

FEB 10 2014



February 6, 2014

Mr. Louis M. Atkins
President
National Association of Postal Supervisors
1727 King Street, Suite 400
Alexandria, VA 22314-2753

Dear Louis:

As a matter of general interest, the Postal Service intends to revise Handbook EL-312, *Employment and Placement*, Section 741-744.3 and Chapter 75.

The purpose of the revisions to Sections 741 - 744.3 is to update existing policy regarding the selection and placement of nonbargaining employees. The revisions to Chapter 75 incorporate changes related to Examination 642 that were effective July 1, 2013.

We have enclosed:

- A final draft copy of the revised Handbook EL-312, *Employment and Placement*, Sections 741-744.3 and Chapter 75.
- A final draft copy that identifies changes to the Handbook EL-312, *Employment and Placement*, Sections 741-744.3 and Chapter 75.

Please contact John Cavallo at extension 3804 if you have any questions concerning this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Alan S. Moore".

Alan S. Moore
Manager
Labor Relations Policy and Programs

Enclosures

7 Assignment, Reassignment, and Promotion

74 Nonbargaining EAS Positions

741 Purpose of Subchapter 74

These policies and procedures are to be used in filling headquarters, area, and field nonbargaining EAS positions, including most supervisory, managerial, administrative, clerical, and postmaster positions under the following pay systems: (a) EAS, (b) Management Pay Band, and (c) Technical Pay Band, and (d) Attorney Compensation System. Selections for Attorney Compensation System positions are not covered by Subchapter 74. Supervisor, Customer Services and Supervisor, Distribution Operations positions are filled using the policies and procedures contained in 73, Reserved, or in 75, Supervisor Selection Process.

742 Selection Principles

Managers administering these policies must ensure that the following principles are observed:

- a. Assess talent available to fill specific positions and advertise accordingly.
- b. Make high quality selections to meet current and future organizational needs.
- c. Make selections and keep records that make it possible to demonstrate how established selection procedures have been followed.
- d. Ensure that:
 - (1) The system and process are fair and that
 - (2) Selections are made from a group of candidates that is as inclusive and diverse group of candidates as possible.

743 Selection Process

743.1 Internal Recruitment

The following sections describe the characteristics of the internal recruitment process.

743.11 When to Consider Noncompetitive Applications

Management may consider qualified employees eligible for a noncompetitive voluntary lateral reassignment or change to a lower level at any of the following times:

- a. When applications are received.
- b. Before the competitive announcement process begins.
- c. During the competitive announcement process.
- d. After the applications have been assessed.

Individuals with a saved grade are considered noncompetitively for positions up to the level of their former position.

Employees seeking noncompetitive placement into a position at the same or lower level may submit a written request to the selecting official for consideration, or, if an employee with a

disability seeks reasonable accommodation by reassignment to a position at the same or lower level, the employee works with the appropriate reasonable accommodation committee at the district, area, or headquarters level. -or-at-any-intervening-level.

~~Competitive procedures are not required when (a) management initiates, or an employee requests, reassignment to the same level; or (b) an employee voluntarily accepts a position at a lower level or requests such a position in writing.~~

~~However, the following guidelines apply:~~

- ~~a. The employee must be in a permanent position (i.e., a position of record that does not have a specified ending date).~~
- ~~b. The employee's level is defined as the level of the employee's permanent position (position of record and not subject to a specific timeframe). The employee's level is not that of a detail, temporary, or "not-to-exceed" position.~~
- ~~c. Employees with saved grade status may be considered noncompetitively for positions up to and including the level of their saved grade position.~~
- ~~d. Employees seeking noncompetitive consideration must submit a written request to the selecting official.~~
- ~~e. Employees may request noncompetitive consideration at any time, before a vacancy is posted, during the time it is posted, or after the posting has closed.~~

~~A noncompetitive applicant may be selected at any point before or during the competitive process, or after a competitive package has been considered. Employees selected noncompetitively must meet the qualifications required for the position.~~

743.12 Competitive Selection

If a position is not filled through noncompetitive procedures, then it is filled competitively through employee applications in response to a vacancy announcement.

743.13 Defining the Area of Consideration

Selecting officials are responsible for defining the area of consideration for nonbargaining vacancies (see 741) as follows outlined in the following sections.

743.131 Minimum Area of Consideration:

- a. The minimum area of consideration for Headquarters vacancies is career nonbargaining employees Service-wide.
- b. The minimum area of consideration for Area vacancies is career nonbargaining employees Area-wide.
- c. The minimum area of consideration for Field vacancies is ~~must include~~ should consist of no less than all eligible career nonbargaining EAS employees within the District. Exception: the minimum area of consideration for positions filled under the Supervisor Selection Process is all career employees (including bargaining employees) District-wide (see 75).
- b. All eligible nonbargaining EAS employees (including Area, Headquarters, and Headquarters field units) may apply if their current work location (—where they physically report to work)— is physically located within the geographic (service) area of the organizational unit stated in the job posting.

743.132 Extending the Area of Consideration

e. After the assessment of potential applicants, the area of consideration may be expanded to include:

- (a) Career bargaining employees,
- (b) A larger geographic territory (i.e., Area-wide or Postal Service-wide), and/or

~~(c) An may be announced external ly announcement. (c) external advertisement.~~

743.14 Determining Eligibility

Career employees are eligible to apply for posted nonbargaining EAS positions if they are within the area of consideration.

Other employees are eligible under the following circumstances:

- a. *Extended eligibility.* Eligibility is extended for certain postmaster positions, as follows:

~~EAS-16 and below (1) P-postmaster. — PMRs (this includes Postmaster relief/leave replacements (PMR/LRs) and Postmaster Reliefs (RMPO)) may apply and compete for internally-announced career 6-hour Postmaster postmaster vacancies-vacancies posted within their district when the area of consideration has been expanded to career bargaining employees.~~

~~1.(2) When tThe PMR/LR applies applying for a posted Postmaster position at a his or her employing Post Office, the PMR/LR must be considered by the selecting official at that Post Office.~~

~~1. Postmaster (self-nomination) — Local career employees from the vacancy office who are qualified and eligible for the postmaster position may exercise the right of self-nomination to ensure review by the selecting official. This opportunity applies to all career EAS employees at the vacancy office, as well as career bargaining employees for those postmaster positions advertised for EAS and bargaining employees.~~

- b. *Special nomination for nonbargaining EAS positions.* Vice presidents of Area Operations and the manager of Corporate Personnel Management may nominate employees from any location within the Postal Service for any vacancy advertised so that they may be considered in competition with applicants from within the area of consideration. This nomination process is to ensure expanded opportunities to resolve saved grade situations, hardship, and/or trailing spouse cases.

743.15 120-Calendar-Day Time Limit on Higher-Level Temporary Assignments

When a vacant authorized nonbargaining position is filled by a higher-level temporary assignment (detail) pending selection of a person for permanent placement, an employee may be assigned to the position for a total of not more than 120 calendar days. A *vacant position* is one where the previous employee has been separated or has been placed in another job.

- a. If the employee on temporary assignment:

~~(1) Could become or is a potential candidate for the vacant position, then the higher-level assignment must be terminated before the 121st calendar day.~~

~~(2) If the detailed employee is not a candidate, then the next higher-level manager over the manager with the vacancy must verify the non-candidate status of the employee in order to approve an extension of the temporary assignment beyond 120 calendar days. (Exception: if the detail assignment was originally approved by a PCES Manager, additional approval for the extension is not necessary. See 716.144.)~~

~~b. The duration of the extension this approval is lasts until a selection is made and at the new employee permanently assumes the position.~~

~~b.c. An employee who has served in a vacant position for more than 120 calendar days is ineligible for placement in that position.~~

743.16 Exceptions to the 120-Calendar-Day Limit

- a. The 120-calendar-day time limit does not apply if the assignment is:

~~(1) To a position at the same or lower level.~~

~~b.(2) During the temporary absence of an employee.~~

- c.(3) To an officer-in-charge assignment.
- d.(4) To an initial level supervisor position.
- e.(5) To a headquarters position.

b. A trailing spouse is the ~~The spouse of a nonbargaining employee relocated for placement into a new position (trailing spouse).~~ The trailing spouse may be detailed for not more than 90 calendar days in the new location. The 90-day assignment may be extended for one additional 90-day period with the written approval of the:

- (1) Manager, Human Resources (Area) - (for field assignments); or
- (2) ~~F~~the functional officer - (for detail to a Headquarters position).

