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LABOR RELATIONS



November 9, 2022

Mr. Ivan D. Butts
President
National Association of Postal
Supervisors
1727 King Street, Suite 400
Alexandria, VA 22314-2753

Dear Mr. Butts:

The Postal Service proposes to revise Handbook EL-312, *Employment and Placement*, Section 74, *EAS Positions* and Section 75, *Supervisor Selection Process*. The purpose of this revision is to expedite the selection process in filling non-bargaining vacancies.

Enclosed for your review are the current and proposed changes to the sections of Handbook EL-312.

This proposal is being provided for your review and any recommendations you may have pursuant to Title 39, U.S. Code §1004(d).

Please contact Paulita Wimbush at extension 4042 if you have questions concerning this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "B. Nicholson".

Bruce A. Nicholson
Manager
Labor Relations Policy Administration

Enclosure

74 EAS 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 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.

Employees selected in this manner must meet the qualification requirements for the position. Selection is solely at the discretion of the selecting official.

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.

~~a. The minimum area of consideration for Area vacancies is career nonbargaining employees Area-wide.~~

b. The minimum area of consideration for Field vacancies is career nonbargaining employees in within the local area of consideration District. **Exception:** Positions the minimum area of consideration for positions filled under the Supervisor Selection Process (see 75) must be posted to is all career employees (including bargaining employees) in the local area of consideration before any consideration is given to expanding the area of consideration. District-wide (see 75).

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

743.132 **ExpandingExtending 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 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 and Regional Operations vice presidents, and the senior director National Human Resources 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) Director/Manager, Human Resources (Field Area) — for field assignments; or
- (2) Functional officer — for assignments 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. Geographic area of consideration.

~~b.~~ Position title;

~~c.~~ Occupation code;

~~d.~~ Grade;

~~b.e.~~ Duty station.

~~f.~~ Duty station Position duties.

~~a.~~ —

~~b.~~ Work assignment

~~e.g.~~ Nonscheduled days.

~~d.h.~~ 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 Basic Computer Skills and Driving Requirements, describes the circumstances in which computer skillstyping and driving can be added.

743.171 Exceptions to 15-Day Posting of Nonbargaining Vacancy Announcements

a. Exceptions may apply during periods of organizational change.

b. The 15-day minimum posting period does not apply to the EAS positions below. These positions are posted for a minimum of seven (7) calendar days:

<u>Job Title</u>	<u>Level</u>
<u>Mgr Customer Services</u>	<u>EAS 17-21</u>
<u>Mgr Distribution Operations</u>	<u>EAS 19-20</u>
<u>Postmaster</u>	<u>EAS 18-21</u>
<u>Postmaster (PTPO)</u>	<u>PTPM-56</u>
<u>Supv Customer Services</u>	<u>EAS-17</u>
<u>Supv Distribution Operations</u>	<u>EAS-17</u>
<u>Supv Maintenance Operations</u>	<u>EAS-17</u>
<u>Supv Transportation Operations</u>	<u>EAS-17</u>

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) Reinstatement 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/careers.
- 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

743.221 General

When you fill a nonbargaining vacancy externally and do not use a noncompetitive recruitment source, then you must post the vacancy on www.usps.com/careers <http://www.usps.com> for a minimum of 5 calendar days to ensure adequate public notice (see [42](#)). You may use additional recruitment activities to attract a diverse mix of qualified applicants for the

vacancy's specialty.

743.222 Limiting External Area of Consideration

The external area of consideration for postings of career nonbargaining vacancies grade EAS-18 and below may be limited to:

- a. Current non-career postal employees; and
- b. Preference eligible persons other than current career postal employees, who are not eligible to apply to external postings.

When limiting the area of consideration, the vacancy announcement must include the following statement: *Eligibility to apply is limited to current non-career postal employees and persons entitled to veterans' preference. Current career postal employees are not eligible to apply.*

Human Resources personnel are responsible for determining the eligibility of individual applicants and justifying any rejection based on the eligibility statement.

743.223 Alternate Arrangements for Veterans and Persons Entitled to Veterans' Preference

You may make alternate arrangements to apply for:

- a. Veterans' preference eligible persons; and
- b. Non-career employees performing military service who want to apply but are unable to apply using

www.usps.com/careers~~http://www.usps.com~~.

