## **Request for Vacancy Announcement**

Agency:			Office:			Date:			
WTTS #:				FPPS #:					
HR Specialist:						Phone #:			
Backup HR Spec:						Phone #:			
<b>Selecting Official</b>									
Manager(s)									
Administrative Officer(s)									
Quals Consultant*:		F					Phone #:		
*if none listed	d, the HR Spe	cialist will be consu	ılted as the SME pı	rior to perform	ning qualification	is	l		
Position Ti	itle:								
#Days Post	ted	App Limit:	Pay F	Plan	Series		FPL:		
Location(s		<u>l</u>	L		# of se	lections:			
Securi	ity Clearan	ce: (Select One) Area of Consi			Consideration	deration: (Select <u>all</u> that apply)			
				ICTAP/C	TAP only				
				Agency w	ide: Metro Ar	ea			
				Agency w Agency w	ide: Metro Ar	ea			
				Agency w Agency w DOT wide	ide: Metro Ar ide e	ea			
				Agency w Agency w DOT wide Governme	ide: Metro Ar ide e ent wide	ea			
				Agency w Agency w DOT wide Governme Category	ide: Metro Ar ide e ent wide				
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				Agency w Agency w DOT wide Governme Category Excepted Direct His Pathways:	ide: Metro Artide e ent wide Rating Service (Attor re (InfoSec, ot	ney, other) her) nt Graduate)			
				Agency w Agency w DOT wide Governme Category Excepted Direct His Pathways:	ide: Metro Artide e ent wide Rating Service (Attor	ney, other) her) nt Graduate)			
Relocation	Authorize	d N	ew Questions	Agency w Agency w DOT wide Governme Category Excepted Direct His Pathways:	ide: Metro Artide e ent wide Rating Service (Attor re (InfoSec, ot	ney, other) her) nt Graduate)			
Relocation Travel Car			ew Questions ow much trave (pick one)	Agency w Agency w DOT wide Governme Category Excepted Direct Hin Pathways: Other: (pl	ide: Metro Artide e ent wide Rating Service (Attor re (InfoSec, ot	rney, other) her) nt Graduate) e., SL, VRA)			
	rd Req'd?	Н	ow much trave	Agency w Agency w DOT wide Governme Category Excepted Direct Hin Pathways: Other: (pl	ide: Metro Artide e ent wide Rating Service (Attor re (InfoSec, ot	rney, other) her) nt Graduate) e., SL, VRA)  SJA's used  Telework	eturned		
Travel Car	rd Req'd?	Н	ow much trave (pick one)	Agency w Agency w DOT wide Governme Category Excepted Direct Hin Pathways: Other: (pl	ide: Metro Artide e ent wide Rating Service (Attor re (InfoSec, ot	rney, other) her) nt Graduate) e., SL, VRA)  SJA's used  Telework authorized	eturned		
Travel Car Re-adverti	rd Req'd?	Н	ow much trave (pick one) ac#	Agency w Agency w DOT wide Governme Category Excepted Direct His Pathways: Other: (pl	ide: Metro Artide e ent wide Rating Service (Attor re (InfoSec, ot to (Intern, Rece ease define, i.	rney, other) her) nt Graduate) e., SL, VRA)  SJA's used  Telework authorized  Date Cert Re	eturned		
Travel Car Re-adverti	rd Req'd? isement? g?	Н	ow much trave (pick one) ac#	Agency w Agency w DOT wide Governme Category Excepted Direct His Pathways: Other: (pl	ide: Metro Artide e ent wide Rating Service (Attor re (InfoSec, ot	rney, other) her) nt Graduate) e., SL, VRA)  SJA's used  Telework authorized  Date Cert Re	eturned		
Re-adverti SME ratin	rd Req'd? isement? g?	V	ow much trave (pick one) ac#	Agency w Agency w DOT wide Governme Category Excepted Direct His Pathways: Other: (pl	ide: Metro Artide e ent wide Rating Service (Attor re (InfoSec, ot to (Intern, Rece ease define, i.	rney, other) her) nt Graduate) e., SL, VRA)  SJA's used  Telework authorized  Date Cert Re	eturned		

## **Request for Vacancy Announcement**

<b>Priority fo</b>	r Agency (requires written justification	Selective Factor?
and approv	al from agency HR Director)	(requires written justification)
Name Requ	uest:	
Ideal Cand	idate Statement:	
	xperience Statements:	
Grade:	Salary From	To:
Specialized	d Experience Statement(s):	
Grade:	Salary From	To:
	l Experience Statement(s):	10:
Specialized	Experience Statement(s).	
Grade:	Salary From	To:
	l Experience Statement(s):	1 = 3 · 1
Grade:	Salary From	To:
Specialized	l Experience Statement(s):	

Other: