is not necessary to complete Column C and Section 4 if the applicant is not qualified.)

Note: At the time of the evaluation, applicants who do not have the required government driver's license (OF-346, *U.S. Government Motor Vehicle Operator's Identification Card*) may still be considered further and awarded the position pending obtaining the government driver's license for the appropriate type of vehicle.

COLUMN C — Points

1. The applicant's demonstrations of the knowledge, skills, abilities, experience, and other requirements (Section 3) are each evaluated and rated on a point system of 1, 2, 3, 4, or 5, with 5 as the highest level. When an applicant's experience is evaluated, the quality of that experience is more important than the length of that experience.

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Quality includes: relevancy of the experience to the position to be filled, breadth of the experience, and demonstration of knowledge gained or projects completed.

Note: For Postal Data Center promotions, the collective bargaining-unit agreement contains language concerning the evaluation of qualifications.

2. For positions that require examinations (Section 1), the applicant's score will be considered in Section 4. Physical and driving requirements (Section 2) are not evaluated and rated for points. The applicant either meets or does not meet those requirements. Therefore, no points are to be entered in Column C for Sections 1 and 2.
3. The following definitions apply to the points assigned to the knowledge, skills, abilities, experience, and other requirements:
 - 1 point — The applicant's record demonstrates a possession of this requirement at a minimal level. People at this level would generally perform marginally with regard to this requirement.
 - 2 points — The applicant's record demonstrates a possession of this requirement at an adequate level. People at this level would generally perform acceptably with regard to this requirement.
 - 3 points — The applicant's record demonstrates a possession of this requirement at a proficient level. People at this level would generally perform well with regard to this requirement.
 - 4 points — The applicant's record demonstrates a possession of this requirement at a high level. People at this level would generally perform very well with regard to this requirement.
 - 5 points — The applicant's record demonstrates a possession of this requirement at an expert or superior level. People at this level would generally perform outstandingly with regard to this requirement.

COLUMN D — Measurements Used

1. Cite the specific evidence used to determine the applicant's demonstration of each requirement in Column B and the points assigned in Column C. Generally, the reviewers would use one or more of the following to support a rating:

1. Work experience (including volunteer work)
 - (a) Direct line of work
 - (b) Related line of work

2. Education and training
 - (a) Academic courses
 - (b) Vocational or technical courses
 - (c) USPS training
 - (d) PEDC courses

3. Other evidence

Specify, e.g., awards, letters of commendation, medical examinations, disciplinary actions, etc.

SECTION 4 — Score Calculation

Total the points earned in Column C. Divide that total by the number of requirements in Section 3 to determine the average number of points earned by the applicant. Multiply the resulting figure by 20 in order to arrive at a "percentage" score based on 100. Add the examination score (if any) for a grand total.

SECTION 5 — Finding

1. If the applicant has demonstrated every requirement, check the box "Applicant is qualified."

2. If the applicant has not demonstrated any one or more of the requirements (including an examination), check the box "Applicant is not qualified."

SECTION 6 — Review Committee Members

After the evaluation has been completed, each review committee member must print his or her name and title, then sign and write in the date. If there is no review committee, the selecting official prints his or her name and title before signing and dating the form.

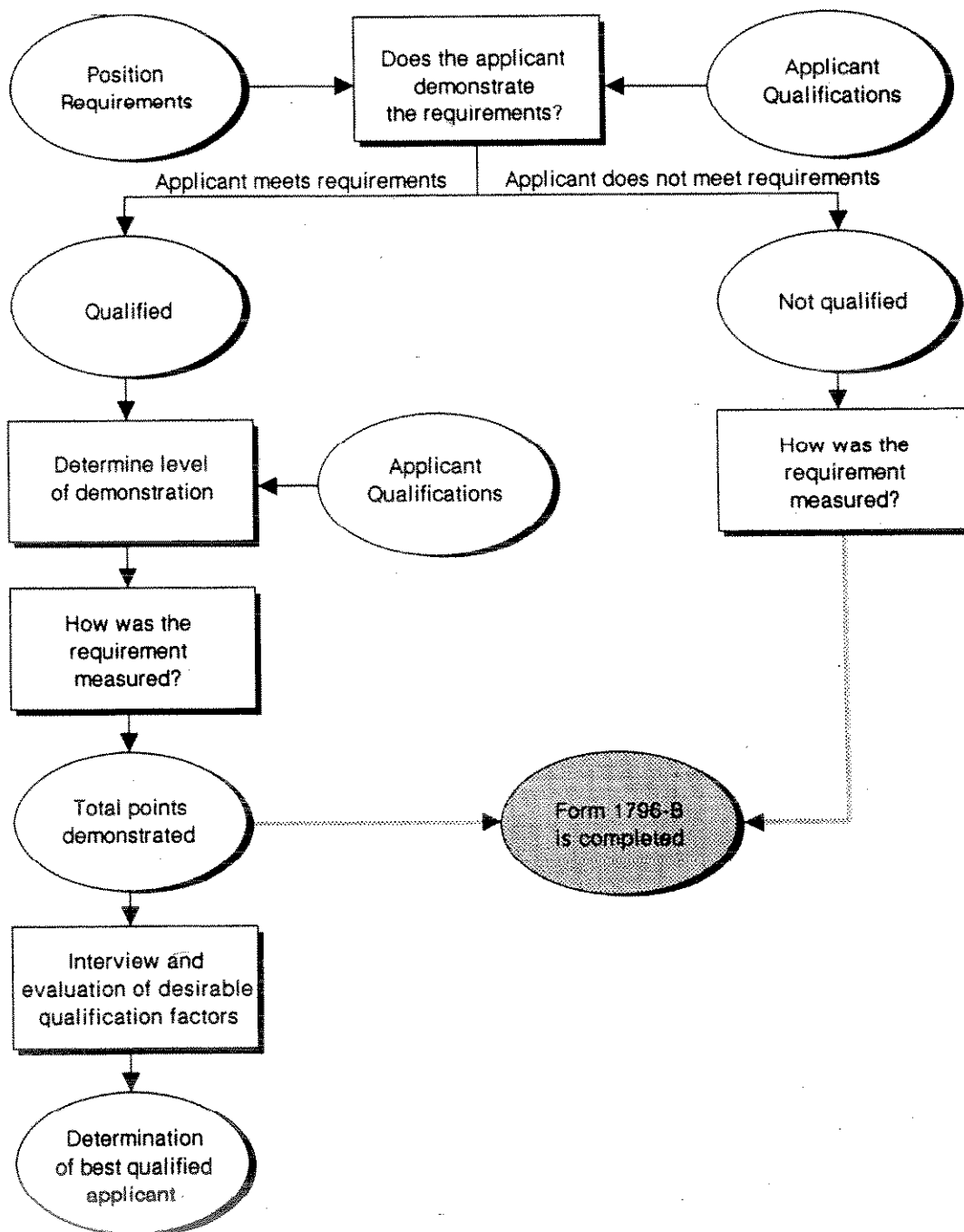


Exhibit 527.361, Flow Chart of Best Qualified Selection Process