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 ~~applicant tracking application~~ system, eCareer. **Exception:** Pursuant to ~~Under~~ USERRA, ~~applications from~~ employees who are on active duty with the uniformed services ~~can apply~~ are accepted at any time ~~(before or after the deadline)~~ for ~~an announced vacancy and must be given~~ subsequent consideration ~~if they meet the vacancy's eligibility requirements 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).~~

~~(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 [the Nonbargaining Selection Methods training course](#), available on the [Postal Service learning management system, Learning Management System \(LMS\)](#). This course, ~~and Essentials of Interviewing and Hiring: Behavioral Interview Techniques, course is 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 ~~may use all fields within the application are not required~~ to address KSAs and are not limited to presenting all qualification information within specific application response boxes, each KSA individually, or in a narrative description.

Applicants must demonstrate the KSAs only within the application and any required documentation. They may not use a separately attached document. The only allowable attachments to applications submitted through the applicant tracking system, are résumés and specific documents identified in the vacancy announcement (e.g., certifications, writing samples, transcripts, etc.).

~~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 committee chairperson or selecting official~~The note-taker~~ must date and sign all notes taken.

All Review committee members are responsible for maintaining any notes made during their independent application reviews, or when conducting interviews.

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 **chair** or selecting official) completing the matrix enters the Basic Scores into **the applicant tracking systemCareer.**

f. The review committee chairperson or the selecting official is responsible for forwarding the completed matrix to Field Human Resources. Field Human Resources attaches PS Form 5957 and interview notes (see 743.423 for types of notes) into the applicant tracking system for retention as part of the vacancy package.

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

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 ~~Field HR~~[local services](#) for retention in [the applicant tracking system](#)~~Career~~ as part of the vacancy package.

Review committee members are responsible for maintaining the documentation cited in 743.423 and retaining for five years (see 743.442).

The selecting official is responsible for creating a vacancy file for vacancies filled outside [the applicant tracking system](#)~~Career~~, 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

743.521 General

When ~~six~~[11](#) or more applications are received, a review committee of at least ~~three~~[3](#) members must assess eligible applicants (see 743.523 and 743.524 for review committee membership and restrictions). If there are fewer than ~~six~~[11](#) applications, a review committee is not required. ~~Although a review committee is not required, the selecting official may designate a~~

~~review committee to assess eligible applicants.~~ When assembling a review committee, the selecting official is responsible for:

- a. Selecting an inclusive and diverse group of committee members. The Postal Service values diversity in many forms, including individuals of differing gender identities, races, ethnicities, ages, and abilities.
- b. Ensuring the committee understands and adheres to the equal employment opportunity commitments of the Postal Service to provide an equitable competitive selection process.
- c. Selecting review committee members who have a reputation for being fair and objective and have demonstrated a commitment to the Postal Service's equal employment opportunity and diversity, equity, and inclusion principles.
- d. Seeking assistance from the Human Resources manager in identifying available employees who meet the criteria for membership, if necessary.

743.522

Function

The major functions of the review committee are to:

- a. Assist the selecting official in assessing the applicants; and
- b. Recommend candidates who best meet the qualifications of the vacant position.

743.523 Management Level of Members

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

743.524 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. Only Field Human Resources, the area vice president may approve exceptions to review committee membership. The reason(s) for 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.
 - ~~a. d.~~ Each member must be certified by taking on the required following:
 - ~~(1) Nonbargaining Selection Methods training, course. See 10022345. Essentials of Interviewing and Hiring: Behavioral Interview Techniques, course 3623586 (see 743.41.).~~
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743.525 **Duties**

The duties of the review committee include:

- ~~d.a.~~ Reviewing and rating applications. ~~Considering each application submitted.~~ Each committee member must independently determine if each applicant has demonstrated each requirement.
- ~~e.b.~~ Conducting interviews by web conferencing, telephone, or in person, as needed. Review committee interviews are not mandatory.
- ~~f.c.~~ Reviewing ~~Optionally requiring applicants to submit~~ written samples of ~~applicant's~~ their past work that ~~demonstrates~~ demonstrate their abilities to perform requirements directly related to the vacant position. The only allowable attachments to applications submitted through the applicant tracking system, are résumés and specific documents identified in the vacancy announcement (e.g., certifications, writing samples, transcripts, etc.). **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.
- ~~g.d.~~ Recording consensus ratings for each eligible applicant on one PS Form 5957, *Requirement-by-Applicant Matrix*. The chairperson is

responsible for ensuring that PS Form 5957 and related notes are included in the vacancy file (see [743.44](#)).

- e. Recommending the number of qualified applicants, who best meet the requirements of the position, requested by 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.~~

743.526 **Procedures**

- a. The selecting official designates the review committee and ensures that each committee member has taken the required training (see [743.41524e](#)) 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 seven days and the selecting official should complete their activities within five 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 and rate 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 and rate the applications.

(b) Do one of the following:

- (i) Document ratings on PS Form 5957 based on the ~~application paper~~ review, interview ~~increase Hiring List to determine~~ applicant rank order, ~~interview~~ and make a selection, using the Rule of Three (see [624](#)); or
- ~~(i)~~ Interview all applicants, in applicant rank order, document ratings on
- (ii) 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 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 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 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].

744.4 Background Screening

744.1 When a higher-level background investigation or 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 *Administrative Support Manual (ASM)* 272, ~~Personnel Security Clearances~~).

745 **Funding**

745.1 **Relocation Expenses**

Employees who are selected competitively or noncompetitively may be eligible to receive reimbursement of authorized relocation expenses as

described in Handbook F-15-A, *Relocation Policy – Nonbargaining Executive and Administrative Schedule, Management and Technical Pay Band, and Attorney Compensation System Employees.*

745.2 **Review Committee Travel Expenses**

The selecting official's organization is responsible for funding allowable travel expenses for review committee members to meet and conduct interviews.

746 **Requests for Exceptions to Policies**

Requests for exceptions to these selection policies and procedures must be approved by the director, human resources (FieldManager, Human Resources (Area)), in coordination with ~~the~~ area or regional operations vice president, ~~(or the functional officer for Headquarters and Headquarters field unit/Field Unit positions.)~~ Send a copy of the request to the vice president, human resources/Employee Resource Management.

747 **Responsibilities for Selection**

747.1 **Field Human Resources (HR) District and Plant Managers**

Field HR District and plant managers provide policy and direction to all selecting officials and assist with needs assessment as necessary to ensure a quality selection process.

747.2 **Selecting Officials**

The selecting official has the following responsibilities:

- a. Assesses the applicant pool, defines the area of consideration, and selects applicants for vacancies.
 - b. Determines the need for a review committee (if ~~10 or fewer~~ than six applications are received) and designates only members who meet the requirements of 743.52~~are certified in Personnel Selection- Methods training.~~
 - c. ~~Provide~~Provides background information to the review committee if needed. This includes ~~a needs assessment and guidelines for~~ the maximum number of applicants to be referred.
 - d. Coordinates the selection and job offers with Human Resources.
 - e. Ensures that selections are made in accordance with all applicable selection principles, including equal employment opportunity laws, veterans' veterans preference laws and regulations, the affirmative employment program, and diversity , equity, and inclusion objectives.
 - f. Explains the rationale for the selection process followed and the selection made, if either is questioned.
 - g. Determines whether newly selected Postmasters must relocate to the vicinity of the Post Office service area to meet operational and community needs.
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747.3 **Human Resources Managers**

The Human Resources manager (or designee) has the following responsibilities:

- a. Works with the Human Resources Shared Service Center (HRSSC) to finalize the selection or close the vacancy file.
- b. Adds supporting evaluation and recommendation documentation to the vacancy file.
- c. Maintains paper vacancy files for the selecting official after completion of a selection process handled outside the applicant tracking system~~Career~~.
- d. Provides support and guidance to managers~~mangers~~ on selection, compensation, personnel action processing, and background screening~~security clearance~~ processing (see ASMA~~Administrative Support Manual~~ 272).

75 Supervisor Selection Process

751 **Purpose**

The Supervisor Selection Process is an assessment and selection process used to fill two initial-level supervisory positions: ~~(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 of the position.~~

(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 of the position.

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

- Supervisory positions, duties, and responsibilities.
- 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 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~~ Examination 642 requirement.

Note: If an employee grade level EAS-17 or above ~~competes 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 the applicant tracking system Career (see 753).

753

Competitive Process

753.1

General

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

The following procedures apply:

- a. The employee must submit an application via the applicant tracking system Career application during the posting's open period. Exception: See 772.1(b) for employees who are not able to apply through the applicant tracking system Career as a result of active military service.
- b. The employee may submit an application 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 the applicable examination requirement Examination 642, unless one of the following exceptions apply:
 - (1) Employees currently qualified on applicable examination requirements Examination 642 are not required to retake the examination (in-service examination results are valid indefinitely).
 - (2) Employees grade EAS-17 and above are not required to qualify on the applicable examination requirements Examination 642.
 - (3) Employees who formerly held the position of Supervisor, Customer Services or Supervisor, Distribution Operations are not required to qualify on the applicable examination requirements Examination 642.
- d. The selecting official will make a selection in accordance with the competitive process.

753.2

Area of Consideration

Selecting officials are normally responsible for defining the area of consideration.

- a. The area of consideration may be limited during periods of organizational change.
- b. The minimum area of consideration is all career employees in the local area of consideration before any consideration will District-wide and may be given to expand area expanded Area-wide or service Service-wide. (See 743.13)
- c. All eligible career bargaining and nonbargaining unit employees (including Field Area, Headquarters, and Headquarters field units) may apply if their permanent current work location (duty station) is where they physically report to work — is physically located within the area of consideration stated in the vacancy announcement job posting.

External recruitment may be initiated by Human Resources when vacancies are not filled by internal placement of employees (see 753.32). **Note:** Current Postal Service career employees are not eligible to apply for external job

postings. If external recruitment is limited to a geographic area, the posting must state that the geographic limitation does not apply to preference eligible applicants (including preference eligible non-career employees).

753.3 **Vacancy Announcement**

753.31 **Internal Vacancy Announcement**

Internal vacancy announcements are posted via the applicant tracking~~Career~~ system, and must be posted for no fewer~~less~~ than 15 calendar days. The announcement must include the following information about the vacant position:

a. Geographic area of consideration;

~~a.b.~~ Position title to be filled.

~~b.c.~~ Occupation code;

~~c.d.~~ Grade;

~~a.~~ Starting and ending times.

e. Duty station;

f. Position duties;

g. Work hours;

~~d.h.~~ 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.

Note: Exceptions to the minimum posting period may apply. (See 743.171 Exceptions to 15-Day Posting of Nonbargaining Vacancy Announcements)

753.32 **External Selection**

If a vacancy is not filled by internal placement of employees, it may be filled externally with appropriate approval at the Field or National~~from~~ Human Resources (at the District, Area, or Headquarters) level as required.

If a vacancy is filled externally, it may be filled either:

a. Noncompetitively (see 233); or

b. Competitively.

(1) Competitive external postings for Supervisor, Customer Services and Supervisor, Distribution Operations vacancies are posted on www.usps.com/careers (see 42). www.usps.com (see 42). The area of consideration may be limited to current non-career employees and veterans' preference eligible~~eligible~~ other than current career employees, who are not eligible to apply to external postings.

(2) When limiting consideration in this manner, include the following statement: *Eligibility to apply is limited to current non-career postal employees and persons entitled to veterans' preference. Current career postal employees are not eligible to apply.*

You must~~may~~ make alternate arrangements for preference-eligible persons and non-career employees performing military service who want to apply and are unable to apply via the applicant tracking system~~Career~~.

753.4 **Application Procedures**

|

Interested persons apply by submitting an application by the date and time specified in the vacancy announcement.

754 Selection and Placement Process

754.1 Assessment Process

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

- ~~Applicable e~~Examinations ~~s-642~~.
- Application review.
- Interview.

754.2 Process Guidelines

Application reviews, interviews, and selections are to be: (a) made in accordance with Supervisor Selection Process guidelines provided by National Human Resources (Headquarters); and (b) conducted in a manner consistent with the philosophy and methods described in Nonbargaining Selection Methods training course available on the Postal learning management system 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 ~~six-eleven~~ or more applicants, a review committee is required. If there are ~~fewer than six 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 743.524, Restrictions on Membership). It is recommended (but not required) that the committee includes at least one representative from each of the following:

- Customer Services.
- Distribution Operations.
- 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 reviews and documentation activities before conducting interviews.

755.2 Field Human Resources Local Services

Field Human Resources Local Services has general responsibilities related to:

- a. Posting vacancies ~~;~~
- b. Coordinating examinations for ~~applicants, employees-~~ ~~who require Examination 642, and~~
- c. Working/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 ~~applicant tracking system~~*Career* activities.
- c. ~~Select~~*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~~s~~ and documentation activities before conducting the interviews.

756 **Application Review**

756.1 **Process**

The applications are reviewed and rated for all applicants meeting ~~applicable examination requirements~~*the Examination 642 requirement*.

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

756.2 **Documentation**

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

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

756.3 **~~Applicant Tracking System~~*Career* Questionnaires**

The responsibility for completing ~~the applicant tracking system~~*Career* questionnaires is as follows:

- If a review committee conducted the reviews, ~~all the committee members are~~*chairperson is* responsible.
- 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 number of qualified applicants 3 to 5 candidates~~ who best meet the requirements of the position, ~~requested by the selection official. 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 required examinations Examination 642 or on the application review be recommended to the selecting official.

~~If 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.

Note: When a Supervisor, Customer Services or Supervisor, Distribution Operations vacancy is being filled externally, exam-qualified competitors are put on a Hiring List in rank order to be interviewed by the selecting official. Selections are made as described in 623 through 626.

757.2 **Applicant Tracking System Career Questionnaires**

The review committee chairperson will indicate the identified applicants as "Recommended" or "Not Recommended" via the applicant tracking system Career questionnaires.

758 **Structured Interview**

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 Field Human Resources Local Services to attach to the vacancy file posting requisition (see 743.44).

758.3 **Applicant Tracking System Career Questionnaires**

The selecting official completes the applicant tracking system Career questionnaires, indicating the selection.

759 **Training Following Selection**

Newly promoted supervisors will receive training after placement.

74 EAS 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 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.

Employees selected in this manner must meet the qualification requirements for the position. Selection is solely at the discretion of the selecting official.

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 Field vacancies is career nonbargaining employees in the local area of consideration.
Exception: Positions filled under the Supervisor Selection Process (see [75](#)) must be posted to all career employees (including bargaining employees) in the local area of consideration before any consideration is given to expanding the area of consideration.

All eligible career nonbargaining employees (including Field, Headquarters, and Headquarters field units) may apply if their current work location (duty station), is located within the geographic area of consideration stated in the vacancy announcement.

743.132 **Expanding 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 Relief (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 his or her employing Post Office, must be considered by the selecting official at that Post Office.

- b. *Special nomination for nonbargaining positions.* Area and Regional Operations vice presidents, and the senior director National Human Resources 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) Director, Human Resources (Field) — for field assignments; or
 - (2) Functional officer — for assignments to a Headquarters position.

743.17 **Posting a Nonbargaining Vacancy Announcement**

Announcements are posted for a minimum of 15 calendar days.

The following must be included in the vacancy announcement:

- a. Geographic area of consideration.
- b. Position title;
- c. Occupation code;
- d. Grade;
- e. Duty station.
- f. Position duties.
- g. Nonscheduled days.
- h. 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 Basic Computer Skills and Driving Requirements, describes the circumstances in which computer skills and driving can be added.

743.171 Exceptions to 15-Day Posting of Nonbargaining Vacancy Announcements

- a. Exceptions may apply during periods of organizational change.
- b. The 15-day minimum posting period does not apply to the EAS positions below. These positions are posted for a minimum of seven (7) calendar days:

Job Title	Level
Mgr Customer Services	EAS 17-21
Mgr Distribution Operations	EAS 19-20
Postmaster	EAS 18-21
Postmaster (PTPO)	PTPM-56
Supv Customer Services	EAS-17
Supv Distribution Operations	EAS-17
Supv Maintenance Operations	EAS-17
Supv Transportation Operations	EAS-17

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) Reinstatement 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/careers.
- 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**

743.221 **General**

When you fill a nonbargaining vacancy externally and do not use a noncompetitive recruitment source, then you must post the vacancy on www.usps.com/careers for a minimum of 5 calendar days to ensure adequate public notice (see [42](#)). You may use additional recruitment activities to attract a diverse mix of qualified applicants for the vacancy's specialty.

743.222 **Limiting External Area of Consideration**

The external area of consideration for postings of career nonbargaining vacancies grade EAS-18 and below may be limited to:

- a. Current non-career postal employees; and
- b. Preference eligible persons other than current career postal employees, who are not eligible to apply to external postings.

When limiting the area of consideration, the vacancy announcement must include the following statement: *Eligibility to apply is limited to current non-career postal employees and persons entitled to veterans' preference. Current career postal employees are not eligible to apply.*

Human Resources personnel are responsible for determining the eligibility of individual applicants and justifying any rejection based on the eligibility statement.

743.223 **Alternate Arrangements for Veterans and Persons Entitled to Veterans' Preference**

You may make alternate arrangements to apply for:

- a. Veterans' preference eligible persons; and
- b. Non-career employees performing military service who want to apply but are unable to apply using www.usps.com/careers.

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 applicant tracking system. **Exception:** Pursuant to USERRA, employees who are on active duty with the uniformed services can apply at any time (before or after the deadline) for an announced vacancy and must be given subsequent consideration if they meet the vacancy's eligibility requirements (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 the Nonbargaining Selection Methods training course, available on the Postal Service learning management system. This course is 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 may use all fields within the application to address KSAs and are not limited to presenting all qualification information within specific application response boxes, individually, or in a narrative description.

Applicants must demonstrate the KSAs only within the application and any required documentation. They may not use a separately attached document. The only allowable attachments to applications submitted through the applicant tracking system, are résumés and specific documents identified in the vacancy announcement (e.g., certifications, writing samples, transcripts, etc.).

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 committee chairperson or selecting official must date and sign all notes taken.

All Review committee members are responsible for maintaining any notes made during their independent application reviews, or when conducting interviews.

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-Applciant 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 chair or selecting official) completing the matrix enters the Basic Scores into the applicant tracking system.
- f. The review committee chairperson or the selecting official is responsible for forwarding the completed matrix to Field Human Resources. Field Human Resources attaches PS Form 5957 and interview notes (see 743.423 for types of notes) into the applicant tracking system for retention as part of the vacancy package.
- [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**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 Field HR for retention in the applicant tracking system as part of the vacancy package.

Review committee members are responsible for maintaining the documentation cited in 743.423 and retaining for five years (see 743.442).

The selecting official is responsible for creating a vacancy file for vacancies filled outside the applicant tracking system 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**743.521 General**

When six or more applications are received, a review committee of at least three members must assess eligible applicants (see 743.523 and 743.524 for review committee membership and restrictions). If there are fewer than six applications, a review committee is not required. When assembling a review committee, the selecting official is responsible for:

- a. Selecting an inclusive and diverse group of committee members. The Postal Service values diversity in many forms, including individuals of differing gender identities, races, ethnicities, ages, and abilities.
- b. Ensuring the committee understands and adheres to the equal employment opportunity commitments of the Postal Service to provide an equitable competitive selection process.
- c. Selecting review committee members who have a reputation for being fair and objective and have demonstrated a commitment to the Postal Service's equal employment opportunity and diversity, equity, and inclusion principles.
- d. Seeking assistance from the Human Resources manager in identifying available employees who meet the criteria for membership, if necessary.

743.522 Function

The major functions of the review committee are to:

- a. Assist the selecting official in assessing the applicants; and
- b. Recommend candidates who best meet the qualifications of the vacant position.

743.523 Management Level of Members

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

743.524 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. Only Field Human Resources, may approve exceptions to review committee membership. The reason(s) for 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 by taking the required training course. See 743.41.

743.525 **Duties**

The duties of the review committee include:

- a. Reviewing and rating applications. Each committee member must independently determine if each applicant has demonstrated each requirement.
- b. Conducting interviews by web conferencing, telephone, or in person, as needed. Review committee interviews are not mandatory.
- c. Reviewing written samples of applicant's past work that demonstrates their abilities to perform requirements directly related to the vacant position. The only allowable attachments to applications submitted through the applicant tracking system, are résumés and specific documents identified in the vacancy announcement (e.g., certifications, writing samples, transcripts, etc.). **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 [743.44](#)).
- e. Recommending the number of qualified applicants, who best meet the requirements of the position, requested by the selecting official.

743.526 **Procedures**

- a. The selecting official designates the review committee and ensures that each committee member has taken the required training (see [743.41](#)) 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 seven days and the selecting official should complete their activities within five 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 and rate 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 and rate the applications.
 - (b) Do one of the following:
 - (i) Document ratings on PS Form 5957 based on the application review, interview in applicant rank order and make a selection, using the Rule of Three (see [624](#)); or
 - (ii) Interview all applicants, in applicant rank order, document ratings on PS Form 5957, 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 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, 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](#).

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 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].

744.4 Background Screening

When a higher-level background investigation or security clearance is required for a nonbargaining position, the manager of the vacancy is responsible for initiating the process for the selected individual (see *Administrative Support Manual (ASM) 272*).

745 Funding

745.1 Relocation Expenses

Employees who are selected competitively or noncompetitively may be eligible to receive reimbursement of authorized relocation expenses as described in Handbook F-15-A, *Relocation Policy – Nonbargaining Executive and Administrative Schedule, Management and Technical Pay Band, and Attorney Compensation System Employees*.

745.2 Review Committee Travel Expenses

The selecting official's organization is responsible for funding allowable travel expenses for review committee members to meet and conduct interviews.

746 Requests for Exceptions to Policies

Requests for exceptions to these selection policies and procedures must be approved by the director, human resources (Field), in coordination with area or regional operations vice president, or the functional officer for Headquarters and Headquarters field unit positions. Send a copy of the request to the vice president, human resources.

747 Responsibilities for Selection

747.1 Field Human Resources (HR) Managers

Field HR managers provide policy and direction to all selecting officials and assist with needs assessment as necessary to ensure a quality selection process.

747.2 Selecting Officials

The selecting official has the following responsibilities:

- a. Assesses the applicant pool, defines the area of consideration, and selects applicants for vacancies.
- b. Determines the need for a review committee (if fewer than six applications are received) and designates only members who meet the requirements of 743.52.
- c. Provide background information to the review committee if needed. This includes the maximum number of applicants to be referred.
- d. Coordinates the selection and job offers with Human Resources.
- e. Ensures that selections are made in accordance with all applicable selection principles, including equal employment opportunity laws, veterans' preference laws and regulations, the affirmative employment program, and diversity, equity, and inclusion objectives.
- f. Explains the rationale for the selection process followed and the selection made if either is questioned.

- g. Determines whether newly selected Postmasters must relocate to the vicinity of the Post Office service area to meet operational and community needs.

747.3 **Human Resources Managers**

The Human Resources manager (or designee) has the following responsibilities:

- a. Works with the Human Resources Shared Service Center (HRSSC) to finalize the selection or close the vacancy file.
- b. Adds supporting evaluation and recommendation documentation to the vacancy file.
- c. Maintains paper vacancy files for the selecting official after completion of a selection process handled outside the applicant tracking system.
- d. Provides support and guidance to managers on selection, compensation, personnel action processing, and background screening processing (see ASM 272).

75 **Supervisor Selection Process**

751 **Purpose**

The Supervisor Selection Process is an assessment and selection process used to fill two initial-level supervisory positions:

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

- Supervisory positions, duties, and responsibilities.
- 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 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 requirement.

Note: If an employee grade level EAS-17 or above competes in response to a vacancy announcement, the employee must follow the standard process for competitive consideration including submitting an application for the position via the applicant tracking system (see 753).

753

Competitive Process

753.1

General

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

The following procedures apply:

- a. The employee must submit an application via the applicant tracking system during the posting's open period. Exception: See 772.1(b) for employees who are not able to apply through the applicant tracking system as a result of active military service.
- b. The employee may submit an application 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 the applicable examination requirement, unless one of the following exceptions apply:
 - (1) Employees currently qualified on applicable examination requirements 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 the applicable examination requirements.
 - (3) Employees who formerly held the position of Supervisor, Customer Services or Supervisor, Distribution Operations are not required to qualify on the applicable examination requirements.
- d. The selecting official will make a selection in accordance with the competitive process.

753.2

Area of Consideration

Selecting officials are normally responsible for defining the area of consideration.

- a. The area of consideration may be limited during periods of organizational change.
- b. The minimum area of consideration is all career employees in the local area of consideration before any consideration will be given to expand area-wide or service-wide. (See 743.13)
- c. All eligible career bargaining and nonbargaining employees (including Field, Headquarters, and Headquarters field units) may apply if their current work location (duty station) is located within the area of consideration stated in the vacancy announcement.

External recruitment may be initiated by Human Resources when vacancies are not filled by internal placement of employees (see [753.32](#)). **Note:** Current Postal Service career employees are not eligible to apply for external job postings. If external recruitment is limited to a geographic area, the posting must state that the geographic limitation does not apply to preference eligible applicants (including preference eligible non-career employees).

753.3

Vacancy Announcement

753.31

Internal Vacancy Announcement

Internal vacancy announcements are posted via the applicant tracking

system and must be posted for no fewer than 15 calendar days. The announcement must include the following information about the vacant position:

- a. Geographic area of consideration;
- b. Position title.
- c. Occupation code;
- d. Grade;
- e. Duty station;
- f. Position duties;
- g. Work hours;
- h. Nonscheduled days.

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

Note: Exceptions to the minimum posting period may apply. (See 743.171 Exceptions to 15-Day Posting of Nonbargaining Vacancy Announcements)

753.32 **External Selection**

If a vacancy is not filled by internal placement of employees, it may be filled externally with appropriate approval at the Field or National Human Resources (Headquarters) level as required.

If a vacancy is filled externally, it may be filled either:

- a. Noncompetitively (see [233](#)); or
- b. Competitively.
 - (1) Competitive external postings for Supervisor, Customer Services and Supervisor, Distribution Operations vacancies are posted on www.usps.com/careers (see [42](#)). The area of consideration may be limited to current non-career employees and veterans' preference eligibles other than current career employees, who are not eligible to apply to external postings.
 - (2) When limiting consideration in this manner, include the following statement: *Eligibility to apply is limited to current non-career postal employees and persons entitled to veterans' preference. Current career postal employees are not eligible to apply.*

You must make alternate arrangements for preference-eligible persons and non-career employees performing military service who want to apply and are unable to apply via the applicant tracking system.

753.4 **Application Procedures**

Interested persons apply by submitting an application by the date and time specified in the vacancy announcement.

754 Selection and Placement Process

754.1 Assessment Process

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

- Applicable examinations.
- Application review.
- Interview.

754.2 Process Guidelines

Application reviews, interviews, and selections are to be: (a) made in accordance with Supervisor Selection Process guidelines provided by National Human Resources (Headquarters); and (b) conducted in a manner consistent with the philosophy and methods described in Nonbargaining Selection Methods training course available on the Postal learning management system. Selecting officials and review committee members are required to take this course.

755 Roles and Responsibilities

755.1 Review Committees

If there are six or more applicants, a review committee is required. If there are fewer than six 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 [743.524](#), Restrictions on Membership). It is recommended (but not required) that the committee includes at least one representative from each of the following:

- Customer Services.
- Distribution Operations.
- 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 reviews and documentation activities before conducting interviews.

755.2 Field Human Resources

Field Human Resources has general responsibilities related to:

- a. Posting vacancies.
- b. Coordinating examinations for applicants.
- c. Working with the (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 applicant tracking system activities.
- c. Select 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 reviews and documentation activities before conducting the interviews.

756 **Application Review**

756.1 **Process**

The applications are reviewed and rated for all applicants meeting applicable examination requirements.

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

756.2 **Documentation**

The PS Form 5957, *Requirement-by-Applicant Matrix*, must be completed with ratings for all the applicants and be retained as part of the vacancy package.

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

756.3 **Applicant Tracking System Questionnaires**

The responsibility for completing the applicant tracking system questionnaires is as follows:

- If a review committee conducted the reviews, all committee members are responsible.
- 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 number of qualified applicants who best meet the requirements of the position, requested by the selection official.

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

If 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.

Note: When a Supervisor, Customer Services or Supervisor, Distribution Operations vacancy is being filled externally, exam-qualified competitors are put on a hiring list in rank order to be interviewed by the selecting official. Selections are made as described in [623](#) through [626](#).

757.2 **Applicant Tracking System Questionnaires**

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

758 **Structured Interview**

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 Field Human Resources to attach to the vacancy file (see [743.44](#)).

758.3 **Applicant Tracking System Questionnaires**

The selecting official completes the applicant tracking system questionnaires, indicating the selection.

759 **Training Following Selection**

Newly promoted supervisors will receive training after placement.