743.17 Posting a Nonbargaining Vacancy Announcement

The vacancy announcement is prepared using the guidelines provided in Handbook EL-350, *Establishing Nonbargaining Requirements*. Announcements are posted for a minimum of 15 calendar days. **Note:** Exceptions may apply during periods of organizational change. The elements listed in ~~a and b below through c~~ are included as appropriate.

The following must be included in ~~en~~ the vacancy announcement:

- a. ~~d~~Duty station;
- b. ~~w~~Work assignment;
- c. ~~n~~Nonscheduled days; and
- d. ~~w~~Work hours must be included.

If any or all of these elements require frequent change in order to meet operational requirements, the announcement must so state this.

Section 763.22, Local Options for Typing and Driving Requirements, describes the circumstances in which typing and driving can be added.

- a. For postmaster vacancy announcements, include a statement that the selected applicant may be required to relocate to the new Post Office community if it is determined necessary to provide the required services, and to ensure his or her community involvement.
- b. Newly appointed postmasters may not be reassigned or appointed to another position in the Postal Service until 1 year has elapsed from the date of appointment as a postmaster. Individuals accepting postmaster appointments must be advised of this requirement. (For exceptions see 746, Requests for Exceptions to Policies.)

743.18 Conditions for Not Announcing

A vacancy does not have to be announced again if: (a) an identical vacancy was announced previously; and (b) fewer than 120 calendar days have elapsed since the identical announcement's vacancy's closing date.

The two vacancies must have the same:

- (a) ~~p~~Position title;
- (b) ~~e~~Occupation code;
- (c) ~~g~~Grade;
- (d) ~~l~~Location;
- (e) ~~t~~Tour (where applicable); and
- (f) ~~p~~Position requirements.

743.2 External Recruitment

The following sections describe the characteristics of the external recruitment process.

743.21 Recruiting for Additional Applicants

Generally, nonbargaining EAS positions are filled from within the Postal Service. Management is not required, however, to select postal applicants over significantly better qualified external applicants. Every effort must be made to select the individual who best meets the requirements of the position. - The following procedures apply:

- a. The selecting official human-resources manager initiates external-recruitment from an external source to fill a vacancy only efforts when requested by the selecting official. To produce an adequate number of well-qualified applicants for a vacant position, external recruitment may be initiated (a) after exhausting the normal internal selection process (with or without expanded area of consideration per 743.13).
 - b. The selecting official may choose either a noncompetitive or a competitive recruitment source. For example, the official may:
 - (1) Reinstate a qualified former nonbargaining postal employee separated due to a reduction-in-force who has been placed on a Reinstatement List under the conditions described in Employee and Labor Relations Manual Section 354.27
 - (2) Use one of the external recruitment sources described in 233.
 - (3) Initiate a competitive process by having the vacancy posted on www.usps.com
 - c. If anthe external posting recruitment effort attracts qualified applicants but does not result in a conditional job offer being extended, the vacancy may be reposted internally (or filled noncompetitively with an internal employee) no sooner than 180 days from the closing date of the last external posting.
- to a selectee, or (b) at the same time as the internal selection process.

The announcement sequence and time frame for external posting are as follows:

- b. The initial posting announcement may be for either internal applicants OR both internal and external applicants.
- c. After the initial posting, if the selecting manager wishes to expand the area of consideration, subsequent postings may be announced to the following applicant pools: (1) wider internal, (2) both internal and external, or (3) external only.
- d. If a vacancy is not filled within 180 days from the closing opening date of the lastfirst internal external posting, and if additional posting of the vacancy is desired, the cycle begins again with a posting announcement that is for either internal applicants only OR both internal and external applicants.
- d. External applicants must complete PS Form 2591, *Application for Employment*. (See Exhibit 743.21, External Recruitment — EAS Vacancies.)

Note: Current Postal Service career employees are not eligible to apply for external job postings.

Exhibit 743.21

External Recruitment — EAS Vacancies

Publicize vacancies for external recruitment throughout the geographic area of consideration by placing paid or unpaid commercial advertisements to reach the diverse mix of professionals represented in the specialty of the vacancy.

Select from the external candidate pool by utilizing the methods described in the Personnel Selection Methods Web-based Training, Course 24553-00.

Eliminate the obviously not qualified applicants first.

Rate and indicate the applicant's demonstration of knowledge, skills, and abilities for each requirement statement on the:

Requirement by Applicant Matrix

	Requirement 1	Requirement 2	Requirement 3
Applicant 1	-	-	-
Applicant 2	-	-	-
Applicant 3	-	-	-

Use the following scale:

- a. 0 points — Not demonstrated at minimum level.
- b. 1 point — Minimally acceptable.
- c. 2 points — Strong.
- d. 3 points — Excellent.

Total the number of points achieved for each requirement and make the following computation:

- a. Divide the total point score by the number of requirements for the position. This computation results in the applicant's point average.
- b. Multiply the applicant's point average by 33.3, round the result, and add any applicable veteran's preference points to achieve the final score.
- c. Establish a list of eligible applicants in descending score order, observing veterans' preference as follows:
 - 1. *Group 1, compensable disability* — Veterans with a compensable service-connected disability rating of 10 percent or more are placed in descending order of the final score, including 40 points for veterans' preference. Apply the Social Security number tie-breaking rule where numerical scores are the same. (See 436, Breaking Ties.)
 - 2. *Group 2, all other eligibles* — All other applicants, including preference eligibles with 10-point veterans' preference (XP) and 5-point veterans' preference (TP) are placed on the list in descending score order, including veterans' preference points. Where preference-eligible applicants have the same score, applicants with an XP preference are placed ahead of applicants with a TP preference, who are placed ahead of non-preference eligible applicants with the same score. Apply the Social Security number tie-breaking rule where numerical scores are the same. (See 436, Breaking Ties.)

Make selections in accordance with the applicant's standing after meeting all other suitability criteria, and in compliance with 623, Selection From Three Highest Ranked Eligibles; 624, Applying the Rule of Three in Selection; 625, Selection Sequence; 626, Selection Decision; and 627, Objection to or Pass Over of Preference Eligible.

For EAS positions designated as Scientific and Professional (see 443), Groups 1 and 2 are combined. The order to use is described in 443.

743.22 Competitive Recruitment Source Recruiting for A Through E Postmaster Positions

When a nonbargaining vacancy is to be filled externally and a noncompetitive recruitment source is not used, the vacancy is posted on www.usps.com for a minimum of 5 business days to ensure adequate public notice (see 42). Additional recruitment activities may be employed to attract a diverse mix of qualified applicants for the vacancy's speciality.

743.23 EAS Positions With a Test Requirement

If the nonbargaining EAS position has an examination requirement, all external applicants who apply by the closing date must have an equal opportunity to complete the testing process if not

currently qualified. Applicants for promotion who do not achieve a passing score or who fail to complete the examination process are ineligible for further consideration for the vacancy (see 422 and 433).

743.24 Evaluating External Applicants for Nonbargaining Positions

Evaluate external applicants, including those who qualify on testing requirements, by using the methods described in 743.4 and the Nonbargaining Selection Methods training, unless otherwise stated.

~~If external recruitment is needed to fill A through E postmaster positions, the vacancy must be posted for public information in the vacancy office, publicized to community organizations, and advertised in local publications. (See Exhibit 743.22, External Recruitment, Postmasters A–E, for the ranking and selection process for external applicants for these postmaster positions.)~~

Exhibit 743.22

External Recruitment, Postmasters A–E

- ~~a. The selecting official defines the commuting area.~~
- ~~b. For external recruitment, post Notice 1, *Postmaster Vacancy*, for 10 days in the lobby of the vacancy office. The notice explains that only applicants who reside in the delivery and/or commuting service area will be considered.~~
- ~~c. Publicize the vacancy to community organizations and in publications within the delivery and/or commuting area.~~
- ~~d. Interview the applicants in accordance with the list and start with those who are resident in the service area, as follows:
 - ~~1. Group 1 — All qualified and suitable applicants with CP/CPS preference listed in order of their relative qualifications.~~
 - ~~2. Group 2 — All other qualified and suitable applicants in order of their relative qualifications with the veterans' preference entitlement shown.~~~~
- ~~e. Using the rule of three, identify the top 3–5 applicants from the hiring list, observing veterans' preference.~~
- ~~f. Submit the names for three to five applicants in ranked order in accordance with veterans' preference to Office of Personnel Management to conduct a Special Agency Check with Inquiries Investigation.~~
- ~~g. Conduct the drug test. Failure to pass disqualifies the applicant.~~
- ~~h. Obtain management approval of the selection and make job offer.~~
- ~~i. Obtain the preemployment medical assessment and make the medical suitability determination to ensure that the candidate meets the physical requirements of the vacancy, with or without reasonable accommodation.~~

743.3 Internal Applications

Internal applicants for all posted nonbargaining EAS positions must submit applications by the closing date of the announcement using the online application system, *eCareer*. **Exception:** Under USERRA, applications from employees who are on active duty with the uniformed services are accepted at any time for subsequent consideration when a vacancy is announced (see 772.1b). Use Form 991, Application for Promotion or Assignment. A supervisory evaluation is required only for Initial Level Supervisor (ILS) applicants, as described in 73, Reserved, or associate supervisor, as described in 75, Supervisor Selection Process.

Applicants for promotion who (a) are not otherwise eligible on an examination requirement, (b) do not achieve a passing score on a required examination, or (c) fail to complete the examination process are ineligible for further consideration for the vacancy (see 422 and 433).

Applicants submit their applications directly to the location shown on the announcement, with an information copy to their current manager. The selecting official may verify any information provided on the application Form 994 with appropriate individuals.

743.4 Assessing Applications

The following sections discuss ~~two~~^{three} components used in assessing applications for both internal and external applicant pools:

- (a) ~~t~~The use of guidelines by personnel involved in the process; and
- (b) ~~p~~Process and documentation requirements; and (c) the maintenance of vacancy files and promotion reports by the Human Resources manager.

743.41 Using Guidelines

Selections are to be made in line with the philosophy and methods described in ~~Personnel Nonbargaining Selection Methods Web-based Training~~ (Course 21553-00), available on the Learning Management System (LMS). ~~Postal Service Intranet. This course, and *Essentials of Interviewing and Hiring: Behavioral Interview Techniques*, course 3623586, are~~ required training for selecting officials and review committee members. ~~Individuals who have been certified on the instructor-led EAS Selection Methods Training (Course 21553-00) do not need recertification; however, review of the Intranet-based training course is recommended.~~

743.42 Process and Documentation Requirements

743.421 KSA Requirements

Applicants are evaluated based on their demonstration of the knowledge, skills, and abilities (KSAs) relevant to the position's requirements. The KSAs to be considered are specified on the vacancy posting. Applicants are not required to address each KSA individually in a narrative description. Demonstration of the requirements may appear under education, work experience, the summary of accomplishments, and attachments (e.g., resumes, writing samples). Applicants' qualifications are assessed in the manner as described in 743.43, Assessing Nonbargaining EAS Applicants.

743.422 Requirement-by-Applciant Matrix

Assessments must be recorded on PS Form 5957, a Requirement-by-Applciant Matrix. Each vacancy package must have one completed, dated, and signed matrix that lists each applicant's ratings for all of the applicants. When using a review committee, the chairperson is responsible for completing a matrix that documents the committee's consensus ratings. If a review committee is not used, the selecting official must complete the matrix. See 743.442 for retention requirements.

743.423 Use of Notes

If the committee chairperson makes any notes in the consensus discussion, or the selecting official makes any notes regarding any of the applicants, while reviewing applications or conducting interviews, these notes are considered official documentation of the assessment process. Such notes must be preserved in their original state regardless of the format and medium used for recording. The note-taker must date and sign all notes taken. See 743.442 for retention requirements.

743.43 Assessing Nonbargaining EAS Applicants

743.431 Rating Applicant's KSAs

Rate the applicant's demonstration of KSAs for each requirement on the vacancy posting, and record the ratings on the PS Form 5957, Requirement-by-Applciant Matrix.

Use the following scale:

- a. 0 points — Not demonstrated at minimum level.
- b. 1 point — Minimally acceptable.
- c. 2 points — Strong.
- d. 3 points — Excellent.

743.432 Completing the Requirement-by-Applicant Matrix

Instructions for completing the matrix:

- a. *Entering names and KSA requirements.* Spaces for entering specific requirements for the position are across the top of the matrix. Spaces for applicants' names are on the left. All applicants must be listed on the matrix. If a review committee is used, the chairperson is responsible for recording the consensus ratings. If a review committee is not used, the selecting official records his or her ratings on the matrix.
- b. *Evaluating requirements other than KSAs.* Most Postal Service jobs only have KSA requirements. However, if a job does have requirements other than KSAs (e.g., education or test), you should first
 - 1. Determine if the applicant meets the requirement(s).
 - 2. In the appropriate space on the matrix, record YES if the applicant meets the requirements, or NO if the applicant does not meet them.
 - 3. This is the only rating for such requirements. Do not assign points to them.
 - 4. Exercise caution when reviewing education or test requirements, taking care not to disqualify an applicant if the posting indicates that the requirement can be met at a later date.
- c. *Evaluating KSAs.* Indicate the applicant's demonstration of the KSAs on the matrix. For an applicant who:
 - 1. Is clearly deficient in demonstrating one or more KSAs, record a zero (0) on the Requirement-by-Applicant Matrix for the requirement(s) that the applicant failed to demonstrate.
 - 2. Does not demonstrate any KSA at the minimum level, or who fails to meet a mandatory education requirement, no further consideration or rating is required. Record a zero (0) as the total KSA point score on the matrix.
 - 3. Meets a KSA, enter the number of points earned (1, 2, or 3) in the appropriate respective space.
- d. *Compiling scores for applicants who meet all ALL the requirements.* Total the number of points achieved for the KSA requirements and enter the total KSA point score on the matrix.
- e. *Using conversion tables for external applicants only. See Appendix F, Conversion Tables for Nonbargaining EAS Positions, and follow these instructions:*
 - 1. Refer to the conversion table for a job with the same number of KSAs as the vacancy.
 - 2. Conversion tables are located in Appendix F, Conversion Tables for EAS Positions. Locate the applicant's Raw Score (total KSA points) and read across the chart to the converted score. This is the Basic Score.
 - 3. For external applicants, (The evaluator (review committee or selecting official) person completing the matrix is responsible) has responsibility for entering the Basic Scores into the eCareer system. (See

Exhibit 743.432 shows a sample completed matrix for an externally-announced vacancy.)

Completed PS Form 5957 Matrix for a Job With Five KSAs and an Education Requirement, External Vacancy

	KSA 1: Knowledge of statistical analysis packages (e.g., SAS)	KSA 2: Knowledge of public relations and various media outlets	KSA 3: Knowledge of survey research techniques and practices	KSA 4: Knowledge of various approaches to evaluating employee performance	KSA 5: Knowledge of purchasing and contract administration	Education Requirement: Graduate degree in Industrial/Organizational Psychology	RAW SCORE (Total KSA Points)	BASIC SCORE (Does not include Veterans' Preference)
Applicant 1	2	2	2	2	2	Yes	10	85
Applicant 2	3	3	3	3	3	Yes	15	100
Applicant 3	1	1	2	2	1	Yes	7	76
Applicant 4						No	0	0
Applicant 5	2	0				Yes	0	0
Applicant 6	3	2	3	1	3	Yes	12	91

743.44 Documentation Retention Maintained by Local Services**743.441 Responsibilities**

The selecting official is responsible for (a) creating a vacancy file for vacancies filled outside eCareer, and (b) including records that make it possible to demonstrate how established selection procedures have been followed.

The chairperson of the review committee and the selecting official are responsible for forwarding the following documentation cited in 743.422 and 743.423 42 to local services for retention, in accordance with Postal Service guidelines for retention in eCareer as part of the vacancy package file of records.

The selecting official is responsible for creating a vacancy file for vacancies filled outside eCareer, and retaining them for five years (see 743.442). The vacancy files include records that make it possible to demonstrate how established selection procedures have been followed.

743.442 Retention of PS Form 5957, Requirement by Applicant Matrix

The ra. Requirements for retention of the rRequirement b by aApplicant mMatrix, which are as follows:

1. If a review committee is used, retain — one (1) consensus rRequirement b by aApplicant mMatrix per vacancy package.
2. If a review committee is not used, retain — one (1) rRequirement by aApplicant mMatrix completed by the selecting official.

743.443 Retention of Notes

b. — All notes recorded by the committee chairperson regarding a consensus discussion, and all notes recorded by the selecting official, regardless of format and medium on which notes are recorded must be. The notes must be dated and signed and retained as part of the vacancy file.

743.442 Retention Period

Vacancy files are retained for five years.

743.5 Roles of the Selecting Official and Review Committee

743.51 Selecting Official

The selecting official is the manager or supervisor with the vacancy. The selecting official:

- (a) ~~a~~Assesses the potential applicant pool;
- (b) ~~d~~Defines an area of consideration; and
- (c) ~~s~~Selects candidates for designated vacancies; and
- (d) ~~He or she e~~Ensures that selections are made in keeping with all applicable selection principles, including equal employment opportunity laws and the Affirmative Employment Action Program of the Postal Service.

743.52 Review Committee

When 11 or more applications are received, a review committee of at least 3 members must assess eligible applicants (see 743.522 and 743.523 for review committee membership and restrictions). If there are fewer than 11 applications, the selecting official may designate a review committee to assess eligible applicants.

743.521 Review Committee Function

The major functions of the review committee are to:

- (1) ~~a~~Assist the selecting official in assessing the applicants; and
- (2) ~~r~~Recommend candidates who best meet the qualifications for the vacant position. When 11 or more applications are received, the selecting official with the vacancy must designate a review committee of at least 3 members. As a minimum, either the committee or the selecting official must interview individually every candidate recommended for the position by the committee.

If there are fewer than 11 applicants, the selecting official may: (a) designate a review committee, or (b) interview every minimally-qualified applicant. The selecting official must be certified in Personnel Selection Methods Web-based Training. When a review committee is used, the selecting official must verify that each member has met the training requirement.

Two major functions of the review committee are to: (a) assist the selecting official in assessing the applicants, and (b) prepare a memo recommending candidates for the vacant position.

The selecting official and the committee should establish a relationship that includes sharing information concerning (a) the objectives of the office, and (b) how filling the vacant position will support these objectives.

743.522 Management Level of Committee Members

Review committee members must be nonbargaining EAS employees at a level equal to or higher than that of the vacant position. For review committee membership, level is defined as an employee's permanent (or saved) grade, not a part-time or temporary level resulting from a temporary assignment (detail) or, ad hoc assignment, or temporary promotion.

743.523 Restrictions on Membership Setting Up Review Committee

The ~~r~~Restrictions on setting up ~~a~~the review committee include the following:

- a. Neither the supervisor of the position to be filled nor any manager exercising authority over the supervisor, ~~up to and including the selecting official,~~ may serve on the review committee or participate in its deliberations.
- b. Exceptions to review committee membership may be approved only by the area vice president. The reasons for making the exception must be fully documented and placed in the vacancy file.

- c. Review committee members are prohibited from participating in the consideration or recommendation of a relative (as defined in Chapter 5) 513.32e. Each member is responsible for notifying/identifying the relationship to the committee chairperson of the relationship. A member with such a relationship must and will be immediately excused and replaced immediately. A note explaining the action taken is included in the selection file.
- d. Each member must be certified on Personnel/Nonbargaining Selection Methods training, course 10022345, and Essentials of Interviewing and Hiring: Behavioral Interview Techniques, course 3623586, course 24553-00 (see 743.41).

743.524 Review Committee Duties

The duties of the review committee include:

- a. Considering each application submitted. Each committee member must independently determine if each applicant has demonstrated each requirement. Forms 991 submitted by all applicants.
- b. Conducting telephonic interviews by telephone or in person, a interviews as needed. Review committee interviews are not mandatory.
- c. Possibly ~~r~~Optionally requiring applicants to submit written samples of their past work that demonstrate their abilities to perform requirements directly related to the vacant position.
Note: However, the committee is prohibited from requiring applicants to: (1) take a written test; (2) to write a paper on a specified topic; (3) to analyze and solve in writing a prescribed managerial or technical problem; or (4) to undergo any other kind of written examination.
- d. Recording consensus ratings for each eligible applicant on one PS Form 5957, Requirement-by-Applciant Matrix. The chairperson is responsible for ensuring that PS Form 5957 and related notes are included in the vacancy file (see 743.443).
- e. Recommending the applicants who best meet the requirements of the position to the selecting official. Three to 5 candidates are generally recommended for one vacancy; 1 additional candidate is recommended for each additional vacancy to be filled from the posting.
- d. Notifying nonselected applicants.

743.525 Procedures Review Committee Recommendation Memo

743.525 Procedures

a. The selecting official designates the review committee and ensures that each committee member has been taken the required training (see 743.523d) or will take the required training before evaluating applicants/certified on the Personnel Selection Methods web-based training. The selecting official and the review committee may discuss how filling the vacant position will support business objectives.

b. Delays in completing selection activity should be avoided. Generally, the review committee should complete its activities within 7 days and the selecting official should within 5 days.

~~The committee recommends applicants who best meet the position requirements. The committee prepares a memorandum (signed by all members) to the selecting official, listing the names of the recommended candidates. Recommendations are submitted in alphabetical order of the candidates' last names. The Forms 991 (and written work samples, if required) of the recommended applicants are also furnished to the selecting official. The selecting official endorses the memorandum that all committee members have been certified on the Personnel Selection Methods Web-based Training.~~

743.53 Selection of Applicants

The selecting official, with or without the assistance of a review committee, identifies the applicant whose KSAs best meet the requirements of the position and who has a high probability of successful performance in the position. Documentation responsibilities are described in 743.424.

a. If a review committee was used, and the committee:

1. Did not interview the recommended applicants, the selecting official must personally interview each of them before making a selection decision.
2. Did interview the recommended applicants, the selecting official may:
 - a. Interview them again before making a selection; or
 - b. Select a candidate based on the recommendations made by the review committee without conducting additional interviews. For externally posted vacancies, the selecting official must use the Rule of Three when making selections (see 624).

~~b. If a review committee was not used, the selecting official must:~~

- ~~(a) Review the applications.~~
- ~~(b) Determine which applicants meet the minimum qualifications.~~
- ~~(c) Interview all minimally qualified applicants before making a selection.~~

b. If a review committee was not used, the responsibilities of the selecting official depend on whether the vacancy is being filled internally or externally, as follows:

(1) Internal:

- (a) Review the applications.
- (b) Determine which applicants meet the minimum requirements, documenting ratings on PS Form 5957.
- (c) Interview all minimally qualified applicants before making a selection.

(2) External:

- (a) Review the applications.
- (b) Do one of the following.
 - i. Document ratings on PS Form 5957 based on the paper review, create Hiring List to determine applicant rank order, interview and make a selection using the Rule of Three (see 624); or
 - ii. Interview all applicants, document ratings on PS Form 5957, create Hiring List to determine rank order, and make a selection using the Rule of Three (see 624).

743.6 Selection Approval

All selections (competitive or noncompetitive; internal or external) are subject to next higher-level review and approval. The required higher-level review and approval must be accomplished before the personnel action is effected or the selection announced.

Exception: Clerical positions (e.g., Administrative Assistant) reporting directly to a PCES manager do not require higher-level approval.

744 Implementing the Selection

744.1 Effective Dates

The Effective dates should be coordinated between the gaining and losing organizations must coordinate effective dates to ensure appropriate coverage.

744.2 Transition

Whenever possible, the gaining manager and the successful applicant should meet to share expectations and concerns and to assist with an effective transition to the new position. The selecting official should introduce newly hired/selected EAS employees to the workforce whenever practical and manage the probation period as described in 584.

744.3 Postmaster Installation

The manager of Post Office Operations is responsible for coordinating postmaster installation ceremonies and determining the approach most appropriate for the office and the community based on the overall business value. Activities may include can range from rescheduled group meetings with community members, to open houses, product presentations, and receptions, etc. (see *Administrative Support Manual (ASM)* 333.5, *Open Houses, Tours, and Postmaster Installations*, for guidance).

744.4 Security Clearance

When a security clearance is required for a nonbargaining position, the manager of the vacancy is responsible for initiating the process for the selected individual (see ASM 272, *Personnel Security Clearances*).

7 Assignment, Reassignment, and Promotion

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75 Supervisor Selection Process

751 Purpose

The Supervisor Selection Process is an inservice announcement, assessment, and selection process exclusive to current career postal employees. It is used to fill two initial-level supervisory positions with the following job titles: (a) Supervisor Distribution Operations, EAS-17; and (b) Supervisor Customer Services, EAS-17. The goal is to select applicants who best meet the qualification requirements needs of the position.

Seminars may be held to provide information to employees interested in becoming supervisors. The seminars will include information on these the following topics:

- a. Supervisory positions, duties, and responsibilities
- b. The application and selection process.

752 Noncompetitive Selection Procedures

Competitive procedures are not required when management initiates or an employee requests reassignment to the same level, or when an employee voluntarily accepts or requests in writing a position at a lower level.

- a. An employee seeking noncompetitive consideration must submit a written request to the selecting official.
- b. An employee may request noncompetitive consideration at any time — before a vacancy is posted, during the time it is posted, or after the posting has closed.
- c. A noncompetitive applicant may be selected at any point — before the competitive process begins, during the competitive process, or after a competitive package has been considered.
- d. Selection is solely at the discretion of the selecting official.
- e. Employees selected in this manner must meet the qualification requirements for the position, except that such applicants are not required to meet the Examination 642 requirement.

