

Request for Vacancy Announcement

Agency:		Office:		Date:	
WTTS #:		FPPS #:			
HR Specialist:				Phone #:	
Backup HR Spec:				Phone #:	
Selecting Official					
Manager(s)					
Administrative Officer(s)					
Quals Consultant*:				Phone #:	
*if none listed, the HR Specialist will be consulted as the SME prior to performing qualifications					
Position Title:					
#Days Posted		App Limit:		Pay Plan	
Series		FPL:			
Location(s)				# of selections:	
Security Clearance: (Select One)			Area of Consideration: (Select <u>all</u> that apply)		
			ICTAP/CTAP only Agency wide: Metro Area Agency wide DOT wide Government wide Category Rating Excepted Service (Attorney, other) Direct Hire (InfoSec, other) Pathways: (Intern, Recent Graduate) Other: (please define, i.e., SL, VRA)		
Relocation Authorized		New Questions		SJA's used	
Travel Card Req'd?		How much travel (pick one)		Telework authorized	
Re-advertisement?		Vac #		Date Cert Returned	
SME rating?		Rating Guide included (one per grade)?			
SME Name & Title (will do rating of applicants):					

Request for Vacancy Announcement

Priority for Agency (requires written justification and approval from agency HR Director)		Selective Factor? (requires written justification)	
Name Request:			
Ideal Candidate Statement:			
Specialized Experience Statements:			
Grade:		Salary From	To:
Specialized Experience Statement(s):			
Grade:		Salary From	To:
Specialized Experience Statement(s):			
Grade:		Salary From	To:
Specialized Experience Statement(s):			
Grade:		Salary From	To:
Specialized Experience Statement(s):			

Other: