



August 31, 2001

MANAGERS, HUMAN RESOURCES (AREAS)  
MANAGERS, HUMAN RESOURCES (DISTRICTS)

SUBJECT: Postmaster/Supervisor Vacancies—Self-Nomination Process

Recently, questions have been raised regarding the proper handling of local applications for postmaster/supervisor vacancies. This memorandum will provide a brief review of the policy regarding the self-nomination process for these positions.

The January 19, 1995, EAS Selection Policies, Section 111.B.2, states, "Local career employees from the vacancy office, who are qualified and eligible for the position, may exercise the right of self-nomination to ensure review by the selecting official." This special consideration includes PMRs/LRs and is to ensure the review of these applications by the selecting official.

As per the 1998 Instruction on EAS Selection Review Committees, in cases where five or more applications for a vacancy are received, a review committee must be convened. However, the review committee process does not replace direct selecting official review. The review committee will evaluate all applications and forward the selection file, including all self-nomination applications, to the selecting official. Self-nominations must be forwarded with the package regardless of the review committee recommendations.

Please ensure that this policy of a guaranteed selecting official review is understood and followed as required.

A handwritten signature in cursive script that reads "Susan M. LaChance".

Susan M. LaChance  
Manager  
Selection, Evaluation, and Recognition

cc: Ms. Smith