Note: If an employee grade level EAS-17 or above chooses to compete in response to a vacancy announcement, the employee must follow the standard process for competitive consideration including submitting an application for the position via eCareer (see 753), however, the employee will not be required to take Examination 642.

753 Competitive Process

If a position is not filled through noncompetitive procedures, then it is filled competitively through employee application in response to a vacancy announcement.

The following procedures apply:

- a. The employee must submit the eCareer application during the posting open period. (Exception: See 772.1(b) for employees who are not able to apply through eCareer as a result of active military service).

743.6 Selection Approval

All selections (competitive or noncompetitive; internal or external) are subject to next higher-level review and approval. The required higher-level review and approval must be accomplished before the personnel action is effected or the selection announced.

Exception: Clerical positions (e.g., Administrative Assistant) reporting directly to a PCES manager do not require higher-level approval.

744 Implementing the Selection

744.1 Effective Dates

The gaining and losing organizations must coordinate effective dates to ensure appropriate coverage.

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Whenever possible, the gaining manager and the successful applicant should meet to share expectations and concerns and to assist with an effective transition to the new position. The selecting official should introduce newly hired employees to the workforce whenever practical and manage the probation period as described in 584.

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The manager of Post Office Operations is responsible for coordinating postmaster installation ceremonies and determining the approach most appropriate for the office and the community based on the overall business value. Activities may include scheduled group meetings with community members, open houses, product presentations, and receptions (see *Administrative Support Manual (ASM) 333.5 Open Houses, Tours, and Postmaster Installations*).

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7 Assignment, Reassignment, and Promotion

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- a. An employee seeking noncompetitive consideration submits a written request to the selecting official.
- b. An employee may request noncompetitive consideration before a vacancy is posted, during the time it is posted, or after the posting has closed.
- c. A noncompetitive applicant may be selected before the competitive process begins, during the competitive process, or after a competitive package has been considered.
- d. Selection is solely at the discretion of the selecting official.
- e. Employees selected in this manner must meet the qualification requirements for the position, except that such applicants are not required to meet the Examination 642 requirement.

753 Competitive Process

If a position is not filled through noncompetitive procedures, then it is filled competitively through employee application in response to a vacancy announcement.

The following procedures apply:

- a. The employee must submit the *eCareer* application during the posting open period. (Exception: See 772.1(b) for employees who are not able to apply through *eCareer* as a result of active military service).
- b. An application may be submitted for each position and location for which the employee is eligible for competitive consideration.
- c. The employee will be assessed in accordance with the competitive process, including the requirement to qualify on Examination 642, unless one of the following exceptions apply:

- (1) Employees currently qualified on Examination 642 are not required to retake the examination (inservice examination results are valid indefinitely).
 - (2) Employees grade EAS-17 and above are not required to qualify on Examination 642.
 - (3) Employees who formerly held the position of Supervisor, Customer Services or Supervisor, Distribution Operations are not required to qualify on Examination 642.
- d. A selection will be made in accordance with the competitive process.

753.1 Area of Consideration

Selecting officials are normally responsible for defining the area of consideration. The area of consideration may be limited during periods of organizational change. The minimum area of consideration is all career employees District-wide and may be expanded Area-wide or Service-wide. All eligible bargaining and nonbargaining unit employees (including Area, Headquarters, and Headquarters field units) may apply if their permanent current work location — where they physically report to work — is physically located within the area of consideration stated in the job posting.

External recruitment may be initiated when vacancies are not filled by internal placement of employees. **Note:** Current Postal Service career employees are not eligible to apply for external job postings.

753.2 Vacancy Announcement

The vacancy announcement is posted via the *eCareer* system, and it must be posted for no less than 15 calendar days. The announcement must include the following information about the vacant position:

- a. Position to be filled.
- b. Geographic area of consideration.
- c. Duty station.
- d. Starting and ending times.
- e. Nonscheduled days of the vacant position.

If one or more of these elements requires frequent change in order to meet operational requirements, the announcement must state this.

753.3 Application Procedures

Employees apply by submitting an application via *eCareer*, by the date and time specified in the announcement.

754 Selection and Placement Process

754.1 Assessment Process

Competitive applicants are assessed by and must successfully complete the following:

- a. Examination 642.
- b. Application review.
- c. Interview.

754.2 Process Guidelines

Application reviews, interviews, and selections are to be: (a) made in accordance with Supervisor Selection Process guidelines provided by the office of Organizational Effectiveness (OE), Human Resources; and (b) conducted in a manner consistent with the philosophy and methods described in Nonbargaining Selection Methods Web-based Training (Course 10022345). Selecting officials and review committee members are required to take this course.

755 Roles and Responsibilities

755.1 Review Committees

If there are *eleven or more* applicants, a review committee is required. If there are *ten or fewer* applicants, a review committee is not required. Even when a review committee is not required, the selecting official may decide to convene a review committee.

A review committee must have at least three members who are EAS employees at a level equal to or higher than that of the vacant position (see 743.523, Restrictions on Membership). It is recommended (but not required) that the committee includes at least one representative from each of the following:

- a. Customer Services.
- b. Distribution Operations.
- c. Human Resources.

The role of a review committee is to conduct the application reviews, but *not* the interviews. The selecting official is responsible for conducting the interviews.

If there is no review committee, the selecting official conducts the application review and documentation activities before conducting interviews.

755.2 Local Services

Local Services has general responsibilities related to:

- a. Posting vacancies.
- b. Coordinating examinations for employees who require Examination 642, and
- c. Interacting with the HR Shared Service Center (HRSSC) as necessary to process applications.

755.3 Selecting Official

The selecting official is normally the manager with the vacancy. The selecting official must:

- a. Conduct interviews.
- b. Complete related documentation and eCareer activities.
- c. Choose the individual who best meets the position requirements.
- d. Select exclusively on merit.

If the selecting official does not convene a review committee, then the selecting official must conduct the application review and documentation activities before conducting the interviews.

756 Application Review

756.1 Process

The applications are reviewed and rated for all applicants meeting the Examination 642 requirement.

- a. If a review committee is convened, the committee conducts the reviews.
- b. If there is no committee, the selecting official conducts the reviews.

756.2 Documentation

The PS Form 5957, *Requirement-by-Applclicant Matrix*, must be completed with ratings for all the applicants, and be retained as an attachment to the posting requisition.

- a. If a review committee conducted the reviews, the committee chairperson is responsible.
- b. If a selecting official conducted the reviews, the selecting official is responsible.

756.3 eCareer Questionnaires

The responsibility for completing eCareer questionnaires is as follows:

- a. If a review committee conducted the reviews, the committee chairperson is responsible.
- b. If a selecting official conducted the reviews, the selecting official is responsible.

757 Recommend for Interview

757.1 Process

If a review committee is used, the committee chairperson will recommend for interviews 3 to 5 candidates who best meet the requirements of the position. If more than one vacancy (on the same vacancy announcement) is to be filled, an additional applicant will be recommended for each additional vacancy (6 applicants for 2 vacancies, 7 applicants for 3 vacancies, etc.) as long as there are a sufficient number of qualified applicants.

Under no circumstance should an applicant rated as "Not Qualified" on Examination 642 *or* on the application review be recommended to the selecting official.

In the event that there are no applicants who meet the criteria for recommendation, the selecting official should consult with Human Resources about reposting the vacancy with an expanded area of consideration.

757.2 eCareer Questionnaires

The review committee chairperson will indicate the identified applicants as "Recommended" or "Not Recommended" via the eCareer questionnaires.

758 Interview and Selection

758.1 Process

The selecting official conducts interviews of the candidates recommended by the review committee. If there is no review committee, the selecting official interviews the entire group of applicants, except those applicants deemed as "No Demonstration" on the application review.

758.2 Documentation

The selecting official ensures that PS Form 5957 and any interview notes are submitted to Local Services to attach to the posting requisition (see 743.44).

758.3 eCareer Questionnaires

The selecting official completes the *eCareer* questionnaires, indicating the selection.

759 Training Following Selection

Newly promoted supervisors will receive training after placement.

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- b. Such An application may be made submitted for each any position and location for which the employee is eligible for competitive consideration.
- c. The employee will be assessed in accordance with the competitive process, including the requirement to qualify on Examination 642, unless one of the following exceptions apply:-
 - (1) Employees currently qualified on Examination 642 are not required to retake the examination (inservice examination results are valid indefinitely).
 - (2) Employees grade EAS-17 and above are not required to qualify on Examination 642.
 - (3) Employees who formerly held the position of Supervisor, Customer Services or Supervisor, Distribution Operations are not required to qualify on Examination 642.
- d. A sSelection will be made in accordance with the competitive process.

753.1 Area of Consideration

Selecting officials are normally responsible for defining the area of consideration. The area of consideration may be limited during periods of organizational change. The minimum area of consideration is all career employees District-wide and may be expanded Area-wide or Service-wide. should consist of all eligible career employees within a district. All eligible bargaining-EAS and nonbargaining unit employees (including Area, Headquarters, and Headquarters field units) may apply if their permanent current work location — where they physically report to work — is physically located within the geographic (service) area of the consideration organizational unit stated in the job posting. Normally, it should not be necessary to relocate an employee to fill an initial level supervisory position.

External recruitment may be initiated when vacancies are not filled by internal placement of employees. **Note:** Current Postal Service career employees are not eligible to apply for external job postings.

753.2 Vacancy Announcement

The vacancy announcement is posted via the eCareer system, and it must be posted for no less than 15 calendar days. The announcement must include the following information about the vacant position:

- a. Position to be filled
- b. Geographic area of consideration
- c. Duty station.
- d. Starting and ending times
- e. Nonscheduled days of the vacant position.

If one or more of these elements requires frequent change in order to meet operational requirements, the announcement must so state this.

753.3 Application Procedures

Employees apply by submitting an application via eCareer, by the date and time specified in the announcement.

754 Selection and Placement Process

754.1 Assessment Process

Competitive applicants are assessed by and must successfully complete the following:

- a. Examination 642.

- b. Application review.
- c. Interview.

754.2 Process Guidelines

Application reviews, interviews, and selections are to be: (a) made in accordance with Supervisor Selection Process guidelines provided by the office of Organizational Effectiveness (OE), Human Resources; and (b) conducted in a manner consistent with the philosophy and methods described in Nonbargaining Personnel Selection Methods Web-based Training (Course 1002234521553-00). Selecting officials and review committee members are required to take this course.

755 Roles and Responsibilities

755.1 Review Committees

If there are *eleven or more* applicants, a review committee is required. If there are *ten or fewer* applicants, a review committee is not required. Even when a review committee is not required, the selecting official may decide to convene a review committee.

A review committee must have at least three members who are EAS employees at a level equal to or higher than that of the vacant position (see 743.523, Restrictions on Review Committee Membership). It is recommended (but not required) that the committee includes at least one representative from each of the following:

- a. Customer Services.
- b. Distribution Operations.
- c. Human Resources.

The role of a review committee is to conduct the application reviews, but *not* the structured interviews. The selecting official is responsible for conducting the structured-interviews.

If there is no review committee, the selecting official conducts the application review and documentation activities before conducting the structured-interviews.

755.2 Local Services

Local Services has in addition to general responsibilities related to:

- a. ePosting vacancies, and
- b. eCoordinating examinations for employees who require Examination 642, and
- c. Interacting with the HR Shared Services Center (HRSSC) as necessary to process applications. Human Resources Local Services has responsibility for the creation of a list of applicants to recommend for the supervisor to interview (see 757).

755.3 Selecting Official

The selecting official is normally the manager with the vacancy. The selecting official must:

- a. Conduct structured interviews.
- b. Complete related documentation and *eCareer* activities.
- c. Choose the individual who best meets the position requirements.
- d. Select exclusively on merit.

If the selecting official does not convene a review committee, then the selecting official must conduct the application review and documentation activities before conducting the structured interviews.

756 Application Review

756.1 Process

The applications are reviewed and rated for all applicants meeting the who earned a qualifying score on Examination 642 requirement, and rated based on benchmarks supplied by OE.

- a. If a review committee is convened, the committee conducts the reviews.
- b. If there is was no committee, the selecting official conducts the reviews.

756.2 Documentation

The PS Form 5957, Requirement-by-Applciant Matrix, application review rating sheet must be completed with ratings for all the applicants, and be retained as an attachment to the posting requisition.

- a. If a review committee conducted the reviews, the committee chairperson is responsible.
- b. If a selecting official conducted the reviews, the selecting official is responsible.

756.3 eCareer Questionnaires

The "Application Review" section of the eCareer questionnaires is used to indicate the results of the application review. The Responsibility for completing an eCareer questionnaire is as follows:

- a. If a review committee conducted the reviews, the committee chairperson is responsible.
- b. If a selecting official conducted the reviews, the selecting official is responsible.

757 Recommend for Interview

757.1 Process

If a review committee is used, the committee chairperson will recommend for interviews the 3 to 5 candidates who best meet the requirements of the position. Local Services will identify the applicants with the top five Exam 642 scores who also qualified on the application review.

If more than one vacancy (on the same vacancy announcement) is to be filled, an additional applicant will be recommended for each additional vacancy (6 applicants for 2 vacancies, 7 applicants for 3 vacancies, etc.) as long as there are a sufficient number of qualified applicants.

Under no circumstance should an applicant rated as "Not Qualified" on Examination 642 or on the application review be recommended to the selecting official.

In the event that there are no applicants who meet the criteria for recommendation, the selecting official should consult with Human Resources about reposting the vacancy with an expanded area of consideration.

757.2 eCareer Questionnaires

The review committee chairperson-Local Services will indicate the identified applicants as "Recommended," or "Not Recommended" via the eCareer questionnaires.

758 Structured Interview and Selection

758.1 Process

The selecting official conducts the structured interviews of the candidates recommended by the review committee, applicants using the questions, worksheets, and rating benchmarks provided by OE.

If the selecting official does not make a selection from this group of recommended applicants, the selecting official can request another group of five recommendations from Local Services. Local Services can recommend additional applicants (as long as a sufficient number of qualified applicants remain) in accordance with the recommendation process described above.

If there ~~is~~ was no review committee, the selecting official interviews the entire group of applicants, except those applicants deemed as "No Demonstration" on the application review.

Note: Whether or not a review committee was convened, the selecting official **must not** interview any applicant deemed as "No Demonstration" on the application review.

758.2 Documentation

The selecting official ensures that PS Form 5957 and any interview notes, if any, are submitted to Local Services ~~s the completed rating sheet with the interview ratings for to~~ attachment to the posting requisition (see 743.44).

758.3 eCareer Questionnaires

The selecting official (SO) completes the eCareer questionnaires ~~SO questionnaires~~, indicating the selection.

759 Training Following Selection

Newly promoted supervisors will receive training after placement.

7 Assignment, Reassignment, and Promotion

74 Nonbargaining Positions

741 Purpose of Subchapter 74

These policies and procedures are to be used in filling headquarters, area, and field nonbargaining positions, including most supervisory, managerial, administrative, clerical, and postmaster positions under the following pay systems: (a) EAS, (b) Management Pay Band, and (c) Technical Pay Band. Selections for Attorney Compensation System positions are not covered by Subchapter 74. Supervisor, Customer Services and Supervisor, Distribution Operations positions are filled using the policies and procedures contained in 75, Supervisor Selection Process.

742 Selection Principles

Managers administering these policies must ensure that the following principles are observed:

- a. Assess talent available to fill specific positions and advertise accordingly.
- b. Make high quality selections to meet current and future organizational needs.
- c. Make selections and keep records that make it possible to demonstrate how established selection procedures have been followed.
- d. Ensure that:
 - (1) The system and process are fair and
 - (2) Selections are made from a group of candidates that is as inclusive and diverse as possible.

743 Selection Process

743.1 Internal Recruitment

The following sections describe the characteristics of the internal recruitment process.

743.11 When to Consider Noncompetitive Applications

Management may consider qualified employees eligible for a noncompetitive voluntary lateral reassignment or change to a lower level at any of the following times:

- a. When applications are received.
- b. Before the competitive announcement process begins.
- c. During the competitive announcement process.
- d. After the applications have been assessed.

Individuals with a saved grade are considered noncompetitively for positions up to the level of their former position.

Employees seeking noncompetitive placement into a position at the same or lower level may submit a written request to the selecting official for consideration, or, if an employee with a

disability seeks reasonable accommodation by reassignment to a position at the same or lower level, the employee works with the appropriate reasonable accommodation committee at the district, area, or headquarters level.

743.12 Competitive Selection

If a position is not filled through noncompetitive procedures, then it is filled competitively through employee applications in response to a vacancy announcement.

743.13 Defining the Area of Consideration

Selecting officials are responsible for defining the area of consideration for nonbargaining vacancies (see 741) as outlined in the following sections.

