

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 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) Demon- stration 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 <div style="margin-top: 20px;"> <input type="checkbox"/> APPLICANT IS QUALIFIED </div> <div style="margin-top: 10px;"> <input type="checkbox"/> APPLICANT IS NOT QUALIFIED </div>	(6) Review Committee Members <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black; width: 60%; padding: 5px;">Name and Title (Printed or Typed)</td> <td style="border-bottom: 1px solid black; width: 20%; padding: 5px;">Signature</td> <td style="border-bottom: 1px solid black; width: 20%; padding: 5px;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black; padding: 5px;">Name and Title (Printed or Typed)</td> <td style="border-bottom: 1px solid black; padding: 5px;">Signature</td> <td style="border-bottom: 1px solid black; padding: 5px;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black; padding: 5px;">Name and Title (Printed or Typed)</td> <td style="border-bottom: 1px solid black; padding: 5px;">Signature</td> <td style="border-bottom: 1px solid black; padding: 5px;">Date</td> </tr> </table>	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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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.

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

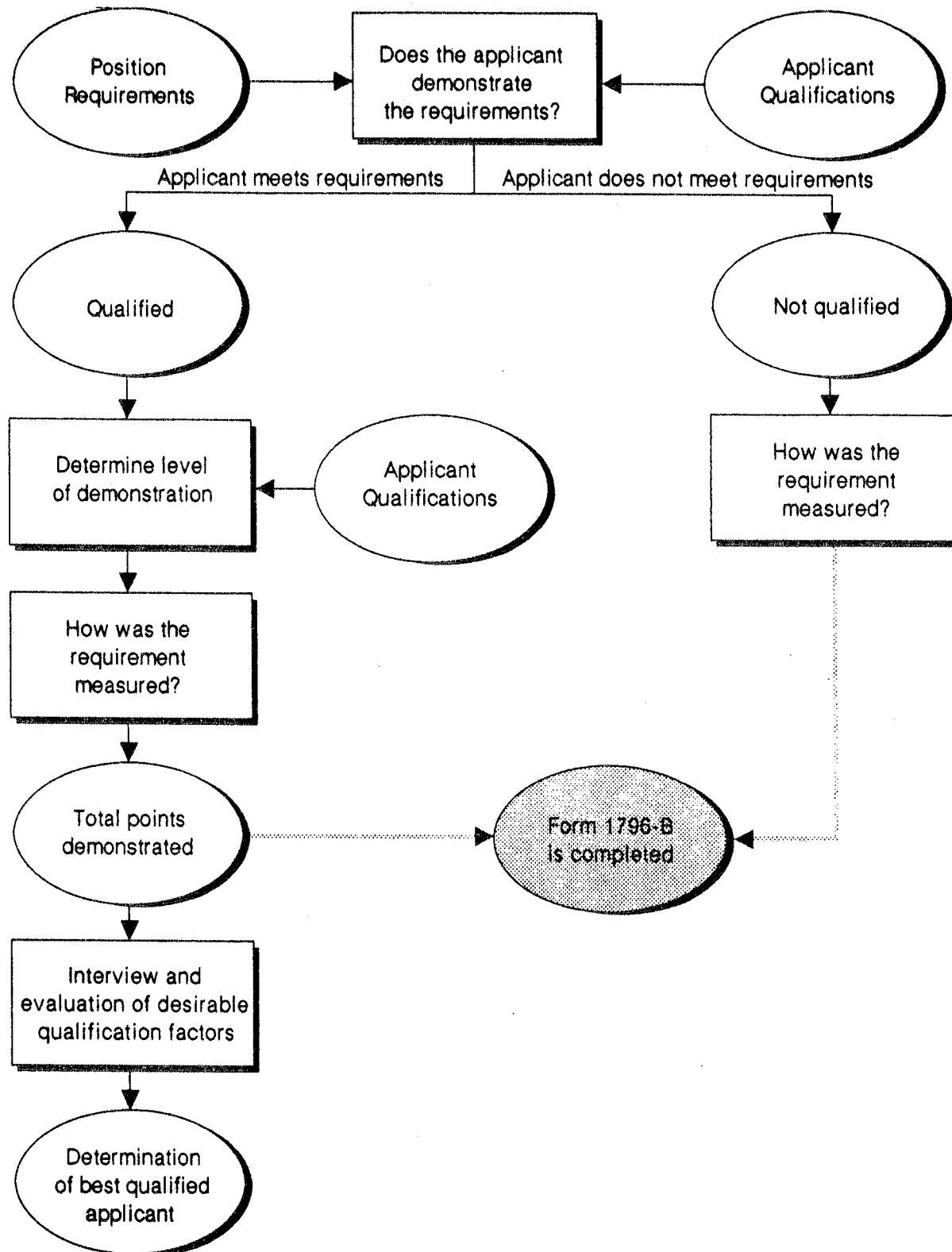


Exhibit 527.361, Flow Chart of Best Qualified Selection Process

- 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 inservice 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

Description of Work

See Handbook EL-201 (F) *Standard Position Descriptions*, for the occupation code given above.

Proficiency Requirements

1. General

Applicants must have demonstrated to a sufficient degree the following skills, abilities, and knowledge to assure adequate performance in the position:

B-10. Ability to maintain records and prepare reports.

B-14. Ability to interpret instructions.

B-22. Ability to perform basic arithmetic computations.

B-39. Ability to use office machines such as calculator, adding machine, duplicating machine, or any other office equipment as appropriate to the position.

2. Special

a. Applicants must have progressively responsible experience in (1) accounting, payroll, claims examining, accounting machine operating, or other fiscal or accounting work with documents and records pertaining to a single phase or number of phases of financial activities; (2) maintaining or examining records for the issuance, collection, safekeeping, or disbursing of money and securities, including such records as cost, time, payroll expenses, revenues, expenditures, appropriations, revolving funds, working capital, trust funds, or other fiscal records; or (3) other related work which would provide skill and knowledge of specialized accounting methods, techniques, practices, and procedures.

b. For positions at level 6, at least 6 months of the specialized experience must be directly related to the work to be performed.

c. Directly related specialized experience is defined as experience gained in the same function or area of accounting work such as payroll, accounting, claims examining, disbursing, etc. These requirements for directly related experience will ordinarily apply. However, the requirement may be waived under certain circumstances, e.g., for individuals under consideration for promotion in the relatively few instances where it can be clearly shown that:

(1) Despite the lack of directly related experience, the applicant's background gives positive evidence of possession to a superior degree the essential skills and abilities needed for the position;

(2) The applicant has had experience that has provided a general familiarity with the work of the specialization of function for which being considered; and

(3) The overall evaluation of the applicant's background provides strong evidence that the applicant can successfully perform the higher grade work without prolonged training.

Experience Requirements

1. Except for the substitution of education provided for below, applicants must have had the kind and amount of experience shown in the following:

Level	Total experience (years)	General experience (years)	Specialized experience (years)
5	2	2	0
6	3	2	1

2. For positions at any grade, the required amount of experience will not in itself be accepted as proof of qualification. The applicant's record of experience and training must show the ability to perform the duties of the position.

3. Successful completion of a full 4-year high school course which included credits in commercial or business subjects such as general business education, business arithmetic, and office practices, may be substituted for 1 year of general experience.

4. For a maximum of 3 years of the required experience (1 year of general plus 1 year of specialized), study successfully completed in a resident school or institution may be substituted as follows:

- a. For general experience only:
 - (1) Study completed in a college, university, or junior college above high school level may be substituted on the basis of 1/2 academic year of study for 6 months of experience.
 - (2) Full-time study completed in a business or secretarial school or other comparable institution above the high school level may be substituted on the basis of 1/2 academic year of study for 6 months of experience, provided such subjects as business English, office machines, filing and indexing, office practices, business mathematics, bookkeeping or accounting were studied. No credit will be allowed for training which has been obtained only or primarily in the basic skills of shorthand or typing or refresher courses.
 - b. For 1 year of specialized experience only:
 - (1) Study successfully completed in a resident school above the high school level may be substituted at the rate of 1/2 academic year of study for 6 months of specialized experience, provided such study included a minimum of 6 semester hours, or the equivalent, per year in accounting, business administration, or closely related subjects.
 - (2) A full 4-year course of the type of study described in the above paragraph may be substituted for a maximum of 3 years of the required experience (2 years of general, plus 1 year of specialized experience) and is fully qualified for level 6.
5. Proportionate credit may be granted for courses of study above the high school level offered by correspondence by a school approved by the National Home Study Council. Persons who plan to take such courses should submit a request to the Regional Director, Human Resources for evaluation of the courses as to acceptability and comparability in academic value with resident college or technical accounting school courses.

Examination Requirements

Normally, Postal Service Test 741 is required for level 6 positions. The test may be waived when the applicant has demonstrated the ability, interest, and capability to perform the work of the position to be filled. These qualities may be demonstrated, for example, under one or more of the following conditions:

1. Directly related specialized experience for level 6, not more than one level below the level of the position to be filled.
2. The applicant has completed education above the high school level:
 - a. Which may be substituted in full for 1 year of specialized experience;
 - b. Which included completion of at least 12 semester hours, or equivalent, in accounting subjects;or
 - c. Which included 2 years of study in a business school, junior or senior college, and was awarded a certificate in accounting.
3. Certification by an official who is supervising the work, directly or indirectly, that the applicant has the ability, interest, and capability to perform the duties of the position.
4. Other evaluation techniques, such as supervisory appraisals, personal observations, interviews, also will be used when filling accounting positions.

Additional Provisions

Applicants must be physically able to perform efficiently the duties of the position. Vision of 20/40 (Snellen) in one eye and ability to read without strain printed material the size of typewritten characters are required. Corrective lenses are permitted. Ability to distinguish basic colors and shades is desirable. Ability to hear the conversational voice is required; hearing aids are permitted.

MARCH 31, 1993

BEST QUALIFIED POSITION

Applications are invited from all interested, qualified employees on PS Form 991 giving background experience for the following qualification requirements as outlined in this announcement. EXCLUDE the Supervisor/Manager evaluation.

Applications must be submitted no later than 2:00 pm on April 7, 1993 to Personnel Services, MPO.

There are 2 new Accounting Technician positions for the District Office (identical to the one below). You only need to submit one PS Form 991 to be considered for both of the positions. IF YOU SUBMITTED FOR THE PRIOR ACCOUNTING TECHNICIAN VACANCIES YOU MUST APPLY AGAIN.

POSITION: ACCOUNTING TECHNICIAN

OCCUPATIONAL CODE: 0525-31XX

SALARY LEVEL: PS-6

LOCATION: DISTRICT ADMINISTRATIVE STAFF SERVICES UNIT

PAY LOCATION: 524

TOUR: 2

HOURS: 0800-1630

DAYS OFF: SAT/SUN

SKILLS REQUIRED: * 741 ACCOUNTING JUNIOR

* Test may be waived as stated under examination requirements.

THIS POSITION IS OPEN TO BEST QUALIFIED, OFFICE-WIDE REGARDLESS OF CRAFT.

Function

Accounting Clerk: Performs clerical accounting tasks or statistical computing and calculating machine operations in the accounting office.

Accounting Technician: Situation 1—Serves as an accounting technician and assumes responsibility for the proper completion of a designated major segment of accounting work in a large post office where the positions of Manager, Budget and Cost Analysis and Manager, Accounting and Reporting Systems have been authorized.

Situation 2—Serves as assistant to the postmaster in performing accounting and clerical duties involved in the preparation, maintenance, and consolidation of accounts and related reports in a post office having 125-149 employees, one or more reporting units, in addition to those in the main office, at least 9,485 revenue units, and no supervisor in support services.

Accounting Technician (Cost Ascertainment): Examines cost ascertainment sample data submitted by post offices and prepares it for processing at a postal data center or Headquarters.

Employee Accounts Clerk: Examines and maintains various employee accounts, such as payroll, retirement, bond, tax, insurance, leave, and service accounts.

Time and Attendance Clerk: Ascertains the number of hours worked and absent by each of a group of employees, distributes these hours among the significant categories of time and leave to which they are chargeable, and totals these data for reporting purposes; responsible for providing information to employees on rules, regulations, and policies concerning leave and pay matters; maintains assignment cards; makes studies relating to time and attendance.