743.131 Minimum Area of Consideration

- a. The minimum area of consideration for Headquarters vacancies is career nonbargaining employees Service-wide.
- b. The minimum area of consideration for Area vacancies is career nonbargaining employees Area-wide.
- c. The minimum area of consideration for Field vacancies is career nonbargaining employees within the District. Exception: the minimum area of consideration for positions filled under the Supervisor Selection Process is all career employees (including bargaining employees) District-wide (see 75).

All eligible nonbargaining employees (including Area, Headquarters, and Headquarters field units) may apply if their current work location (where they physically report to work) is located within the geographic (service) area of the organizational unit in the job posting.

743.132 Extending the Area of Consideration

After the assessment of potential applicants, the area of consideration may be expanded to include:

- (a) Career bargaining employees,
- (b) A larger geographic territory (i.e., Area-wide or Service-wide), or
- (c) An external announcement.

743.14 Determining Eligibility

Career employees are eligible to apply for posted nonbargaining positions if they are within the area of consideration.

Other employees are eligible under the following circumstances:

- a. *Extended eligibility.* Eligibility is extended for certain postmaster positions, as follows:
 - (1) *Postmaster.* PMRs (this includes Postmaster relief/leave replacements (PMR/LRs) and Postmaster Reliefs (RMPO)) may apply and compete for internally-announced career 6-hour Postmaster vacancies posted within their district when the area of consideration has been expanded to career bargaining employees.
 - (2) The PMR applying for a posted Postmaster position at a his or her employing Post Office, must be considered by the selecting official at that Post Office.
- b. *Special nomination for nonbargaining positions.* Vice presidents of Area Operations and the manager of Corporate Personnel Management may nominate employees from any location within the Postal Service for any vacancy advertised so that they may be considered in competition with applicants from within the area of consideration. This nomination process is to ensure expanded opportunities to resolve saved grade situations, hardship, and/or trailing spouse cases.

743.15 120-Calendar-Day Time Limit on Higher-Level Temporary Assignments

When a vacant authorized nonbargaining position is filled by a higher-level temporary assignment (detail) pending selection of a person for permanent placement, an employee may be assigned to the position for a total of not more than 120 calendar days. A *vacant position* is one where the previous employee has separated or has been placed in another job.

a. If the employee on temporary assignment:

(1) Could become or is a potential candidate for the vacant position, then the higher-level assignment must be terminated before the 121st calendar day.

(2) Is not a candidate, then the next higher-level manager over the manager with the vacancy must verify the non-candidate status of the employee in order to approve an extension of the temporary assignment beyond 120 calendar days. (Exception: if the detail assignment was originally approved by a PCES Manager, additional approval for the extension is not necessary. See 716.144.)

The extension lasts until a selection is made and a new employee permanently assumes the position.

b. An employee who has served in a vacant position for more than 120 calendar days is ineligible for placement in that position.

743.16 Exceptions to the 120-Calendar-Day Limit

a. The 120-calendar-day time limit does not apply if the assignment is:

- (1) To a position at the same or lower level.
- (2) During the temporary absence of an employee.
- (3) To an officer-in-charge assignment.
- (4) To an initial level supervisor position.
- (5) To a headquarters position.

b. A trailing spouse is the spouse of a nonbargaining employee relocated for placement into a new position. The trailing spouse may be detailed for no more than 90 calendar days in the new location. The 90-day assignment may be extended for one additional 90-day period with the written approval of the:

- (1) Manager, Human Resources (Area) - for field assignments; or
- (2) Functional officer - for detail to a Headquarters position.

743.17 Posting a Nonbargaining Vacancy Announcement

Announcements are posted for a minimum of 15 calendar days. **Note:** Exceptions may apply during periods of organizational change.

The following must be included in the vacancy announcement:

- a. Duty station
- b. Work assignment
- c. Nonscheduled days
- d. Work hours.

If any of these elements require frequent change in order to meet operational requirements, the announcement must state this.

Section 763.22, Local Options for Typing and Driving Requirements, describes the circumstances in which typing and driving can be added.

743.18 Conditions for Not Announcing

A vacancy does not have to be announced again if: (a) an identical vacancy was announced previously; and (b) fewer than 120 calendar days have elapsed since the identical announcement's closing date.

The two vacancies must have the same:

- (a) Position title
- (b) Occupation code
- (c) Grade
- (d) Location
- (e) Tour (where applicable), and
- (f) Position requirements.

743.2 External Recruitment

The following sections describe the characteristics of the external recruitment process.

743.21 Recruiting for Additional Applicants

Generally, nonbargaining positions are filled from within the Postal Service. Management is not required, however, to select postal applicants over significantly better qualified external applicants. Every effort must be made to select the individual who best meets the requirements of the position. The following procedures apply:

- a. The selecting official initiates recruitment from an external source to fill a vacancy only after exhausting the internal selection process (with or without expanded area of consideration per 743.13).
- b. The selecting official may choose either a noncompetitive or a competitive recruitment source. For example, the official may:
 - (1) Reinstate a qualified former nonbargaining postal employee separated due to a reduction-in-force who has been placed on a Reinstatement List under the conditions described in Employee and Labor Relations Manual Section 364.27
 - (2) Use one of the external recruitment sources described in 233.
 - (3) Initiate a competitive process by having the vacancy posted on www.usps.com
- c. If an external posting attracts qualified applicants but does not result in a job offer being extended, the vacancy may be reposted internally (or filled noncompetitively with an internal employee) no sooner than 180 days from the closing date of the last external posting.
- d. External applicants must complete PS Form 2591, *Application for Employment*.

Note: Current Postal Service career employees are not eligible to apply for external job postings.

743.22 Competitive Recruitment Source

When a nonbargaining vacancy is to be filled externally and a noncompetitive recruitment source is not used, the vacancy is posted on www.usps.com for a minimum of 5 business days to ensure adequate public notice (see 42). Additional recruitment activities may be employed to attract a diverse mix of qualified applicants for the vacancy's specialty.

743.23 Positions With a Test Requirement

If the nonbargaining position has an examination requirement, all external applicants who apply by the closing date must have an equal opportunity to complete the testing process if not currently qualified.

743.24 Evaluating External Applicants

Evaluate external applicants, including those who qualify on testing requirements, by using the methods described in 743.4 and the Nonbargaining Selection Methods training, unless otherwise stated.

743.3 Internal Applications

Internal applicants for all posted nonbargaining positions must submit applications by the closing date of the announcement using the online application system, *eCareer*. **Exception:** Under USERRA, applications from employees who are on active duty with the uniformed services are accepted at any time for subsequent consideration when a vacancy is announced (see 772.1b). Applicants for promotion who (a) are not otherwise eligible on an examination requirement, (b) do not achieve a passing score on a required examination, or (c) fail to complete the examination process are ineligible for further consideration for the vacancy (see 422 and 433).

The selecting official may verify any information provided on the application with appropriate individuals.

743.4 Assessing Applications

The following sections discuss two components used in assessing applications for both internal and external applicant pools:

- (a) The use of guidelines by personnel involved in the process, and
- (b) Process and documentation requirements.

743.41 Using Guidelines

Selections are to be made in line with the philosophy and methods described in Nonbargaining Selection Methods training, available on the Learning Management System (LMS). This course, and *Essentials of Interviewing and Hiring: Behavioral Interview Techniques*, course 3623586, are required training for selecting officials and review committee members.

743.42 Process and Documentation Requirements

743.421 KSA Requirements

Applicants are evaluated based on their demonstration of the knowledge, skills, and abilities (KSAs) relevant to the position's requirements. The KSAs to be considered are specified on the vacancy posting. Applicants are not required to address each KSA individually in a narrative description. Demonstration of the requirements may appear under education, work experience, the summary of accomplishments, and attachments (e.g., resumes, writing samples). Applicants' qualifications are assessed as described in 743.43, *Assessing Nonbargaining Applicants*.

743.422 Requirement-by-Applicant Matrix

Assessments must be recorded on PS Form 5957, *Requirement-by-Applicant Matrix*. Each vacancy package must have one completed, dated, and signed matrix that lists each applicant's ratings. When using a review committee, the chairperson is responsible for completing a matrix that documents the committee's consensus ratings. If a review committee is not used, the selecting official must complete the matrix. See 743.442 for retention requirements.

743.423 Use of Notes

If the committee chairperson makes any notes in the consensus discussion, or the selecting official makes any notes regarding any of the applicants, while reviewing applications or conducting interviews, these notes are considered official documentation of the assessment process. Such notes must be preserved in their original state regardless of the format and

medium used for recording. The note-taker must date and sign all notes taken. See 743.442 for retention requirements.

743.43 Assessing Nonbargaining Applicants

743.431 Rating Applicant's KSAs

Rate the applicant's demonstration of KSAs for each requirement on the vacancy posting, and record the ratings on the PS Form 5957, *Requirement-by-Applicant Matrix*. Use the following scale:

- a. 0 points — Not demonstrated at minimum level.
- b. 1 point — Minimally acceptable.
- c. 2 points — Strong.
- d. 3 points — Excellent.

743.432 Completing the Requirement-by-Applicant Matrix

Instructions for completing the matrix:

- a. *Entering names and KSA requirements.* Spaces for entering specific requirements for the position are across the top of the matrix. Spaces for applicants' names are on the left. All applicants must be listed on the matrix. If a review committee is used, the chairperson is responsible for recording the consensus ratings. If a review committee is not used, the selecting official records his or her ratings on the matrix.
- b. *Evaluating requirements other than KSAs.* Most Postal Service jobs only have KSA requirements. However, if a job does have requirements other than KSAs (e.g., education or test):
 - 1. Determine if the applicant meets the requirements.
 - 2. In the appropriate space on the matrix, record YES if the applicant meets the requirements, or NO if the applicant does not meet them.
 - 3. This is the only rating for such requirements. Do not assign points to them.
 - 4. Exercise caution when reviewing education or test requirements, taking care not to disqualify an applicant if the posting indicates that the requirement can be met at a later date.
- c. *Evaluating KSAs.* Indicate the applicant's demonstration of the KSAs on the matrix. For an applicant who:
 - 1. Is clearly deficient in demonstrating one or more KSAs, record a zero (0) on the *Requirement-by-Applicant Matrix* for the requirements that the applicant failed to demonstrate.
 - 2. Does not demonstrate any KSA at the minimum level, or who fails to meet a mandatory education requirement, no further consideration or rating is required. Record a zero (0) as the total KSA point score on the matrix.
 - 3. Meets a KSA, enter the number of points earned (1, 2, or 3) in the appropriate space.
- d. *Compiling scores for applicants who meet all requirements.* Total the number of points achieved for the KSA requirements and enter the total KSA point score on the matrix.
- e. *Using conversion tables for external applicants only.* See Appendix F, Conversion Tables for Nonbargaining Positions, and follow these instructions:
 - 1. Refer to the conversion table for a job with the same number of KSAs as the vacancy.

2. Locate the applicant's Raw Score (total KSA points) and read across the chart to the converted score. This is the Basic Score.
3. The evaluator (review committee or selecting official) completing the matrix is responsible for entering the Basic Scores into *eCareer*.

Exhibit 743.432 shows a sample completed matrix for an externally-announced vacancy.

Exhibit 743.432

Completed PS Form 5957 Matrix for a Job With Five KSAs and an Education Requirement, External Vacancy

	KSA 1: Knowledge of statistical analysis packages (e.g., SAS)	KSA 2: Knowledge of public relations and various media outlets	KSA 3: Knowledge of survey research techniques and practices	KSA 4: Knowledge of various approaches to evaluating employee performance	KSA 5: Knowledge of purchasing and contract administration	Education Requirement: Graduate degree in Industrial/Organizational Psychology	RAW SCORE (Total KSA Points)	BASIC SCORE (Does not include Veterans' Preference)
Applicant 1	2	2	2	2	2	Yes	10	85
Applicant 2	3	3	3	3	3	Yes	15	100
Applicant 3	1	1	2	2	1	Yes	7	76
Applicant 4						No	0	0
Applicant 5	2	0				Yes	0	0
Applicant 6	3	2	3	1	3	Yes	12	91

743.44 Documentation Retention

743.441 Responsibilities

The chairperson of the review committee and the selecting official are responsible for forwarding the documentation cited in 743.422 and 743.423 to local services for retention in *eCareer* as part of the vacancy package.

The selecting official is responsible for creating a vacancy file for vacancies filled outside *eCareer*, and retaining them for five years (see 743.442). The vacancy files include records that make it possible to demonstrate how established selection procedures have been followed.

743.442 Retention Period

Vacancy files are retained for five years.

743.5 Roles of the Selecting Official and Review Committee

743.51 Selecting Official

The selecting official is the manager or supervisor with the vacancy. The selecting official:

- (a) Assesses the potential applicant pool;
- (b) Defines an area of consideration;
- (c) Selects candidates for designated vacancies; and
- (d) Ensures that selections are made in keeping with all applicable selection principles, including equal employment opportunity laws and the Affirmative Employment Program of the Postal Service.

743.52 Review Committee

When 11 or more applications are received, a review committee of at least 3 members must assess eligible applicants (see 743.522 and 743.523 for review committee membership and restrictions). If there are fewer than 11 applications, the selecting official may designate a review committee to assess eligible applicants.

743.521 Function

The major functions of the review committee are to:

- (1) Assist the selecting official in assessing the applicants; and
- (2) Recommend candidates who best meet the qualifications of the vacant position.

743.522 Management Level of Members

Review committee members must be nonbargaining employees at a level equal to or higher than that of the vacant position. For review committee membership, level is defined as an employee's permanent (or saved) grade, not a part-time or temporary level resulting from a temporary assignment (detail) or ad hoc assignment.

743.523 Restrictions on Membership

Restrictions on setting up a review committee include the following:

- a. Neither the supervisor of the position to be filled nor any manager exercising authority over the supervisor, --up to and including the selecting official, --may serve on the review committee or participate in its deliberations.
- b. Exceptions to review committee membership may be approved only by the area vice president. The reasons for making the exception must be fully documented and placed in the vacancy file.
- c. Review committee members are prohibited from participating in the consideration or recommendation of a relative (as defined in Chapter 5). Each member is responsible for notifying the committee chairperson of the relationship. A member with such a relationship must be excused and replaced immediately.
- d. Each member must be certified on *Nonbargaining Selection Methods* training, course 10022345, and *Essentials of Interviewing and Hiring: Behavioral Interview Techniques*, course 3623586 (see 743.41).

743.524 Duties

The duties of the review committee include:

- a. Considering each application submitted. Each committee member must independently determine if each applicant has demonstrated each requirement.
- b. Conducting interviews by telephone or in person, as needed. Review committee interviews are not mandatory.
- c. Optionally requiring applicants to submit written samples of their past work that demonstrate their abilities to perform requirements directly related to the vacant position.

Note: The committee is prohibited from requiring applicants to: (1) take a written test; (2) write a paper on a specified topic; (3) analyze and solve in writing a prescribed managerial or technical problem; or (4) undergo any other kind of written examination.

- d. Recording consensus ratings for each eligible applicant on one PS Form 5957, *Requirement-by-Applciant Matrix*. The chairperson is responsible for ensuring that PS Form 5957 and related notes are included in the vacancy file (see 743.443).
- e. Recommending the applicants who best meet the requirements of the position to the selecting official. Three to 5 candidates are generally recommended for one vacancy; 1

additional candidate is recommended for each additional vacancy to be filled from the posting.

743.525 Procedures

- a. The selecting official designates the review committee and ensures that each committee member has taken the required training (see 743.523d) or will take the required training before evaluating applicants. The selecting official and the review committee may discuss how filling the vacant position will support business objectives.
- b. Delays in completing selection activity should be avoided. Generally, the review committee should complete its activities within 7 days and the selecting official should within 5 days.

743.53 Selection of Applicants

The selecting official, with or without the assistance of a review committee, identifies the applicant whose KSAs best meet the requirements of the position and who has a high probability of successful performance in the position. Documentation responsibilities are described in 743.42.

- a. If a review committee was used, and the committee:
 1. Did not interview the recommended applicants, the selecting official must personally interview each of them before making a selection decision.
 2. Did interview the recommended applicants, the selecting official may:
 - a. Interview them again before making a selection; or
 - b. Select a candidate based on the recommendations made by the review committee without conducting additional interviews. For externally-posted vacancies, the selecting official must use the Rule of Three when making selections (see 624).
- b. If a review committee was not used, the responsibilities of the selecting official depend on whether the vacancy is being filled internally or externally, as follows:
 - (1) Internal:
 - (a) Review the applications.
 - (b) Determine which applicants meet the minimum requirements, documenting ratings on PS Form 5957.
 - (c) Interview all minimally qualified applicants before making a selection.
 - (2) External:
 - (a) Review the applications.
 - (b) Do one of the following:
 - i. Document ratings on PS Form 5957 based on the paper review, create Hiring List to determine applicant rank order, interview and make a selection using the Rule of Three (see 624); or
 - ii. Interview all applicants, document ratings on PS Form 5957, create Hiring List to determine rank order, and make a selection using the Rule of Three (see 624).